West Virginia Northern Community College

College Catalog 2016-2017

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Message From The President

As president of West Virginia Northern Community College, one of the things I look forward to with great anticipation is greeting students at the beginning of an academic semester. I feel the same sense of eagerness when welcoming people to get to know us better by learning more about Northern. My message to all is this: Northern has been educating thousands of students at the Wheeling, Weirton, and New Martinsville campuses for more than 40 years, and our record of excellence in the classroom, affordability, and accessibility has been cemented because of those successful years.

Northern's faculty and staff are committed to serving students and assisting them in reaching their goals. Our website has detailed information on our more than 70 programs in the arts and sciences and career-technical education, and dozens of continuing education offerings. You'll find also there are nearly 20 specialized 2+2 transfer programs with numerous four-year institutions, enabling seamless transfer for those who wish to seek a four-year degree. Also, WVNCC was the first two-year institution in the area to offer degrees that can be earned totally online. That, coupled with numerous other online courses, offers options to students who seek such flexibility.

Our partnerships with area business and local school districts are most beneficial to students, and gratifying to those who lead the institution. During the past few years, we have expanded and upgraded our facilities and strived to react quickly to needs of the community. Our sense of community service is an important part of who we are, both inside and outside the classroom. We have become important components of the communities we serve.

On behalf of the Board of Governors, faculty and staff, I welcome you to become more informed about Northern. If you need further details, email us at info@wvncc.edu or call us at 304-233-5900, Wheeling; 302-723-2210, Weirton; or 304-455-4684, New Martinsville.

Sincerely,
Dr. Vicki L. Riley
President

2016-2017
Academic Calendar

Fall 2016

Registration Begins (1 p.m.)	(T)	April 12
Full Semester Classes Begin	(M)	Aug. 29
Holiday (Labor Day)	(S-M)	Sept. 3-5
Mid-term	(W)	Oct. 12
(Mid-term grades for full-term courses are posted on Northern on the Web)		
Holiday (Thanksgiving) Break	(W-U)	Nov. 23-27
Classes End	(F)	Dec. 9
Final Examinations	(M-F)	Dec. 12-16
Grades Due	(M)	Dec. 19 (Noon)
Winter Break	(F-M)	Dec. 23, 2016-Jan. 2, 2017

Spring 2017

Registration Begins (1 p.m.)	(T)	Nov. 8, 2016
Holiday (Martin Luther King, Jr. Day)	(M)	Jan. 16
Full Semester Classes Begin	(T)	Jan. 17
Mid-term	(W)	March 8
(Mid-term grades for full-term courses are posted on Northern on the Web)		
Spring Break	(M-U)	March 13-19
College Closed	(F)	March 17
Classes End	(F)	May 5
Final Examinations	(M-F)	May 8-12
Commencement	(F)	May 12
Grades Due	(M)	May 15 (Noon)

Summer 2017

Registration Begins (1 p.m.)	(W)	Feb. 1, 2017
Full Semester Classes Begin	(M)	May 22
Holiday (Memorial Day)	(M)	May 29
Holiday (Independence Day Observed)	(T)	July 4
Classes End	(R)	Aug. 10

College Snapshot

- Coeducational, Tri-Campus, Public, Two-Year Comprehensive Community College
- Established July 1, 1972, by the West Virginia Board of Regents
- Programs in Liberal Arts and Sciences, Career-Technical, Workforce Development, Developmental Education, and Community and Continuing Education
- "Open-Door" Admissions Policy for College

Mission Statement

West Virginia Northern Community College's mission is to educate and empower individuals to achieve academic and career goals, leading to a highly skilled, well-rounded, and accomplished workforce which successfully competes and adapts in a global economy.

The College responds to the needs of the region it serves by offering a high-quality learning environment that is accessible, safe, and accommodating while nurturing teamwork and community service.

Vision Statement

West Virginia Northern Community College is recognized and admired for being a community of learners who model integrity, mutual respect, and a commitment to excellence. The College purposefully strives to:

- Empower students to be successful
- Achieve continued growth
- Respect diversity
- Be responsive and adaptive
- Value personal growth and development
- Be fiscally responsible
- Be entrepreneurial whether in the classroom or online, and
- Enhance partnerships and community service

A Pledge to Students

We, the faculty, staff and administrators of West Virginia Northern Community College, reaffirm our commitment to our common mission:

EXCELLENCE IN TEACHING AND LEARNING.

As members of an academic community, we pledge to unite ourselves to support the success of all who wish to learn.

As faculty, we are a community of scholars who place a top priority on teaching, learning and advising.

As classified staff, we serve the students and the College by facilitating and enhancing the total educational process.

As administrators, we provide leadership for the development of students, faculty and staff; and we accept the responsibility for quality and accountability for the total development of the Upper Ohio Valley.

At Northern, the values of a college education and service take precedence over the values of wealth and status.

Compliance Process Updates

In keeping with the federal legislation, state of West Virginia legislative changes and regulations, including the Higher Education Opportunity Act, Family Educational Rights and Privacy Act, as amended, the Clery Act including the Campus SAVE and VAWA regulations, WVNCC is creating and/or updating processes, policies and procedures to comply with these changes. At the time of this publication the following are being reviewed (list is a sample and not all-inclusive):

- Updated Code of Conduct policy (both student and academic code changes)

For additional details, contact the Financial Aid office to be referred to the appropriate area of the College. As the College responds to these changes and mandates, information will be made available on the College's website and through student notifications, etc., as necessary.

College Accreditation Agency

The Higher Learning Commission and a member of the
North Central Association
230 South LaSalle Street Suite 7-500
Chicago, IL 60604-1411
Phone: 800-621-7440
Fax: 312-263-7462
Internet:http://www.ncahlc.org

Specialized Accreditation Agencies

Accreditation Commision for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
Phone: 404.975.5000
Fax: 404.975.5020

Accreditation Review Council on Education in Surgical Technology
& Surgical Assisting
6 W. Dry Creek Circle, Suite #110
Littleton, CO 80120
Phone: 303-694-9262
Fax: 303-741-3655
info@arcstsa.org

American Association of Medical Assistants
Medical Assisting Education Review Board (MAERB)
20 N. Wacker Drive, Suite 1575
Chicago, IL 60606
Phone: 800-228-2262

American Culinary Federation
180 Center Place Way
St. Augustine, FL 32095
Phone: 800-624-9458
Internet: www.acfchefs.org

American Health Information Management Association
233 North Michigan Avenue, Suite 2150
Chicago, IL 60601-5519
Phone: 312-233-1100
Internet: www.ahima.org

Commission on the Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway 19 North
Suite 158
Clearwater, FL 33763
Phone: 727-210-2350
Fax: 727-210-2354

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
233 N. Michigan Ave.
21st Floor
Chicago, IL 60601-5800
Phone: 312-233-1100
info@cahiim.org

Joint Review Committee on Education in Radiologic Technology
20 Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300

NALS…the association for legal professionals
8159 E. 41st Street
Tulsa, Oklahoma 74145
918-582-5188

West Virginia Board of Examiners for Registered Professional Nurses/ Continuing Education
101 Dee Drive
Charleston, WV 25311-1620
Phone: 304-558-3596
Fax: 304-558-3666

West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status or national origin in its employment policies and/or educational programs or activities, including admissions to such.

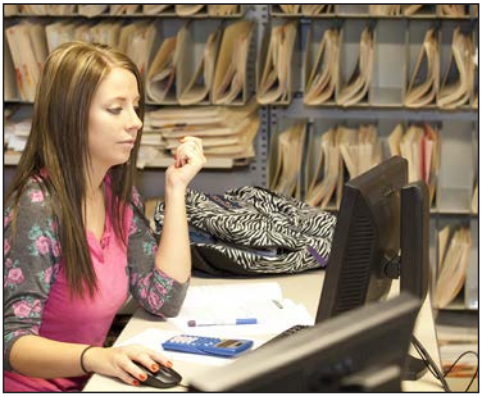
Inquiries concerning this rule should be directed to Chief Human Resource Officer Peggy Carmichael, who is designated coordinator for Title IX and Section 504. Her telephone number is 304-214-8901 and her office is located in Room 125-B, B&O Building, Wheeling campus. Her email address is pcarmichael@wvncc.edu.

- Organization
- Campus Facilities
- Academic Support Services
- Learning Resource Centers
- Technology Within the College
- Partnerships

The College

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Organization



West Virginia Northern Community College is a public, multi-campus comprehensive community college which serves the six counties of Hancock, Brooke, Ohio, Marshall, Wetzel and Tyler. On May 9, 1972, the West Virginia Board of Regents created a dual-campus community college out of what were formerly the Hancock County Branch and the Wheeling Campus of West Liberty State College (now University.) Responding to local community requests, the College began offering courses in New Martinsville in 1973 and established a campus there in 1975. To satisfy community needs, the College offers courses at a variety of other sites within the six-county service area and participates in a tuition reciprocity agreement serving students in seven neighboring Ohio counties: Belmont, Columbiana, Harrison, Jefferson, Mahoning, Monroe and Trumbull. Metro rates apply to other designated areas in Ohio and Pennsylvania. As a comprehensive community college, West Virginia Northern offers a wide variety of programs and courses in the liberal arts and sciences, career-technical education, work place training, developmental studies, and community and continuing education. Under an open-door enrollment policy, the College admits all adults desiring postsecondary education. High school students recommended by their schools for early entrance are also admitted. Graduates receive Associate in Arts degrees, Associate in Science degrees, Associate in Applied Science degrees and certificates.

Campus Facilities

West Virginia Northern Community College has campuses located in Weirton, Wheeling and New Martinsville, with the central administrative offices located on the Wheeling Campus.

New Martinsville Campus

The two-story facility at 141 Main Street is adjacent to the New Martinsville Municipal Building. It houses administrative and faculty offices; counseling and student services; the Learning Resource Center; College bookstore; general use classrooms, all of which are technology enhanced with a teaching podium containing a computer, DVD/VCR and LCD projector; a telecommunications classroom; science lab; workshop/seminar rooms; computer lab for business, nursing, physical and biological sciences; lounges; and a newly upgraded general use computer lab.

The Francis Creative Arts Center, a two-story brick structure in close proximity to the main campus facility, was donated to the College by Jack S. Francis, a local attorney, in honor of his wife, Elizabeth Francis, a longtime choral music instructor. The Francis Creative Arts Center is home to ArtsLink, the arts council of Wetzel and Tyler counties.

Weirton Campus

The Weirton Campus is located in Weirton Heights on a wooded 20-acre lot. The academic facility on the Weirton Campus houses classrooms, computer labs, faculty offices, administrative offices, counseling and student services, student lounge, College Bookstore, Learning Resource Center, telecommunications classroom, science and nursing labs, and a conference room for business and community meetings and workshops. An addition, consisting of two floors, was constructed to the building in 2011 and houses Mechatronics and Health Sciences labs.

Wheeling Campus

West Virginia Northern Community College has four locations in Wheeling. The B&O Building, located at 1704 Market Street at the southern end of the business district, originally was the main terminal of the Baltimore and Ohio Railroad. It contains the administrative offices of the College, counseling and student services, Business Office, Learning Resource Center, classrooms, laboratories, faculty offices, and student and faculty/staff lounges.

The Education Center is a newly renovated building that was formerly a warehouse. This building, located on Chapline Street adjacent to the B&O building, houses the culinary arts facility, all health sciences laboratories, classrooms, faculty offices, student and faculty/staff lounges, as well as a 5,000 square foot multi-purpose room.

The Hazel-Atlas Building, at Fifteenth and Jacob streets, was the original location of the College. However, that building was sold and classes normally held there were relocated to a new Wheeling Campus building, the Applied Technology Center, for the start of the fall 2013 semester. The ATC is located at the corner of Market and 16th streets across form the B&O Building. The ATC houses the Mechatronics program along with the Petroleum Technology and Refrigeration, Air Conditioning and Heating Technology. Another new Wheeling Campus building, housing the Student Union and Barnes and Noble bookstore, opened the summer of 2013 across from the ATC.

Learning Resource Centers

Each campus of West Virginia Northern Community College has a separate Library/Learning Resource Center (LRC). A wide variety of resources, both in print (27,000 volumes) and digital, are available for use by students, faculty, and staff. Access to the collection of resources in the LRCs is provided through the online catalog, Library Books and More @ Northern. To access the catalog, or many of the other electronic resources and databases, please go to the LRC Web page - found on the College Web page at www.wvncc.edu. Look for the Library link under Quick Links. Students, faculty, and staff can also access Library resources within their respective Portal. Each campus LRC has a number of computers available to students for research, class assignments, word processing, and Internet searching. Individual and group instruction for research or any of the LRC resources is available at each campus from the LRC staff. They have the expertise to help you with your research and information needs.

Technology Within the College

West Virginia Northern Community College believes in acquiring and using technological tools which help people learn effectively and work more efficiently, improve classroom experience for teachers and learners and lead forward-thinking, innovative trends.

Telecommunications and Telecomputing

All three campuses are linked multiple ways for use with interactive audio, video, and data.The system allows classes to originate at any location, enabling the instructor to maintain two-way audio and video contact with students. It allows the College to provide more course offerings to all campuses and to better utilize the expertise of its faculty. Conferences, seminars and short-term instructional programs are possible with the telecommunications equipment.

WVNCC offers the students, staff and faculty a wide variety of comprehensive and current learning resources that are easily accessible. Each LRC has computers for student use and numerous open state-of-the-art, computer labs are available on each of the campuses. BlackBoard is used for online course development and email accounts are assigned to all registered students. All classrooms on WVNCC's three regional campuses are equipped with instructional technology that include a computer and ceiling mounted projectors. Document cameras are also available. Secure wireless is provided on all campuses. WVNCC uses Banner for the Web. Students can access the Student Portal so they have access to grades, online registration, school email, and a host of other services WVNCC offers. Technical support for email accounts is provided by the College's Office of Information Research.

Email Accounts

The College assigns an email account to all students in credit hour courses upon admission. Instructions on using the account are available at each Campus Service Center, through the Campus Counselor or through the office of Admissions. The College also assigns adjunct faculty, full time faculty and staff an email account. Students, faculty and staff must use their Northern assigned accounts for all official College transactions. The College will also provide its annual FERPA notice, campus crime statistics notification and other College information through this email account. Technical support for email accounts is provided by the College's Office of Information Technology.

Partnerships

West Virginia Northern is pledged to a partnership strategy for the development of the Northern Panhandle. Partnerships between industry and education to identify needed general and technical skills are the best guarantee of industry's success and of employee security and satisfaction. All of the College curricula are designed and evaluated with

the assistance of advisory committees. Partnership with other educational institutions, economic development and other civic and cultural groups is also a constant part of the College's agenda for development.

Major partnerships include the following:

- EDGE (Earn a Degree Graduate Early) - a partnership with the public school districts where students in selected technical education courses can receive credit at community colleges if they pass standardized end of-course exams
- Northern Panhandle Technical Education and Training Partnership, involving secondary schools in the articulation of their technical programs for credit toward an A.A.S. Degree
- Oglebay Institute Partnership, involving the brokerage of classes from Oglebay Institute for Health and Physical Education credit at Northern
- Partnership with Mountaineer Casino, Racetrack and Resort and Wheeling Island Hotel-Casino-Racetrack to offer training for table game dealers
- Partnership with Whirlpool Corporation to offer training in appliance repair
- Partnership with the West Virginia Rehabilitation Center to allow transfer of their courses to the College with full credit
- Partnership with four-year colleges to effect full transfer of West Virginia Northern courses into baccalaureate degree programs
- Partnership with Northern Panhandle Workforce Investment Board to provide services through the Workforce West Virginia Career Center
- Retail and customer service skills development, involving the National Retail Federation and economic development agencies to ensure the availability of customized workforce training on this growing industry sector
- Bridges to Communities - liaison with organizations such as Wetzel County Chamber of Commerce, ArtsLink, Wheeling National Heritage Area Corporation, Business Development Corporation of Northern Panhandle, Regional Economic Development Partnership, West Virginia Northern Community College Foundation, and Friends organizations at the New Martinsville, Weirton and Wheeling campuses

- **Admission Policy and Procedures**
- **Health Sciences Selection and Admission**
- **Enrollment Status and Course Load**
- **Registration Policy and Procedures**

Admissions / Registration

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Admissions Policy and Procedures

West Virginia Northern Community College is an open door college admitting students to the College regardless of academic background. The College admits students as degree seeking or non-degree seeking, or as early entrance high school students or those enrolling in continuing education. Some programs are limited enrollment with specific entrance requirements, including Health Sciences. The College admissions policy follows the basic guidelines of the WV Community and Technical College Education System.

Applications and information may be obtained from any Campus Service Center, through local high school counselor offices, or online at the College's website. There are separate applications for general admission, continuing education and early entrance/home schooled students. General admission student applications may be submitted online or at any Campus Service Center. All general admission students must select a Program of Study at the time of application for admission. A separate application for admission into a Health Sciences program is required in addition to the general application. Students will be admitted to only one major beginning Fall 2013 and students currently enrolled will be admitted to one major when changing majors. (See Health Sciences Selection and Admission Policy, this section.)

The College is required to maintain a list of states where Northern is authorized to offer a state's residents distance education. A current list of states is available on the College's website. Northern is not permitted to enroll students in courses in states where it does not have current authorization for distance education.

In addition to application the following is required at the College:

- A U.S. high school transcript or high school equivalency scores from a state agency approved test program. Transcripts must be sent directly from the high school. Note: Applicants who graduated from high school or passed their state approved high school equivalency more than five years prior to admission and/or have earned 30 or more semester hours of credit at a regionally accredited institution do not have to submit a high school transcript/equivalency scores for admission (but may need to for financial aid.)
- Transfer students must provide an official transcript(s) from each regionally accredited institution. Transcripts cannot be older than 120 days (transcripts from other colleges may be needed for financial aid purposes.)
- Early entrance students must submit permission of high school officials and parents.
- Foreign national students are admitted as full-time students only. They must demonstrate a satisfactory command of the English language, provide evidence of sufficient support funds, and meet standard expectations of the U.S. Immigration Office to obtain a VISA through WVNCC.
- Returning students who have not enrolled in WVNCC courses for more than one year must submit a new application for admission.
- Transfer students who have been dismissed from other colleges for disciplinary

purposes are required to undergo review to determine if they will be admitted and must report this on their admission application.

- Home-schooled students may be required to submit written verification of subject mastery.

Student placement skills information is required for all admitted general admission students in order to determine academic preparation for course placement and program entry. This assessment should be completed prior to enrollment and entry into specific courses and programs. Placement skills information may include the following:

- Official college transcripts from an AACRAO accredited institution showing completion of an approved college level mathematics and/or English course.
- ACT or SAT scores.
- Freshmen placement test scores. See the Student Services section of this catalog for specific information. (NOTE: Students who apply after placement test sessions have ended may have to wait until the following semester to begin classes.)

Health Sciences Selection and Admission

The Health Sciences programs have limited enrollment and a selective review process. Applicants must meet all general admission criteria for the College; complete a separate Health Sciences or Nursing application (including an application fee); and provide official copies of their high school transcript, prior college transcripts, and any requirements specific to admission for the students intended program. See the applicable application and individual program webpage for any additional items needed. Selection of applicants is a continuous process. Early application is highly recommended. For more information contact the Division of Health Sciences.

Enrollment Status and Course Load

Students are enrolled once they have completed the registration process which includes satisfying all financial obligations to the College.

Full-time students are those who are currently registered for a minimum of 12 credit hours during a full semester or for a minimum of 6 credit hours for summer term. Developmental education course credit is counted for this determination but not for graduation, degree requirements or certain honors. The number of credit hours of specified courses required per semester to complete a certificate program in two semesters or an associate degree in four semesters is typically 15 credit hours, excluding developmental and orientation courses. .

Part-time students are those who are currently registered for less than 12 credit hours during a full semester or for less than 6 credit hours during the summer term. Part-time students will need to plan carefully their sequence of courses to assure completion of a degree or certificate.

First-time students are those who have not taken any college courses since they graduated from high school.

Freshmen students are those who have completed up to 30 credit hours.

Sophomore students are those who have completed 30 or more credit hours in their program.

Registration Policy and Procedures

Enrollment and changes or withdrawal of enrollment in specific courses must be initiated by students through completion of registration processes. Where required, documentation of prerequisites for entry into specific courses is required prior to registration.

The College provides extensive dates and times for registration. New students can register after meeting with Campus Counselors or faculty advisors. Returning students may register by logging onto *Northern on the Web* after meeting with their academic advisor and obtaining their alternate PIN.

Registration is the admission "ticket" into classes. Registration must be completed prior to entry into the class. In some unusual instances, an instructor may permit a student to participate in one class session during the first week of classes prior to completion of registration. After the first week, participation by a non-registered student requires written authorization from the Vice President of Student Services for a specified temporary period.

Before attending any class, a student must officially register and satisfy all financial obligations to the College. The College reserves the right to deny admission to class to any student who has not registered or remitted full payment of tuition and fees. The College provides the opportunity for students to complete "early" registration prior to the beginning of classes. Students need to make financial arrangements by the established payment deadlines. Refer to *Tuition and Financial Aid* section of this catalog and the academic schedule.

Registration for audit of courses, that is, taking credit courses without evaluation and credit, must be specifically requested at the time of registration. Students must also inform the instructor of their registration for audit purposes only. Students are not permitted to change their registration from "audit" to "credit" or "credit" to "audit" after the first two weeks of the semester or a comparable period in short-term classes. This change is completed by submitting Audit Course Request form to the Campus Service Center. Audited courses do not count toward graduation and cannot be paid with Title IV financial aid funds.

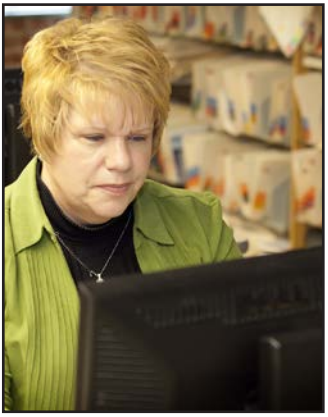
Adding classes during the first week of a class is possible and does not require the instructor's approval providing that the class is not at capacity. Students register through their NOW accounts.

Late Registration occurs during the second week of classes and students follow the Late Registration procedure. Students must complete an Application for Late Registration and obtain the faculty member's signature granting permission for the student to register late.

Changes in registration are completed by students online at *Northern on the Web* prior to the second week of classes. After the second week students may add classes by submitting a late registration form. Dropping a class is completed online through N.O.W. by the student. Students are responsible to immediately verify that written documentation accurately reflects the change intended. The late registration limits apply to "add" period for individual courses. Students should consult the academic calendar concerning deadline to "drop" courses and read the regulations regarding grades and refunds as well as financial aid, if applicable. Students are encouraged to talk with instructors and/or their academic advisor prior to making such changes. Often, alternatives or supplementary assistance may be available which makes course completion possible. In addition, students need to identify the impact of dropping specific courses. If the impact of a "drop" is complete withdrawal from all courses, then the student should follow instructions for "withdrawal from all courses." *(See below.)*

Last day to drop/withdraw from a class is the 11th week of classes, or prior to the 60% mark for a part-of-term class.

The maximum number of credits for which students may register is 18 credit hours per semester and 12 credit hours in summer term. Exceptions may be granted by the Campus Dean or designee upon the recommendation of the student's academic advisor and evidence of the requesting student's ability to manage an exceptionally heavy course load. This evidence is normally the completion of previous college courses as a full-time student and a grade point average higher than 3.25.



Delays, limits, and "holds" which impact registration result under certain conditions, such as:

- The maximum number of students has already registered for the course;
- The admission application has not been submitted;
- Required admissions materials have not been submitted by the end of the first term of enrollment;
- Documentation of preparation for entry in specific courses is required but not completed;
- Default in payment of educational loans, repayment owed on Title IV aid, or other payments owed to the College;
- Developmental education coursework not successfully completed;
- The student not meeting certain conditions resulting from lack of standards of progress; and/or
- Disciplinary action. See *Student Rights and Responsibilities,* Policies Section.

"Wait lists" result when a class is filled to capacity. If space becomes available prior to the first class session, the student will be notified through their WVNCC email account and given the chance to register themselves through their NOW account. **No waitlisting of classes will be available starting two weeks prior to the start of class.**

Withdrawal from all courses, when necessary, is completed through Northern on the Web. Telephone withdrawals can be taken by the Campus Counselor only. Students are encouraged to talk with their instructors and academic advisor prior to withdrawing to determine if there are other alternatives available. Students are responsible for verifying their withdrawal. **The last day to totally withdraw from the College is published in the academic calendar. Students who completed short-term courses or tested out of a course in the same semester are not eligible for a total withdrawal.**

Administrative withdrawal of a student from individual courses may be implemented by the instructor when, in the opinion of the instructor, a student fails to attend class regularly and/or fails to complete educational assignments. Disciplinary action can also result in administrative withdrawal by an instructor. See *Student Rights and Responsibilities,* Policies section.

Administrative drop: For students with outstanding financial obligations, the College may "administratively drop" the student from classes for nonpayment. The College also reserves the right to administratively drop a student from a course for failure to meet prerequisites and failure to adhere to institutional or financial aid standards of progress.

Tuition / Financial Aid

- Resident/Non-Resident Provision
- Tuition and Fees
- Payment Plan
- Tuition Refunds
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- Consumer Information
- Types of Financial Aid Available
- Scholarships and Academic Awards
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WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Resident/Non-Resident Provision —

West Virginia Northern adheres to Council for Community and Technical College Education and Higher Education Policy Commission policy for determining residency for tuition and fee purposes. Generally, students who did not reside in WV (or a reciprocity or Metro county) for 12 consecutive months prior to the start of classes is considered an out of state student. The Records Office is responsible for administering this policy, which is cited below. The decision of the Registrar may be appealed by written petition to the Student Appeals Committee for Non-Academic Matters and then to the President. The policy states:

Classification of Residents and Non-Residents For Admission and Fee Purposes

1. Classification for Admission and Fee Purposes. Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition and fee purposes. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision will be made by the Records Office, Certification Analyst and shall be based upon information furnished by the student and all other relevant information. Appeal of the decision is to be made to the Registrar Office. The Records Office is authorized to require such written documents, affidavits, verifications or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition and fee purposes is upon the student.

If there is a question as to domicile, the matter must be brought to the attention of the Records Office at least two weeks prior to the deadline for the payment of tuition and fees. Students found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident tuition and fees for each academic term theretofore attended.

The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

2. Residence Determined by Domicile. Domicile within West Virginia means adoption of West Virginia as the fixed permanent home and involves personal presence within West Virginia with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with

relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in West Virginia for admission or fee payment purposes.

West Virginia domicile may be established upon the completion of at least 12 months of continued presence within West Virginia prior to the date of registration, provided that such 12 months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than 12 months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action.

In determining domicile, institutional officials give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within West Virginia, payment of West Virginia property tax, filing of West Virginia income tax returns, registration of motor vehicles in West Virginia, possession of a valid West Virginia driver's license and/or marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

Factors mitigating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal tax forms or the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states and leaving West Virginia when school is not in session.

3. Dependency Status. Dependent students are those who are listed as dependents on the federal or state income tax return of their parent(s) or legal guardian or who receive major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, dependent students take the domicile of the parent with whom they live or to whom they have been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

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

4. Change of Residence. Individuals who have been classified as out-of-state students and who seek resident status in West Virginia must assume the burden of providing conclusive evidence that a domicile has been established in West Virginia with the intention of making this state the permanent home. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions referenced in Sect. 2. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification. It is the student's responsibility to notify the Financial Aid Office.

5. Military. An individual who is on full-time active military service in another state or a foreign country or who is an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees, providing that the person established a domicile in West Virginia prior to entrance into federal

service, entered the federal service from West Virginia and has at no time while in federal services claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse or dependent children for such individual shall also be classified as in-state students for tuition and fee purposes.

Persons assigned to full-time active military service in West Virginia and residing in West Virginia shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

6. Aliens. Aliens who are in the United States on resident visas or who have filed petitions for naturalization in the naturalization court and who have established bona fide domiciles in West Virginia as defined in Sect. 2 may be eligible for in-state residency classification, provided that they are in West Virginia for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Sect. 2. Individuals holding a student or other temporary visa may not be classified as in-state students.

7. Former Domicile. Individuals who were formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of departure from West Virginia may be immediately eligible for classification as West Virginia residents provided they return to West Virginia within a one-year period of time and satisfy the conditions of Sect. 2 regarding proof of domicile and intent to remain permanently in West Virginia.

Residency Appeal Process

The decision of the Registrar may be appealed in accordance with the Student Appeals Procedure for Non-Academic Matters. The appeal shall end at the institutional level.

Tuition and Fees

Students registering for classes at West Virginia Northern Community College will be subject to the tuition and fee schedule that can be found on the College's Web page at www.wvncc.edu/potential-students/schedule-of-tuition/539. **The College policy requires tuition be paid prior to the beginning of each semester and term. Any unpaid balances will be pursued for payment to the fullest extent in accordance with state and federal law and according to College procedures.** Students registering on or after their corresponding the last day to pay based on their early registration date, including those students adding classes, must make payment arrangements at the time of registration. The class schedule will list the deadline and specific amounts. Payment may be made by cash, check, Visa, MasterCard, Discover, American Express, or through a College-approved payment plan.

Students who have a bona fide third party agency paying their tuition will not be required to pay tuition at the time of registration provided there is written authorization in the College's Business Office that payment will be made to West Virginia Northern.

After the end of the regular registration period, students may register by completing the required registration forms.

The late registration fee may be waived in instances where the delay in registration was deemed to be the fault of the College and not the student. This waiver will be initiated

by the Campus Dean and authorized by the Chief Financial Officer/Vice President of Administrative Services or their designees.

The College may administratively drop students from classes and/or withhold designated services, including evaluation of courses to be transferred from other colleges and/or universities, registration for additional courses, grade reports, evaluation of credit toward degree programs, official transcripts of credits earned at West Virginia Northern and awarding of the diploma indicating degree or certificate attainment, for students who have outstanding tuition, fees, or any financial obligations to the College or who have defaulted on any educational loans.

Residents of Belmont, Harrison, Jefferson, Monroe, Columbiana, Mahoning & Trumbull counties in Ohio may attend at the West Virginia "In-State" tuition rates. Residents of Allegheny, Beaver, Butler, Greene and Washington counties in Pennsylvania and residents of Columbiana and Washington counties in Ohio pay a Metro rate.

SREC courses can be taken at the in-state rate. Early entrance students taking college classes in the summer following their senior year will pay the early entrance rate. Contact your Campus Service Center for additional information.

Students who attend West Virginia high schools are eligible for a reduced tuition rate. Students attending high schools in reciprocity counties and home-schooled students will pay a reduced tuition rate. West Virginia senior citizens (age 65 or older) pay half of the tuition per credit hour, for classes on a space available basis. Payment of full tuition costs assures a spot in class.

Other Fees

Students applying to limited enrollment programs will be charged a nonrefundable Application Fee. (See *Health Sciences Selection and Admission Provision*, Admissions/Registration section.)

Special fees include, but are not limited to an informational technology fee (per credit hour), facility fee (per semester), administrative fee (per semester), and a capital fee (per semester). Students will be assessed program specific fees depending on their course of study. Federal and State Perkins guidelines require an external assessment of qualified programs. Therefore, some programs contain coursework that lead to certification examinations. Fees associated with these exams are incorporated in the program fee assessed to students. Questions regarding exams or program specific fees should be submitted to the director of the academic program in which the fees are required.

Current fees can be found on the College's Web page at www.wvncc.edu/potential-students/schedule-of-tuition/539. Students can estimate the cost of their education by accessing the tuition calculator found on the College's website.

Payment Plan

West Virginia Northern Community College offers an interest-free, monthly payment option to assist students in paying tuition and fees. Students can spread payments over four months, interest-free. For additional information, contact the College's Business Office.

Tuition Refunds

Only in cases where the College cancels class or a student withdraws prior to the first day of the semester, or prior to the first day of class for classes beginning later in the semester, will full tuition be refunded. Refunds are automatically computed only for students who withdraw from **all** courses during the refund period.

Students who officially withdraw from a portion of their courses anytime during the first week of the refund period must request, in writing, a refund from the Chief Financial Officer/Vice President of Administrative Services. For students who totally withdraw from all classes (excluding administrative or institutional withdrawals), a percentage, based on total tuition charges, will be refunded following the schedule below. If a student has been making payments according to a payment plan, the refund percentage is based on the full amount of tuition originally owed at the beginning of the semester.

Classes canceled by the College .....100% refund
Prior to the first day of the semester.....100% refund
During the first week or 13% of the term.....90% refund
Students completing 14% - 25% of the term.....70% refund
Students completing 26% - 38% of the term.....50% refund
Students completing 39% or more of the term..... No refund

In doing the calculation, should the percentage calculation identify a partial day, the entire day will be included in the higher refund period.

Fees are refundable only if classes are dropped during the 100 percent refund period. Student refunds will be sent to Higher One and disbursed based on the student's refund preference. If payment was made with a credit card the credit card account will be credited, within 30 days after the official drop date. When classes are canceled, refunds will be issued as soon as possible.

Students participating in federal financial aid programs will have their aid adjusted according to the federal Return of Funds policy. See *"Federal Return of Funds Provision,"* this section.

Tax Benefits for Education

Questions concerning individual tax credits should be directed to the irs.gov website.

Financial Aid

West Virginia Northern Community College offers several types of financial assistance to aid students in meeting educational expenses. More than 90 percent of the financial aid awards are granted on the basis of demonstrated financial need; however, the College also offers awards on the basis of academic and extracurricular performance. After applying for admission, students may apply for financial assistance.

At West Virginia Northern, financial need is defined as "the difference between the cost of attendance and the amount that the student can afford to pay for the education" i.e., Expected Family Contribution (EFC). To determine financial need,

the College uses information from the Free Application for Federal Student Aid (FAFSA).

Students who qualify may be awarded more than one type of aid. Awards may be combinations of gift (scholarships and grants) and self-help (loans and work) aid. Students must reapply for aid each academic year.

Applications for need-based aid other than Federal Pell Grants should be submitted by March 1 for the next fall semester and by October 1 for the next Spring semester. Requests submitted after these dates will be accepted and processed until all available funds are utilized. Funds will be available on or after the published refund day. Scholarships require a separate application.

It is important that students keep the Financial Aid Office informed of any changes in their plans to attend college. For example, if they have already registered for classes and decide not to attend, they should notify the Financial Aid Office in writing prior to the start of the semester. The Financial Aid Office cannot withdraw students from classes. In order to withdraw from classes, students must use their NOW account online, or contact student services.

In general, in order to receive aid students must be working toward a certificate or associate degree, not be in default on a loan or owe a repayment to any aid program at any post-secondary institution, must maintain financial aid Satisfactory Academic Progress and, if male, be appropriately registered with the Selective Service.

Inquiries concerning financial aid or requests for applications should be addressed to: Financial Aid Office, West Virginia Northern Community College, 1704 Market St., Wheeling, WV 26003-3643, or financialaidoffice@wvncc.edu.

BankMobile Refund Cards

Your BankMobile Refund Card is the key to receiving any financial aid and/ or general refund due to you. In order to receive a refund, you must activate your BankMobile and select your refund “preference”.

You may select to open a BankMobile Account, or chose Direct Deposit to your personal banking account. You must make this selection via Bankmobile – WVNCC cannot make this decision for you.

NO PAPER CHECKS WILL BE ISSUED BY WEST VIRGINIA NORTHERN COMMUNITY COLLEGE.

To learn more about BankMobile, please visit www.RefundSelection.com or call 304-214-8811.

Consumer Information

In keeping with the provisions of part 178 of the Education Amendments of 1976 and 1980, the following information on costs is presented. This information is subject to change by the U.S. Department of Education at any time. Periodic changes will be published and/or in specific financial aid information sent directly to students on aid.

For financial aid purposes, an independent student is defined as a student who meets one of the following criteria: born before January 1, 1991 (per FAFSA guidelines for the applicable financial aid year), has legal dependents other than a spouse, is a veteran of the U.S. Armed Forces, married, an orphan or a ward of the court, is currently serving on active duty in the U.S. Armed Forces for purposes other than training, or who may be classified by a financial aid administrator as independent because of other unusual circumstances.

Sample campus-based budgets follow. Students may have unique circumstances that would result in deviation from this budget to determine expenses.

2016-2017 Campus-Based Budgets for West Virginia Residents, Ohio Reciprocity Students, Metro Students and Out-of-State Students

	Students Without Dependent(s) Who Live at Home with Parents	Students With Dependents Who Live with Parents and/or Students Who Do Not Live with Parents
Books and Supplies	1,135	1,135
Transportation	1,400	1,400
Personal and Misc.	1,188	2,122
Room and Board	1,999	3,999
Total Budget	$ 5,687 Plus Tuition	$8,656 Plus Tuition

For current tuition and fees, see the College's Web page at http://www.wvncc.edu. Budgets are subject to change. These are estimated amounts that individuals in or out of school will incur depending upon living arrangements and responsibilities. A program fee will be added to each student budget. Students in culinary arts, nursing, and applied technology programs may have budgets that reflect their higher fees.

All students seeking specific consumer information about financial aid programs or financial aid access for persons with disabilities or Spanish speaking persons should contact the Financial Aid office.

Types of Financial Aid Available —

Federal Grants and State Scholarships

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant
- West Virginia Higher Education Grant
- Higher Education Adult Part-Time Student Grant (HEAPS)
- Pennsylvania State Grant
- The West Virginia PROMISE Scholarship
- The West Virginia Engineering, Science and Technology Scholarship

Work-Study

- Federal Work-study Program

Loans

- Federal Perkins Loan
- Federal Direct Loan (subsidized and unsubsidized)
- Federal Direct PLUS Loan

Additional Loan Information

All students must complete entrance counseling before receiving loan funds and complete exit counseling upon withdrawing, graduating or dropping below half-time status.

Students who have several federal education loans may apply to have the loans consolidated into one loan, with one payment for an extended repayment period. More information is available with the loan servicer.

Students using a private loan can get the Private Education Loan Applicant Self - Certification form from the loan servicer and/or Financial Aid forms page online at www.wvncc.edu.

Beginning July 1, 2013, all new loan borrowers were subject to new regulations. Students may receive a subsidized loan up to 150% of the student's program of study loan limits. An A.A., A.S., and A.A.S. program at WVNCC may receive loans up to a maximum for 3 years of full-time enrollment or the equivalent loan limits; A C.A.S program may receive loans up to a maximum of 3 semesters of full-time enrollment or the equivalent loan limits. Please be advised that if you receive loans at previous institutions, those are also considered in the maximum time frame. Once a student has received direct loans for the maximum time frame of full-time enrollment, he/she will be eligible for only unsubsidized loans. In addition, any previous subsidized loans may be transitioned in to an unsubsidized loan.

Aid Tied to Grade Level

WVNCC financial aid students will use the following grade level progression for all federal funds: Students will be considered "grade level one students" until they have completed 24 credit hours; students who have completed 48 hours or more are considered "grade level two students."

Non-Payment for Test Outs

Because Federal Title IV aid only will pay for time spent in class, it will not pay for test outs or challenge exams. Students are expected to pay these costs.

Federal Return of Title IV Funds Provision

Certain financial aid programs at WVNCC are subject to a federal Return of Funds policy. These programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Perkins Loan, Federal Direct Subsidized and Unsubsidized Loans.

The Financial Aid Office is required by federal regulation to recalculate federal financial aid eligibility for students who withdraw, drop out, and are dismissed prior to completing 60% of a payment period or term.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

New rules define a course "offered in parts of term". A course or courses that do not span the entire length of the semester may be subject to Return of Title IV calculation. For students that are not enrolled in at least one course that spans the entire length of the semester, written confirmation must be obtained at time of withdrawal. The written confirmation must state that the student will attend a course beginning later in the semester. Once confirmation is received, the student is not considered withdrawn from the semester. If written confirmation of future attendance is obtained, the student may change the date of return in writing prior to the original return date. If the student does not return as scheduled, the student is considered withdrawn and the withdrawal date and total number of days in calculation are those that applied if written confirmation had not been provided.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned equals aid that was disbursed and/or could be disbursed that was unearned according to the recalculation (100% less percent of aid earned equals percent of unearned aid).

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution. Funds owed back to the U.S. Department of Education will be turned over to U.S. Department of Education collections at the 45 day point if not paid in full. Funds owed the institution will be sent through the College's collection process if repayment is not made according to the business office policy. WVNCC requires students to make financial arrangements for any outstanding balance prior to registering for the next term or obtaining any services (such as official transcripts, etc).

The Return of Funds policy requires, by federal law, that students must satisfy the amount owed the federal programs before they may re-enroll in any college.

If a student earned more grant aid than was disbursed to him/her, the institution will make a post-withdrawal disbursement.

Return of funds are allocated in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal Perkins Loans
- Federal Direct Parent (PLUS)
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

Recalculation and return of federal funds occurs prior to the application of the college's refund policy. If the refund policy results in excess funds over the amount to be returned to the Department of Education and the amount owed the college for charges, the institution will offer the student a refund.

Students who receive all W, F, I, N or Z grades or any combination of only these grades is subject to return of Title IV calculation back to the 50% point in the term if proof is not available that the student attended an academic-related activity after the 60% point in at least one of these courses. The final burden of proof of attendance is required of the student.

A student who withdraws from school may also owe funds back to State programs such as the West Virginia Higher Education Grant Program, Promise Scholarship Program, HEAPS or HEAPS Workforce and/or WVNCC.

Students who must totally withdraw from classes are strongly encouraged to meet or talk with a Campus Counselor to understand the possible financial consequences.

Student Loan Defaults

Students with defaulted loans are no longer eligible for any federal student aid under the student financial aid (SFA) programs. Even if a defaulted borrower's debt has been written off as uncollectable and closed out by reporting the principal amount to the Internal Revenue Service as taxable, the borrower is still considered to be in default and is ineligible for federal student aid. If a compromise agreement has been reached in which the borrower makes an agreement with the holder of the loan to settle the debt, the borrower may be eligible for additional federal student aid. If borrowers choose to reaffirm their loan obligations and make satisfactory arrangements to repay the debt, they may regain eligibility for SFA programs.

Generally, if a borrower is in default on an SFA loan held by the Department of Education or by a guarantee agency and applies for federal student aid, the Student Aid Report (SAR) received after filing the FAFSA will indicate that the borrower is in default and thus not eligible for aid under the SFA programs. If the borrower has made satisfactory arrangements to repay the loan, the SAR will indicate that the borrower is eligible but will include a warning that if scheduled payments are not made on the loan, future federal student aid will be denied.

Once students allow a loan to go into default, their opportunity to obtain a deferment may be lost, and they will not be able to receive any federal financial aid until the obligation is discharged or satisfactory arrangements to repay the loan have been made with the loan servicer. A loan servicer, however, may grant forbearance to a borrower whose loan is delinquent or in default. If a loan obligation has been discharged in bankruptcy after the borrower has defaulted, it is no longer considered to be in default; and the borrower is eligible for further federal financial student aid.

More information on student loan repayment can be found online under Student Loan Repayment options on the Financial Aid page on www.wvncc.edu or at www.studentloans.gov.

Scholarships and Academic Awards

West Virginia Northern and the West Virginia Northern Community College Foundation recognize academic excellence and potential for academic excellence through the awarding of various scholarships and academic awards. Students who have shown outstanding academic performance in the past or have promise of future academic achievement at Northern may apply for academic assistance by using the following application process.

Scholarship and Academic Award Application Process

To apply for any scholarship or academic award, students must submit the following:

1. High school transcript, high school equivalency scores from a state agency approved test program scores or diploma. If the applicant is a current Northern student and has already submitted transcripts from high school or high school equivalency scores from a state agency approved test program scores, the Financial Aid Office will gather this information from West Virginia Northern's Records Office.
2. Academic transcript(s) from all postsecondary institutions attended.
3. Typewritten letter stating educational goals and how they will benefit society.
4. One letter of reference. It is recommended that it is from either a West Virginia Northern or high school faculty/staff member.
5. A typewritten statement of involvement in community service/organizations or awards/recognitions received by applicant.
6. Completed West Virginia Northern Scholarship Application.

WVNCC Foundation Scholarships:

MARY K. AHRENS SCHOLARSHIP - Up to full tuition. Requires: High school students enrolled in the EDGE program. Minimum of one per Campus awarded.

BAYER HERITAGE FEDERAL CREDIT UNION SCHOLARSHIP - Preference to a full-time incoming college student with a minimum GPA of 2.7 and in need of financial aid. Secondary preference to a part-time incoming college student with a minimum GPA of 2.7 and in need of financial aid.

COLLEGIATE ALUMNAE OF WHEELING SCHOLARSHIP - Full time, second year female WVNCC student, West Virginia resident with a minimum overall GPA of 3.0 and in need of financial assistance.

DR. MARY MAROCKIE TEACHING SCHOLARSHIP – Awarded to an Early Childhood Education or Education major. Must be a full-time student with a 3.00 or higher overall GPA.

ERIKA M. BENNETT MEMORIAL SCHOLARSHIP - Full time nursing student on the New Martinsville Campus who resides in Wetzel or Tyler county.

FLOYD W. LASURE - Scholarship for working adult at the New Martinsville Campus.

IRENE KUCAN MEMORIAL SCHOLARSHIP – Awarded to an incoming female student from Brooke or Hancock counties with a minimum high school GPA of 2.00.

JACKSON FAMILY SCHOLARSHIP – Awarded to Ohio or Marshall county students with at least an overall 2.00 GPA.

KEN DENNIS SCHOLARSHIP – Awarded to students in the ATC fields. Students must have an overall GPA of 2.00 or higher and be residents of Belmont or Ohio counties.

MAIN STREET BANK SCHOLARSHIP - Awarded to students majoring in business or accounting, with a minimum overall GPA of 2.0.

MEAGEL SCHOLARSHIP - Full time student with scholastic attainment (GPA of 2.70 or higher) and financial need. Students of all majors.

MILDRED V. NIEKAMP SCHOLARSHIP - Full time or part-time student who is a resident of Marshall, Ohio or Wetzel counties to assist with tuition, books and/or fees who are pursuing a career in Business. Special preference to single, working mothers.

OHIO COUNTY MEDICAL SOCIETY ALLIANCE SCHOLARSHIP - Full-time students who have completed at least one year of study in a medically related career program, resident of Ohio, Marshall, or Brooke counties. Minimum 3.0 GPA

ROBERT R. LAFOLLETTE SCHOLARSHIP – Awarded to an incoming student majoring in Associate in Arts or Associate in Science.

ST. ANN'S EPISCOPAL CHURCH SCHOLARSHIP – Awarded to a second-year New Martinsville campus student.

WALTER REUTHER SCHOLARSHIP - Up to full tuition. Requires: Full-time, first-year student with a 2.5 GPA who is a member, son or daughter or ward of a union member or a deceased union member. Applicant must reside in Belmont County (Ohio) or Marshall or Ohio County (West Virginia) and demonstrate financial need**.**

W. B. UMBERGER SCHOLARSHIP - Attendance at the New Martinsville Campus. Must continue to be involved in community service throughout the award period. Minimum 3.0 GPA. Preference to non-traditional students.

WRIGHT SCHOLARSHIP – Awarded to a Tyler county resident with a 2.00 or higher overall GPA.

WVNCC FOUNDATION - PROJECT BEST SCHOLARSHIP - One $2,000 scholarship or two $1,000 scholarships annually for tuition, books and related expenses. Requires: Full-time student who is pursuing an Associate Degree and is an

employee or dependent of a Project BEST participating contractor or construction trade union. Approval of union affiliation must be obtained from Project BEST prior to submitting this application. (GPA 2.0 or higher).

WVNCC Foundation Academic Awards:

BERNIE CAMPBELL MEMORIAL FUND - Requires: Full-time student who is a resident of Ohio County and has a GPA of 2.25 or higher. Applicant must submit an essay (topic: "How to Keep Young People in Wheeling") with the form.

JOSEPH EDDY TECHNOLOGY FUND - Requires: Students majoring in the areas of science and technology. Preference is given to students with an overall GPA of 2.5 or higher.

AMBER RAINE KNOWLTON MEMORIAL FUND - Student attending the New Martinsville Campus. Must have completed at least one semester at WVNCC with a cumulative GPA of 3.0 or higher. Preference to disabled or home-schooled student.

Other Student Assistance:

IRENE MINDZAK SCHOLARSHIP – Weirton campus student in good academic standing.

FRIENDS SCHOLARSHIP – when available per campus, awards are given to students on all 3 campuses. Minimum of a 2.5 GPA.

NSDAR – WHEELING CHAPTER, DAUGHTERS OF THE AMERICAN REVOLUTION - Must have completed at least 30 credit hours. Final selection is made by the chapter. The check is presented to the recipient in October at the NSDAR Wheeling chapter meeting– tuition and/or educational expenses.

FRED G. WEIMER MEMORIAL SCHOLARSHIP - Must be an Ohio County resident with a sight, hearing, or other impairment – final selection is made by the Wheeling Lions Club – additional application may be required.

WEIRTON WOMAN'S CLUB SCHOLARSHIP - Requires: Full-time female student who resides in Weirton and shows academic promise and financial need – the final selection is made by the Weirton Women's Club – tuition and/or educational expenses.

WOMAN'S CLUB OF WHEELING - For a female student on the Wheeling Campus between 20-60 years of age who is preparing herself to enter or re-enter the work force. She must be a resident of Ohio, Marshall or Belmont County. Final selection is made by The Woman's Club of Wheeling's Education Committee.

WVNCC ACADEMIC SCHOLARSHIP - Full or Part-time Tuition. For students who plan to enter a profession that will be of service to society. Must have declared a major.

In addition to the scholarships and academic awards given by the College, the institution often recommends students for a number of awards that are granted by external agencies, such as the American Culinary Federation Institute Scholarship Foundation Program. These opportunities vary yearly, and specifics on available awards may be obtained from the Financial Aid Office.

The recipients of all scholarships or academic awards are selected and/or recommended for further consideration by the Financial Aid and Scholarship Committee on the basis of the following criteria:

1. Number of credits for which the applicant is enrolled.
2. Applicants must possess a high school diploma, High school equivalency scores

from a state agency approved test program or have certification from the high school that they are eligible for a diploma at the next commencement.

3. Applicants should be aware that high school and/or college grade point average is extremely important and is weighed more heavily than other factors.
4. Scholarship applicants for named scholarships must meet the specific curriculum requirements, residence requirements, etc., required by the individual or group awarding the funds.
5. Letter of reference, a statement of future goals, participation in school and/or community activities and previous college work will also be reviewed in the awarding process.
6. Any other appropriate data deemed relevant by the Financial Aid and Scholarship Committee will also be used in considering applicants.
7. If, in the judgment of the Subcommittee, two candidates are deemed to be equal, the application of the last criterion for scholarship selection shall be that the recipient be a resident of West Virginia.

Scholarships which require a student to provide proof of eligibility must do so according to the timeline provided in their scholarship notification or risk loss of the scholarship. In the event the awarded student does not provide any additional requirements for proof of eligibility, the College Financial Aid Office reserves the right to cancel the student's scholarship and award available funds to another eligible student. Students awarded scholarships must also meet the requirements of the scholarship at the time of disbursement of funds.

Financial Aid Satisfactory Academic Progress (SAP)

All students who apply for financial aid must be in good standing at the College, making progress towards a Certificate or Associate Degree, and maintaining Financial Aid Satisfactory Academic Progress. (Financial Aid SAP is not be confused with Institutional Standards of Academic Progress.)

Students receiving financial aid will be reviewed at the end of each semester against the following SAP requirements - you will be notified through your WVNCC e-mail by the Financial Aid Office if you are required to appeal for future financial aid:

Criteria of Financial Aid Satisfactory Academic Progress

A. Grade Point Average

All students must maintain a cumulative (overall) 2.0 grade point average (GPA). Earned transfer credit will also be calculated into your GPA unless you have requested that certain grades be deleted from the calculation of the GPA under the policy guidelines for Deletion of Outdated Coursework.

B. Pace (Completion) Rate

Students must successfully complete (and maintain) 67% of total hours attempted even if the hours are not considered for financial aid. All attempted hours (including withdrawals, failed courswork, incompletes, and repeat courswork)

are calculated in the completion rate even if no financial aid was received for the hours. The only exception is developmental course hours which are excluded from calculation.

The calculation is as follows:

PACE (Completion) Rate = Total EARNED Credit Hours ÷ Total ATTEMPTED Credit Hours

Example: A student has attempted a total of 30 hours, 10 of which wre not covered by financial aid. The total hours attempted is still considered 30 for the PACE calculation. In order for the student to be financial aid eligible he/she must have completed 21 hours (30 hrs x 67% = 20.1).

The first time a student is not meeting the above SAP requirements, the student is placed on Financial Aid Warning. After one warning, if a student does not meet SAP again, they are not eligible for financial aid unless they submit an appeal and it is approved. If approved, the student is placed on Financial aid Probation (and may have to complete an academic plan). If denied, the student will have to Pay for classes on their OWN until meeting SAP requirements again. (see appeal form for additional guidelines)

**Institutional Standards of Academic Progress is seperate and will have its own requirements and notifications.

Students will then be notified through their WVNCC e-mail of their Financial Aid Satisfactory Academic Progress appeal decision and any credit hour/course limitations with the decision.

C. Maximum Time Frame (150%) Rule - Length of Eligibility for Financial Aid

Students may receive financial aid for 150% of the length of their Associate Degree or Certificate Program. Transfer credits are included in this calculation.

AA/AAS/AS Degree Programs: Total credit hours required are 60, the maximum time frame is 90 attempted hours (60 x 150%)

Certificate (CP) Programs: Total credit hours required are 30, the maximum time frame is 45 attempted hours (30 x 150%)

Students receiving financial aid will be reviewed at the end of each semester for the 150% rule, and notified by the Financial Aid Office if they have exceeded or will exceed the maximum time frame to complete their program. An appeal and degree evaluation is required to continue receiving financial aid. (This is different than the appeal for SAP requirments A and B above)

If an appeal is required, students must complete the following:

Review Degree Evaluation in NOW (entry term prior to Fall 2012) or Northern Navigator (entry term Fall 2012 and forward) for required classes still needed to complete their degree/certificate.

Reveiw evaluation with advisor to pick (at minimum) the next 2 semesters of classes (submitted on the Financial aid 150% Academic Plan worksheet)

Submit the completed Financial Aid SAP appeal form (if required also) and

Academic Plan worksheet, with a copy of the degree evaluation, to the Financial Aid Office by each semester deadline.

Students and their Advisors will then be notified through their WVNCC e-mail of their academic plan decision and any credit hour/course limitations with the decision.

Financial Aid SAP Appeals may be approved or denied - Decision by the SAP committee is final.

Additional rules:

Developmental Courses: A maximum of 30 hours of developmental courses can be attempted under financial aid.

Repeat Courses: Students can choose to repeat previously passed courses ONCE to possibly attain a higher overall (cumulative) GPA. However, repeating courses may affect a student's ability to meet the requirements of the Pace (completion) rate and Maximum Time Frame (150%) rule.

Incomplete Grades: Classes in which students are issued Incompletes are considered attempted hours; therefore, they are used in the Pace (completion) rate.

Length of Eligibility for Financial Aid

All students must complete their proposed program/degree within a prescribed period of time. The technical amendments of the Higher Education Act of 1994 require that students complete their program of study within 150% of credit hours attempted.

Following are the periods in which a program/degree must be completed and graduation requirements met:

Certificate in Applied Science

Full time (12 or more credits per semester) equals 4 semesters

Three-quarter time (9-11 credits per semester) equals 6 semesters

Half time (6-8 credits per semester) equals 6 semesters

Less than half time (1-5 credits per semester) equals 8 semesters

Associate Degree

Full time (12 or more credits per semester) equals 8 semesters

Three-quarter time (9-11 credits per semester) equals 12 semesters

Half time (6-8 credits per semester) equals 12 semesters

Less than half time (1-5 credits per semester) equals 14 semesters

Students who enroll for varying credit hours from semester to semester (i.e., full time one semester and half time the other semester) will have hours earned and length of eligibility prorated.

Students who have not met the length of eligibility requirements, are in the process of applying for graduation and have used the petition process must notify the Financial Aid Office to have their eligibility reviewed.

Students who are required to take prescribed developmental education courses will not have these courses counted into their length of eligibility; however, these courses will count toward all other academic progress standards.

- **Admissions**
- **Student Activities**
- **Career Services**
- **Veterans Benefits**
- **Alumni Association**
- **Health Insurance**
- **Identification Cards**
- **Parking**
- **Housing Assistance**

Student Services

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

The staff and faculty of Northern are committed to a full range of academic advising, admissions counseling, tutoring and other services to support the academic and personal progress of students. Also provided are career services, services for students with disabilities, recreation/sports programs, student activities and opportunities for student leadership and community service. More detailed information is available in the Student Handbook.

Admissions

All degree-seeking students admitted to the College are assessed for appropriate placement into developmental education or college-level courses. Academic advising, student orientation, and placement are all components of the new student process.

Academic Advising

Academic advisors help students assess their academic, career and life goals as well as understand their test scores, create an educational plan, select courses, and interpret College policies. Advising is available throughout the year. Based on placement scores, program of study, and campus location, each degree-seeking student is assigned an academic advisor. Academic advisor assignments are coordinated through the office of Enrollments Management. A new PIN number is issued to each student, each semester. The PIN is provided by the student's advisor and is required for registration.

Student Orientations

New Student Orientations. All new, first-time students are recommended to participate in New Student Orientation. During this Orientation session, students will receive information related to college resources, registration processes, Student Portal, *Northern on the Web* (N.O.W.), admission and graduation requirements, and many other topics.

WVNCC now offers the First Year Seminar: Success Strategies course (ORNT 090) for all first-time (freshmen) college students. This course is required for students admitted to Northern as first-time freshmen and is expected to be completed within the first semester. This includes degree seeking students who.

- Have never attended WVNCC or another accredited college (courses taken during high school do not apply)
- Are transferring from unaccredited institutions

This requirement does not apply to -

- Students admitted to Northern prior to fall 2013
- Early Entrance (high school) students
- Students transferring from regionally accredited institutions
- Non-degree seeking students

Assessment (Placement Testing)

Who must take assessment tests? To assure the integrity of degree programs and a student's ability to succeed in college courses, the West Virginia CTCS (Nov. 2010) established uniform standards for placement of students in college-level mathematics and English courses. Upon admission, all degree and certificate objective students are required to take course placement tests in reading, writing, arithmetic, and elementary algebra to assess their current skills if ACT/SAT scores are not available and/or do not meet requirements. Also, students not seeking a degree or certificate must meet these requirements before registering for any class with an applicable prerequisite. The following table identifies scores required on ACT/SAT tests (if available) or on ASSET or COMPASS Assessment Tests in order to exempt a student from the corresponding course.

Subject Area	Required ACT Scores	Required SAT Scores	Required Compass Scores	Required ASSET Scores	Required ACCUPLACER Scores	Required Course (if do not meet placement testing scores)
Reading (all programs)	17 Reading	450 Verbal	75 Reading	36 Reading	79 Reading	Eng 097
Writing (all programs)	18 English	450 Verbal	71 English	38 English	88 Writing	Eng 097
Math Pre- Algebra (all programs)	19 Math	460 Math	59 Pre-Algebra	40 Numerical	85 Pre-Algebra	Math 86
Math Algebra (not all programs require Algebra)	19 Math	460 Math	61 Algebra	46 Algebra	84 Algebra	Math 86

When does a student test? Students are required to take a placement test prior to registering for their first class to determine appropriate course placement(s). Students may retest in any of the required subject areas one time. Students must wait at least two days between testing and retesting; exceptions can be made by the Campus Dean, Admissions Office or designee.

How is testing arranged? Group testing sessions are scheduled at a variety of times on each campus prior to the beginning of each semester to accommodate students' needs. Information regarding placement testing is available through the campus counselor.

Alternate testing arrangements can be made for students with **documented** physical or learning disabilities. The Accessibility Counselor can arrange necessary modifications to enhance the student's chance for success. Isolated testing, having a test read to the student or physical adaptations are examples of modified arrangements.

How do Distance Education students arrange testing? Distance Education students are able to take the placement test at a remote location near their home address. Contact the Admissions Office to schedule remote testing.

Developmental Fast-Track Program

The College offers several options for students who place into developmental education:

1. Review and Retest

   Schedule some "boot camp" style review sessions, on campus, with one of our tutors and prepare to retest.

2. FastTrack

   Soft-ware and mastery based. Requires self-motivation, time management, strong work ethic and computer/internet access and proficiency.

3. Lab Class

   A blend of traditional classroom instruction and software-based, mastery learning. May require lab hours in addition to "fixed" classroom time.

4. Co-requisite Classes

   Take transitional course and program required course simultaneously. Restrictions apply – eligibility limited.

For more information, contact the ASC on any campus, or the Director of Academic Student Support Services, ext. 8853. Developmental Fast-Track is also available to Distance Education students by contacting the Curriculum Coordinator for Developmental Education, ext. 8893, ext. 8946.

Student Activities

Participation in co-curricular activities and organizations and in social and service clubs is considered an integral aspect of a well-rounded education. Therefore, the College sponsors a number of cultural and educational organizations and conducts social activities to provide enrichment experiences for students. Each club or organization is advised by a member of the College's full-time faculty or staff.

Activities of all organizations are subject to the College's policies, which provide for the appropriate recognition and supervision of activities. Copies of these policies are in the Student Handbook and are also available in the Office of Student Activities or the Campus Counselor Office on each campus.

CentreTown Fitness - WVNCC is pleased and excited to announce it has partnered with CentreTown Fitness to provide access to our Wheeling Campus full and part-time students to CentreTown's facility. As a full or part-time Wheeling Campus student, you now have use of state of-the-art exercise equipment and classes in a safe, clean, and fun environment. WVNCC and the staff at CentreTown are committed to making your exercise experience enjoyable and beneficial to your health and overall wellbeing.

WVNCC is looking to expand program offerings for our Wheeling students by holding classes at CentreTown.

CentreTown staff will evaluate your fitness level and recommend a program for you to follow. WVNCC strongly suggests all eligible students consult with a staff member prior to beginning any form of exercise.

Eligible students will need to secure an **identification sticker** through the Business Office, Room 102 – Wheeling Campus prior to using CentreTown's facility. You will not be admitted to CentreTown's facility without a proper identification sticker on your Student ID.

Prodigy Fitness - New Martinsville students are now eligible to use the Prodigy Fitness Center. Eligible students will need to secure an **identification sticker** through the Service Center – New Martinsville Campus prior to using Prodigy Fitness facility. You will not be admitted to Prodigy Fitness facility without a proper identification sticker on your Student ID.

Intramural and Recreational Sports - West Virginia Northern attempts to promote physical fitness by giving students an opportunity to participate in intramural competition. On the basis of student interest in sports, the College endorses the formation of intramural sports teams.

The goals of the intramural program are recreation, social interaction, physical fitness and the development of team leadership and group cooperation.

Students from the various campuses of the College often compete among themselves, with students from other local colleges and in community recreational leagues. Specifics about joining a team can be obtained from the Director of Student Activities or the Campus Counselors.

Student Governance - To stimulate personal leadership skills and student involvement with the operation of the College, the student governance structure consists of a college wide Student Government Association (SGA) composed of student senators from all three campuses. These students are elected by students each spring.

The Tri Campus Student Government Association is concerned with institutional policies and procedures as well as campus matters. All students are encouraged to participate.

Each campus has its own Campus Activity Board (CAB) appointed through the Office of Student Activities. They are responsible for promoting, executing and assisting in the planning of student activities, sporting events, and community service on their campus.

Student Organizations - West Virginia Northern Community College recognizes a number of student organizations that center on the needs and interests of students. Any student wishing to join an existing club should check with the Office of Student Activities, their academic advisor, or their campus service center.

- *COOP (Community Outreach Opportunity Program)* is an organization run by the Office of Student Activities in conjunction with the Student Government Association. COOP allows students to participate in community service activities. COOP supports drives for organizations such as the American Heart Association, Easter Seals, the Red Cross, local homeless coalition, the United Way, and many more.

- *Phi Theta Kappa* is an international academic honorary society for community college students. Established as the Omega Epsilon Chapter in 1973, this fraternity recognizes students who have maintained academic excellence, are of good moral character and are outstanding citizens. Membership in this honor society is by invitation only. Candidates must have a 3.5 quality point average. The chapter sponsors various activities devoted to a leadership theme.
- *WVNCC Student Nurses Association* is an organization that aids students in the Nursing Program to develop professionally by sponsoring activities and programs which enhance classroom experiences. This organization is active on all campuses.

Additional student clubs are the computer club, petroleum technology club, radiology club, Jr. ACF, Students Caring about Regional Issues, Bible Club, Theatre Club, Paralegal Club, Table Top Gamers Club, Billiards Club, and campus activities board.

Students interested in activities other than those relating to the organizations listed should consider forming clubs or organizations and presenting their interests to the Office of Student Activities or your campus advisor. All organizations must be advised by a member of full-time faculty or professional staff of West Virginia Northern and have individual constitutions. Specifics on forming a student organization are given in the student handbook or can be obtained from the Director of Student Activities.

Access to Extracurricular Activities & Events (please turn to page 291)

Career Services

Career Services offers students assistance in making career decisions, exploring career options and conducting effective job searches. Services include, but are not limited to:

Career Advising

- Individual career advising including free career assessments that assist in the identification of work interests, abilities and values.

Career Resources and Occupational Information

- Online access to career resources including guides to writing resumes, cover letters, and interviewing techniques.
- Occupational information including work tasks, potential job growth and salary information.
- Career Corners are located in each campus's Learning Resource Center.

College Central

- The College provides students with a free online career management system, College Central. Students must self-register on College Central. Once registered students have access to the College's online job board as well as a career resource library and podcasts and videos.
- Students can register for College Central by visiting www.collegecentral.com/wvncc.

Job and Internship Postings

- Career Services maintains job and internship listings for the College. These listings can be found online through the College Central website.

Events

- Each semester workshops are offered on each campus on topics such as resume writing, interviewing skills, conducting a job search, etc.
- Career fairs and on campus recruiting events for local employers.

All services and programs mentioned above are free to students. Students are required to register on College Central to receive job referrals.

Veterans Benefits

West Virginia Northern Community College welcomes all men and women who have served in the Armed Forces. Whether you are a discharged veteran, still serving on active duty, in the National Guard or Reserves, or a family member, WVNCC is committed to supporting and encouraging your success. Let our institution help you transition back to school successfully.

To apply for GI Bill Benefits visit www. gibill.va.gov and select "Apply for Benefits". You may wish to utilize the GI Bill Benefits Comparison Tool at: https://www.vets.gov/gi-bill-comparison-tool

Service Members who have completed at least one full year of military service may be eligible to receive two hours of physical education activity credit by submitting their DD214 (copy of member-4 form) to the certifying official.

Students receiving benefits must achieve institutional standards of progress toward their degree in order to continue their educational benefits.

For additional information regarding your veteran educational benefits, please contact the veteran certifying official or the counselor for veteran students.

Alumni Association

The Alumni Association is a permanent link between graduates and the College. The Association's mission is to provide services to West Virginia Northern alumni, students and the communities serviced by the College. The organization fulfills these goals by participating in community service projects, making donations to the College in various ways and working with the Student Senate and administrative offices.

Currently one of the main focuses of the Alumni Association is to act as historians for the College. This work involves compiling, maintaining and exhibiting a collection of B&O Railroad memorabilia, Hazel-Atlas Glass and glass manufactured in the New Martinsville area. The Alumni Association also coordinates programs dedicated to diversity and social justice on all three campuses.

The Association also gives special awards of recognition yearly to current students for outstanding achievements and to former graduates who have gone on to distinguish themselves in their career field.

Lifetime membership is available to those who have earned 24 or more credits at West Virginia Northern. Members can actively participate in Alumni work through

four standing committees - Membership, Museum, Service (to the community at large and the College), and Ways and Means.

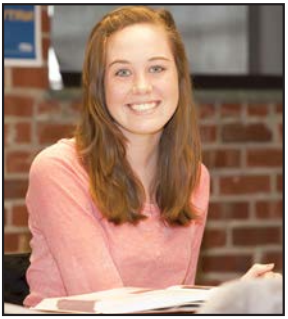
For more information about the Alumni Association, go to the Northern website and follow the links to the Alumni pages.

Health Insurance

The College neither provides nor sponsors student health or other insurance. The cost of medical treatment or support in the event of illness or injury is the responsibility of individual students. All students are encouraged to acquire health and accident insurance if they are not already covered by parental or personal insurance plans.

Sometimes the College will provide brochures of discounted plans made available to our students but not endorsed by the College. Check your Campus Service Center for details.

Identification Cards



Identification cards are issued to all on campus students (new and returning) and all current college employees. Information on requirements for presentation and use of the card as well as the replacement of lost or stolen cards is listed in the Student Handbook which is available online on the College's website, from the Human Resource Office or from the office of the Campus Dean or designee. The ID Cards are the property of WVNCC. Students are required to obtain a new validation sticker each semester (fall, spring and summer). The stickers are available to registered students after the final last day to pay from the Campus Service Center. ID cards allow a student access to College buildings and are needed for entry by all doors other then the main building door of each campus during published hours.

Textbooks

Registration Integration is Barnes & Noble's innovative system that transmits a student's course registration from Northern's registration system directly to the bookstore's website. This enables students to order textbooks at the same time they register for their courses. When students click on the "Textbook" link, their course information is transmitted to the bookstore's website and students immediately see a list of the books they need for their courses, including price, and ISBNs.

Parking

The College maintains parking lots on all three campuses. Students wishing to park on campus must obtain appropriate vehicle registration tags once each academic year. All students who enroll are entitled to a vehicle tag permit. There will be a fee for replacing a lost vehicle tag. Vehicles parked in restricted areas may be ticketed or towed at the owner's expense. Violation of the College's parking regulations will result in towing, a ticket and/or other penalties.

A valid handicapped sticker provided by the State Department of Motor Vehicles must be displayed on a vehicle parked in a space reserved for the handicapped.

The College assumes no liability for theft or damage to personal property or vehicles while parked in College parking lots or any other area. Cars should be locked and items secured at all times. Students should report theft or damage to the Campus Service Center as soon as possible.

For additional information regarding College vehicle regulations, see the Student Handbook.

Housing Assistance

West Virginia Northern Community College has no housing facilities. All housing arrangements are made directly between students and the owner or manager of the facility, and students are subject to the rules and regulations of that facility. The College accepts no responsibility for off-campus housing.

Academic Information

- Academic Schedule
- Alternate Methods for Achieving College Credit
- Academic Honors
- Honorary Society
- Graduation Honors

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Academic Schedule

The academic schedule for each semester and summer term is designed to assure academic program implementation plans and to meet identified interests and needs of students in multiple locations.

The schedule for spring classes is published the previous October; the fall class schedule is published in April. Both schedules are available at each campus. The summer schedule is typically published during the previous fall. The spring, summer and fall schedules are available online at the College's website.

The College is developing increasingly flexible and alternate methods of instruction as well as utilizing electronic methods to supplement traditional information, communication, and materials. Students are encouraged to ask if alternatives can be arranged when they have constraints which do not permit them to participate in scheduled classes.

Courses are typically scheduled over two semesters of 15 weeks; however, some courses may be offered in five weeks, eight weeks, or 10 weeks, or other time period. Summer school classes are offered in a 12-week term. Classes offered during the 12-week term have varying lengths and start at a variety of times.

Distance Education

Online delivery is used in place of more traditional class meetings for many courses at WVNCC. Class activities and requirements vary and meet the same outcomes and standards as traditionally offered courses. Interested students should seek information in advance of registration through the academic schedule and by contact with the instructor. Course information for distance education courses is available through the College's Web page. Courses designated as "hybrid" require some class meetings on campus. WVNCC online and hybrid courses are delivered through Blackboard Learn 9.1.

Online courses noted on the schedule as Southern Regional Electronic Campus (SREC) are taught by Northern faculty and have been approved for offering to students across the southern states and may not require on-campus participation.

SREC courses from other colleges are available and may be a desirable way for students with schedule constraints to supplement Northern courses in order to complete degree requirements sooner. See the SREC website: http://www.electroniccampus.org.

IP Video and Nefsis classes noted on academic schedules are those which utilize the College's closed video telecommunications system which increases the offering of courses for participation of students from two or three campuses with the instructor located at any campus. Students can see and talk with each other and the instructor

during the classes. Instructors and students utilize the College's integrated telephone system, mail system, and e-mail to supplement communications.

Other alternate methods for course participation are sometimes, but not always, possible to assist students. Such methods may include audio and/or videotaping, limited independent study, and use of electronic methodologies. In special circumstances, especially when students have previously completed some aspects of the course in other means, individual Course Learning Contracts may be arranged. Alternate methods must be arranged directly with the instructor of the course. If an instructor has not been assigned yet to the course, students should consult the Campus Dean or designee.

Alternate Methods for Achieving College Credit

Credit by Examination

Students who have developed a proficiency in specific subjects and have met the prerequisites may elect to earn credit for a course by taking a "Challenge Exam." Not all classes may be challenged.

To take the exam, students must first register for the class and pay the required tuition.

After passing the examination, students will be exempt from specific course requirements and permitted to register in advanced courses in that subject field. A "K#" grade will be given but will not be computed in the grade point average. However, the credit hours will be counted toward graduation requirements and for designation on Merit, Dean's and President's lists.

Interested students should contact the appropriate Campus Counselor or faculty member. Payment for test out classes cannot be made with financial aid or Veterans' funds.

Advanced Placement Credits

In accordance with the West Virginia Council for Community and Technical College Education and the Higher Education Policy Commission, West Virginia Northern Community College recognizes the Advanced Placement Program of the College Entrance Examination Board as an instrument that allows high school students to master college-level subject matter and to document their intellectual achievements through successful completion of advanced placement examinations. West Virginia Northern Community College will accept Advanced Placement Credit if the high school student earns a minimum score of three on the specified test.

After applying for admission to West Virginia Northern, students should have the College Board Advanced Placement Examination Grade Report mailed directly to the Records Office at West Virginia Northern.

Examination results will be validated by the Records Office. The Records Office will identify the amount of advanced placement credit that will be granted toward the degree requirements. Advanced placement credit will be documented on the transcript.

Advanced placement credit will receive a "K" grade on the West Virginia Northern transcript.

College Level Examination Programs and Proficiency Examination Program

West Virginia Northern Community College will award credit for the College Level Examination Program (CLEP) and the Proficiency Examination Program (PEP) within the following guidelines. All credit awarded will be in conformity with the West Virginia Council for Community and Technical College Education and Higher Education Policy Commission and all such credit will be transferable to all other institutions in the West Virginia state system of higher education.

General Exams – Students who attain the score required by the model policy of the Council on College Level Examinations of the College Board may receive credit for General Examinations. Such credit in general education may not meet specific program requirements, in which case the credit may be used as elective credit.

Subject Examinations – Students may be awarded credit for the successful completion of any or all CLEP and PEP Subject Examinations presently offered or developed in the future, provided they achieve a score equal to or above the recommended scores of the Commission on Educational Credit and Credentials of the American Council on Education for CLEP examinations or the University of New York and American College Testing Program current at the time the examination is taken.

Credit will be awarded for the number of semesters for which the examinations were designed. Grades will not be assigned, and the credit will not be included in the computation of student's grade point average. The credit earned on CLEP and PEP Subject Examinations will be equated with existing course offerings at West Virginia Northern. If no equivalent course is offered at West Virginia Northern, the credit earned by CLEP and PEP examinations may be considered elective credit. Students will not receive CLEP and PEP credit for equivalent courses in which they have already earned credit.

Academic Record and Enrollment – The permanent academic record of students will indicate which credit was earned by CLEP or PEP examinations. Students must be enrolled at West Virginia Northern in order to receive credit from West Virginia Northern. Students who have taken CLEP or PEP examinations prior to enrollment must submit an official CLEP or PEP transcript. Questions should be directed to the Records Officer.

Students should take the appropriate CLEP exam(s) through the College Entrance Examination Board, Educational Testing Service, Princeton, New Jersey 08504.

The PEP exam(s) may be taken through the ACT Proficiency Examination Program, Iowa City, Iowa 52240.

Grade reports must be mailed directly to the Records Office at West Virginia Northern Community College. The examination results will be validated by the Records Officer and students notified of the credit earned.

Credit for Prior Learning Through Portfolio Assessment

The College will award academic credit for learning acquired through work or life experiences that are equivalent to coursework which meets degree requirements for the program in which the student is enrolled. Students may only petition for credit only

for courses listed in the current College catalog. Credit will be awarded for learning that is comparable to the stated course outcomes and scope of the course. Credit is awarded on a "K" basis and will be annotated on the transcript as experiential credit. A maximum of 30 credit hours may be awarded through the portfolio process in all programs except the Board of Governors program. Contact the Registrar's Office for PLA (Prior Learning Assesment) form or for further information.

EDGE: 'Earn A Degree Graduate Early'

EDGE is a West Virginia community college initiative that recognizes specific West Virginia high school classes as "free" community college credit. These High School classes are usually in the career-technical track and can be applied to a certificate or an associate degree. To be eligible to receive the EDGE credit, a high school student must pass an EDGE eligible high school course with a final overall grade of an A, B, or C. Additionally, students have to complete at least one college course through WV Northern and pass this course with an A, B, or C. These may include College 101, Early Entrance classes, online classes, or any classes as a general or transient student. The student must then complete an EDGE Transcript Request form which can be found either on the WV Department of Education website at https://wvde.state.wv.us/forms/cte/edge-transcript-request/ or by contacting Northern's Student Service Center and requesting to speak with the EDGE Coordinator.

Academic Honors

Students achieving academic success are recognized each semester by three distinctions. The deadline for being recognized for fall honors is Feb. 1, and for spring honor recognition is Sept. 1. The deadline for updating honors on academic transcripts is May 1 for fall courses and Dec. 1 for spring courses. These academic honors are:

Merit List – is for students who earn at least six semester hours in credit classes and have a semester grade point average of 3.25 or higher, including developmental classes (courses numbered below 100 in this catalog).

Dean's List – is for students who earn at least nine semester hours in credit classes and have a semester grade point average of 3.5 or higher, excluding developmental classes (courses numbered below 100 in this catalog).

President's List – is for students who earn at least 12 semester hours in credit classes and have a semester grade point average of 4.0, excluding grades earned in developmental classes (courses numbered below 100 in this catalog).

Honorary Societies

Students who demonstrate academic excellence may be invited to membership in the local chapter of Phi Theta Kappa (PTK), a national honorary society for community and junior college students. Membership in Phi Theta Kappa honorary society is noted on diplomas of members. In addition to PTK, Lambda Nu (LN) is a national honor society for the radiologic and imaging sciences, open to students in the Radiography program who have earned a 3.0 GPA. Its objectives are to "foster academic scholarship at the highest academic levels, promote research and investigation in the radiologic and imaging sciences, and recognize exemplary scholarship." (See *Student Organizations,* Student Services section.)

Graduation Honors

Graduates with an overall grade point average of 3.25 or higher at the end of the fall semester prior to Commencement are designated as honor students at the graduation ceremonies.

An Associate degree level student achieving the highest cumulative grade point average and completing the greatest number of credit hours is recognized as the valedictorian of the graduating class.

In the case of a tie, the number of "K" credits may be considered.

Rules, Provisions and Other Regulatory Information

- **Academic Rules**
  - Academic Integrity and Student Responsibilities Rule
  - Student Rights and Responsibilities
  - Standards of Academic Progress Rule
  - Grading Rule
  - Transcripts
  - 'D' and 'F' Repeat Provisions
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WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Academic Rules

Academic Integrity and Student Responsibilities Rule

Academic requirements and policies determined by the College consistent with the West Virginia Council for Community and Technical College Education (CCTCE) and Higher Education Policy Commission (HEPC), West Virginia Northern Community College Board of Governors, and professional and regional accreditation guidelines apply to all students who enroll in credit courses and degree programs.

Academic Integrity. The College's academic program requirements are determined according to standards of each field, as recommended by qualified faculty in consultation with professionals in the field, and approved by the Vice President of Academic Affairs, Curriculum Committee, and the President. Academic programs are approved by the WVNCC Board of Governors. All academic programs undergo a periodic program review involving professionals in the field and other educators with reports reviewed by the Board of Governors and CCTCE. Accredited programs undergo additional review and meet specific requirements for the professional accreditation. In addition to the specific academic course and program requirements, academic policies assure the integrity of the academic experience and degree.

Assessment of student academic achievement is an important aspect of assuring achievement of state and national academic standards. This process includes the administration of standardized assessment measures which determine the achievement level of students at West Virginia Northern in specific areas and levels as compared with other students in similar levels and specialties across the country. These assessments are required of students; however, individual scores are not used as part of students' grades. Instead, it is information which permits the College to assess its strengths and needs to assure academic integrity in academic programs. Assessments are administered to students completing A.A.S. degrees to assess job-related skills as compared to specific occupational standards. These assessments are scheduled at times to make it convenient for students to participate. Completion of state mandated assessments are a graduation requirement, and failure to comply with completion of required assessments can result in a "hold" on student records until completed.

Academic Program Completion Timeline Requirements. Students are expected to complete program requirements listed in the catalog in effect at the time of entry into the program provided graduation requirements are completed within five years and the student does not "stop out" of college for two consecutive semesters (excluding summer.) Students who do not take courses for more than two consecutive semesters

(excluding summer) must complete a new application for admission and undergo review with an academic advisor in the program to determine applicability of prior courses which may result in a revised plan for completion of degree requirements. Students who do not complete degree requirements within five years must have a new plan for completion approved to assure the degree reflects current program competencies.

Petition for alteration in graduation and program requirements may be submitted by students who request a modification in course requirements when they can document that program competencies or general education goals have been met in other ways. This petition should be initiated by the student in consultation and with the approval of the academic advisor and requires approval of the division chair/program director and the Vice President of Academic Affairs.

Course substitutions for courses no longer offered by the College can be made by the division chair/program director administering the affected course, with the approval of the Vice President of Academic Affairs. Efforts are made to assist students in completing degree requirements in an efficient and timely manner.

Class Attendance and Participation. Although classes vary with regard to requirements, activities, and instructional methods, attendance and active participation are the responsibility of students who wish to succeed. Students are expected to make progress and meet course expectations in time frames outlined by the instructor. During the first week of classes, students receive instructor expectations and should clarify any questions regarding these requirements. It is the student's responsibility to consult with the instructor regarding attendance or participation problems to determine if alternative arrangements can be made. Failure to attend or actively participate can result in administrative withdrawal by the instructor.

Academic Honesty and Support of a Learning Environment. All students are responsible for their own academic work and behavior which supports a learning environment. Dishonesty results in disciplinary action such as lower grade, failing grade, administrative withdrawal, program probation, suspension or dismissal. Behavior which interferes with the rights or learning environment of others can result in administrative withdrawal, suspension, or dismissal. Students have rights to appeal such decisions consistent with rule. See *Student Rights and Responsibilities,* following.

Plagiarism includes using someone else's ideas without giving credit to that person in an appropriate citation or using someone else's words without placing them in quotation marks and/or without identifying that person in an appropriate citation.

Cheating includes such practices as receiving test answers from or giving test answers to another student, submitting another student's work or another source as one's own work (unless permitted to do so as a result of a joint assignment), stealing tests or test items, or using notes when not permitted.

Student Rights and Responsibilities

The submission of an application for admission to the College represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the College pursuant to the policies, rules, and regulations of the Board of Governors and the College. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the College community and to remain a part of it so long as the student fulfills the academic and the behavioral

expectations that are set forth in the policies, rules, and regulations of the College.

A complete copy of academic rights and responsibilities as well as Student Code of Conduct policies, rules, regulations, disciplinary action, and appeals procedures is available at the Campus Service Center and the College's Web page.

Student Academic Rights. Each student shall have the following academic rights:

1. The right to be graded or have his/her performance evaluated solely upon performance in the coursework as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age or national origin in its employment policies and/or educational programs or activities, including admissions to such. Inquiries concerning this policy should be directed to the Campus Dean at an individual campus or to the Human Resource office (304-214-8901).

2. The right to have any academic penalty reviewed.

3. The right to have access to a copy of the college catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, minimum grade point average, probation standards, professional standards, etc.).

4. The right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).

The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the student's academic rights.

Student Rights Related to Records. Admissions records, grade reports, financial aid records and reports of disciplinary action are official student records which are maintained by the College's records office and financial aid office. Consistent with the Family Educational Rights and Privacy Act of 1974, as amended, students are ensured the right to view the information in their own file as outlined in the law and to dispute any items which are believed not to be appropriate for the file. Copies of most items may be obtained by the student, except copies of documents provided by a third party, such as high school and other college transcripts and immunization records.

Access to records by academic advisors, counselors, and other West Virginia Northern personnel who have a need to know specific information to provide advice, counseling, and appropriate services is provided. Access to and copies of student records, such as transcripts, will not be provided to others unless specifically requested in writing by the student.

For students with outstanding financial obligations, the College may administratively drop a student from classes for non-payment.

A "hold" on students' records will be placed if a student's obligations to the College are outstanding. Copies of transcripts will not be provided if a "hold" is placed on records until satisfactory arrangements for meeting those obligations are met.

Directory information. WVNCC designates the following categories of student information as public or "Directory Information." This information may be disclosed by WVNCC for any purpose, at its discretion:

- Name of Student;

Designation of Limited Use Directory Information. WVNCC designates the following categories of student information as "Limited Use Directory Information."

- Age of Student;
- Awards;
- Campus;
- City and State of residence;
- Class Status (i.e., freshman);
- Dates of Attendance;
- Degree(s) and Date(s) Conferred, including anticipated graduation dates;
- Enrollment Status (i.e., full time or part time);
- Honors;
- Major Field of Study;
- Official Address;
- Participation in Officially Recognized Activities and Sports;
- Photographs, videos or other media containing a student's image or likeness (collectively "Student Images");
- Place of Birth;
- Telephone Number; and
- WVNCC issued student electronic mail addresses ("Email Addresses").

Accordingly, this information will not be provided to external parties not contractually affiliated with WVNCC. Use and disclosure of this information shall be limited to (1) publication on websites hosted by, on behalf of, or for the benefit WVNCC; (2) those officials within WVNCC who have access, consistent with the Family Educational Rights and Privacy Act, to such information and only in conjunction with an official institutional purpose.

Rights related to membership in College community. Enrolled students are extended rights and privileges as part of the College community so long as the student fulfills the academic and behavioral expectations that are set forth in the College's policies, rules, and regulations. These rights include essential freedoms of scholarship and inquiry central to all institutions of higher education, access to campus resources and facilities, freedoms of expression, association, rights to privacy and confidentiality of academic and disciplinary records, and rights of due process as are applicable to them.

Standards of Conduct. All students are subject to, and are required to comply with, observe, and obey the laws of the United States and the State of West Virginia;

ordinances of local, city, county, and municipal governing bodies; policies, rules, and regulations of the College, its governing board, the Council for Community and Technical College Education (CCTCE), and the Higher Education Policy Commission (HEPC); and the directions and orders of the officers, faculty, and staff of the institution who are charged with the administration of institutional affairs and WVNCC Student Code of Conduct.

Failure to meet standards of conduct can lead to disciplinary action with sanctions including probation, suspension, or expulsion. Failure to meet standards of conduct will be evidenced by, but not limited to, failure to comply to laws, ordinances, policies, and appropriate institutional instructions; disorderly conduct; theft or damage to property; disruption or interference with the rights of others; disruption or interference with an institutional activity, program, meeting, classroom, clinic, or laboratory activity, or other operation; hazing; firearms rule (bringing illegal firearms, explosives, weapons of deadly force, or other weapons of mass destruction on school property), or participation in discrimination activities.

Disciplinary action is taken consistent with the seriousness of the alleged offense and with due process consistent with CCTCE and HEPC guidelines and as outlined in the College's procedures. Disciplinary sanctions of suspension or expulsion imposed by any public state college or university in West Virginia apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at all institutions in the public higher education system. Disciplinary suspension may be noted on the college transcript.

Academic Responsibilities. Students are expected to adhere to academic standards in all academic settings, classrooms, laboratories, clinics, and any other activities which are part of academic requirements. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

Failure to meet academic requirements, including those for academic honesty, may be subject to one or more of the following penalties:

1. A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.
2. Academic probation as determined and defined by the College.
3. Academic suspension as determined and defined by the College.

Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the College, or a student may be academically dismissed from the College and not remain eligible to enroll in other courses or programs at the College.

Academic Appeals may be used by a student who feels he or she has received a final grade in error or feels he or she has been dismissed from a program in error. There are specific deadlines. Refer to the College website, Academic Affairs, Student Rights and Responsibilities, for guidance.

Standards of Academic Progress Rule

Rule. Any student who does not meet the Standards of Academic Progress after his/her first semester will be placed on Academic Probation. A student's academic progress is computed at the end of each fall and spring semesters and the summer term. Transfer students are evaluated after his/her first semester at WVNCC.

Standards of Academic Progress Criteria. The criteria for Standards of Academic Progress are a cumulative grade point average (GPA) of at least 2.0 and a semester GPA of at least 2.0.

Academic Probation Requirements. A student is placed on Academic Probation for the semester or term after the student's cumulative GPA and/or semester GPA falls below 2.0. The student is notified in writing by the Registrar's Office. Academic Probation is not notated on the official college transcript.

At the end of the first, second, and third semesters on Academic Probation, a student who fails to have a 2.0 semester and cumulative GPA remains on Academic Probation. The student is limited to no more than 12 credit hours.

At the end of the fourth semester on Academic Probation, a student who fails to have a 2.0 semester and cumulative GPA remains on Academic Probation. The student is limited to no more than 5 credit hours.

Students who meet the criteria for Standards of Academic Progress by having both a semester GPA of 2.0 and a cumulative GPA of 2.0 are removed from Academic Probation and reinstated to good academic standing.

Academic Suspension Requirements. Students who fail to meet the criteria for Standards of Academic Progress after five consecutive semesters of Academic Probation are suspended for the next semester from all classes for failure to adhere to the terms and conditions of Standards of Academic Progress. Upon returning to school, students are returned to Academic Probation status and are limited to 5 credit hours unless transfer coursework has been completed resulting in a cumulative GPA of 2.00. If the student fails to meet Standards of Academic Progress a fifth time, they are suspended for one year. Academic Suspension is not notated on the official college transcript.

Provision Exceptions. This rule does not supersede Financial Aid Standards of Progress for students on financial aid or for students admitted to specific College programs that have their own Standards of Progress guidelines, such as those in Health Sciences or due to articulation or 2+2 agreements with other colleges or institutions.

Students with extenuating circumstances beyond their control that led to Academic Suspension may appeal their suspension to the Registrar's Office. Students must submit a written statement explaining the circumstances and providing evidence of how they will meet Standards of Academic Progress if their suspension is waived or amended. Appeal decisions are made by the Appeals Panel, in consultation with the student's academic advisor. The decision of the committee is final. A student is allowed only two consecutive waivers in his/her academic career. Academic Probation status is not appealable.

Grading Rule

Policy: West Virginia Northern Community College uses a letter grade system to indicate the quality of coursework performed by students. The following marks are designated for use. Definitions and quality points, where appropriate, are shown:

Grading and Meaning	Quality Points Per Credit Hour
A - Excellent	4 quality points per credit hour
B - Above Average	3 quality points per credit hour
C - Average	2 quality points per credit hour
D - Below Average	1 quality point per credit hour

Not acceptable as passing in some programs; may not be transferable as passing to some colleges.

F - Failure (non-passing grade)	0 quality points per credit hour
I - Incomplete	0 quality points per credit hour

An "I" grade indicates that a student has met attendance requirements, if any, is doing passing work, and has satisfactorily completed all assignments, requirements, and/or exams up to that point, but is unable to complete the end term requirements (generally the last 1-2 weeks of the semester) before grades must be submitted because of extreme factors (such as illness or emergency) beyond the student's control. In such instances, the student must contact the faculty member before final grades are submitted for that semester and request an incomplete. If the faculty member is willing to grant the incomplete, a written form is completed by the faculty member and submitted to the Registrar's Office identifying specific requirements to be met. The "I" grade may be replaced by a regular letter grade by the faculty member (or Division Chairperson if faculty member is no longer available) if the coursework is completed by the following deadlines: For Spring Semester and Summer Semester courses, work must be complete prior to December 1 of the following Fall Semester, unless an earlier deadline is specified by the faculty member granting an Incomplete. For Fall Semester courses, work must be completed prior to May 1 of the following Spring Semester, unless an earlier deadline is specified by the faculty member granting an incomplete. No time extensions are allowed. An incomplete grade not made up by the established deadline automatically becomes an "F". Semester and Cumulative Grade Point Averages will be recalculated upon completion of the Incomplete or when the Incomplete becomes an F, if not completed. This will affect Standards of Academic Progress, Financial Aid Standards of Progress, and therefore financial aid eligibility.

K - Credit	0 quality points per credit hour

Credit without a grade, in courses designated in the catalog as graded on a "credit- no credit basis" and for credit earned by examination. "K" grade is defined as equivalent to "C" or higher.

N - No Credit	0 quality points per credit hour

Used to designate no credit earned in courses designated in the course description in the catalog as graded on a "credit-no credit" basis.

R - Re-enroll	0 quality points per credit hour

Indicates that a student's progress is satisfactory, but course competencies have not been mastered. The student should re-enroll in the course. The grade is only awarded in developmental education courses. No quality points are awarded.

W - Withdrawal	0 quality points per credit hour

Indicates official withdrawal prior to the beginning of the 11th week of class. For short term classes and summer classes, the "W" must be issued before 60% of the class sessions have concluded. These withdrawal dates will apply to all student initiated withdrawals and faculty "administrative withdrawal" where the instructor determines that the student cannot meet course requirements because of irregular class attendance or failure to successfully complete assignments. Administrative withdrawal may be processed at any time during the semester by the instructor of a course if the instructor dismisses the student for disruptive behavior which interferes with the learning environment or other disciplinary reasons. The Business Office, at any time, may also initiate an "institutional withdrawal" for non-payment of tuition, fees, or any monies due to the college. Students should refer to the Student Rights and Responsibilities in the catalog. A total withdrawal from the institution will be allowed at any time before the last week of a semester (not including final exam week). The student will receive a "W" grade for all ungraded courses at the time of withdrawal. Beginning with the Fall 2012 semester, the "W" grade will be included in attempted hours. This change will not affect the GPA.

X - Audit 0 quality points per credit hour

Indicates the student registered as an audit student and participated but did not earn credit. A student may switch from credit to audit or audit to credit only during the first two weeks of a semester class or comparable period in short-term classes or summer session.

Z - No Grade Reported

A "Z" grade indicates that the faculty member has not submitted a grade.

or ## - Not counted in GPA

A # or ## after a grade indicates that the grade is not calculated in the student's grade point average.

Grade Point Average (GPA) is determined by computing the total number of quality points earned in 100 level or above courses and dividing by the total number of credits in 100 level or above courses in which registered. Cumulative GPA is determined by computing the total number of quality points earned in 100 level or above courses in all eligible college courses taken. Grades in courses transferred from other colleges are included and considered consistent with West Virginia rule.

A in 3 credit hour course (3 x 4)	=	12 quality points
B in 4 credit hour course (4 x 3)	=	12 quality points
C in two 3 credit courses (6 x 2)	=	12 quality points
D in one 2 credit course (2 x 1)	=	2 quality points
F in one 3 credit course (3 x O)	=	0 quality points
I in one 0 credit course (0 x O)	=	0 quality points
38 quality points divided by		
18 credits	=	1.80 GPA

Grades are submitted by faculty members immediately after the end of each course or term or when a grade change is made. Official grades are available online and will be posted on Northern on the Web for students to view and print unofficial copies usually within 10 days from the end of the semester. Students needing an official copy

of their grades should do so by requesting an official college transcript. Grades are not available to students who have outstanding financial obligations to the College. Grades are not posted or provided via telephone to assure privacy.

Grade changes can be made only by the course instructor. Grade changes must be made by the end of the next term in which the grade was received, excluding summer sessions, or by grade appeal or approval of the Registrar and the Vice President of Academic Affairs.

Transfer Credit. Based on official transcript information, credit for courses taken previously at other regionally accredited institutions are accepted and treated as if taken at WV Northern. Courses from unaccredited colleges are evaluated on an individual basis. Courses are evaluated toward the degree requirements at WVNCC; therefore, some transfer courses may meet degree requirements and others may count as electives. Courses taken at other WV public colleges and listed on the "Core Coursework Transfer Agreement" will fulfill appropriate general education requirements.

Effective with the Fall 2014 semester, only the grades of A, B, C, and D (or the equivalent) will transfer to WVNCC for newly admitted transfer students. The transfer grade of F will be noted on the transcript as TR-F and count toward attempted hours, but will not be calculated in the grade point average. Students who transferred prior to Fall 2014 will follow the policy in effect at the time they were admitted and will have all grades transcripted.

West Virginia Northern Community College's Deletion of Outdated Course Work from Computation of Grade Point Average policy will be used with "F" grades prior to Fall 2010. "F" grades will be noted on the transcript (**) and count toward attempted hours, but will not be calculated in the grade point average.

In many instances, the College has adequate course information from other area institutions. In other instances, students should be prepared to provide additional information to permit an adequate review. Students are urged to resolve questions about transfer credit prior to enrolling or no later than the first semester of attendance at WVNCC. Students are also cautioned to read and understand all academic policies especially as applied to graduation.

Transcripts

Students may request an official transcript of completed coursework at any time. The request must be made in writing and include the student's signature. Request forms may be obtained at the Campus Service Centers and online by visiting www.wvncc.edu. If a student has an outstanding hold on her/his account, a transcript will not be provided until the obligation is satisfied.

'D' and 'F' Repeat Provisions

Consistent with West Virginia Council for Community and Technical College Education and Higher Education Policy Commission rules, if a student earns a grade of "D" or "F" (including failures because of regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the 60th semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. Financial aid will pay for only one repeat of a course.

Academic Forgiveness Provisions

In addition to the "D" and "F" repeat provisions, the College will grant students' requests for deletion of grades for courses taken under the following conditions for purposes of grade point average required for graduation:

- Students must not have been enrolled in college on a full-time basis during any semester or term in the last four consecutive years.
- Only grades for courses taken at least four years prior to the request for academic forgiveness may be disregarded for grade point average computation.
- In cases where grades may be disregarded for grade point average computation, these grades shall not be deleted from the student's permanent record.
- In instances where students request and gain academic forgiveness and then transfer to another institution, the receiving institution is not bound by the prior institution's decision to disregard grades for grade point average computation.

'C' or Higher Grade Repeat Provision

A student may repeat a course in which a grade of "C" or higher was earned. All grades will be calculated in the grade point average. The original grade will not be deleted from the grade point average. Credit hours from repeated courses can only be applied once toward completion of degree requirements. Financial aid will pay for only one repeat of a course.

Graduation Requirements— Certificate or Degree Program

Program requirements in the catalog at the time a student is admitted in an academic degree program will be utilized for certification that a student has completed appropriate degree requirements for graduation provided that graduation requirements are completed within five years. Students may elect to meet program requirements in the current catalog, provided all requirements in the current catalog are followed. Students who do not complete graduation requirements within five years will follow the catalog in effect at the beginning of the sixth year or the year of subsequent re-enrollment. It should be noted that students who do not take West Virginia Northern courses for two consecutive semesters (excluding summer) will be required to complete a new admission application for re-admission and will follow the program requirements in effect at the time of readmission.

Students are urged to work with the academic program advisor concerning any questions regarding graduation requirements. Part-time students who complete courses over a number of semesters will need to plan carefully since programs are frequently updated to maintain currency in career requirements. Substitutions for courses no longer offered by the College may need to be made.

The Certification Analyst certifies students have completed all academic requirements for the awarding of the degree.

If an academic program is terminated, students impacted will be notified in accordance with Council for Community and Technical College Education and Higher Education Policy Commission procedures, and the College will offer the courses needed by

currently enrolled students and assist the currently enrolled students in completing the degree program. Generally, a two-year program will continue for a year after the decision for termination is made.

Graduation Requirements - General. All students who graduate from West Virginia Northern will document completion of the following requirements in addition to those required for specific degrees:

- Complete and submit the application for graduation 45 days prior to completion of the degree requirements.
- Earn the minimum number of credit hours of academic credit required in the individual's degree program in the specific courses required as certified by the program faculty.
- Demonstrate basic proficiency in reading and English as evidenced by completion of appropriate developmental or higher level courses, or by demonstration of proficiency on ACT or other placement tests.
- Achieve a 2.0 or higher cumulative grade point average on all college work which is not excluded in the computation of GPA as a result of applying other West Virginia Northern policies such as that for outdated coursework.
- Complete a minimum of 15 semester hours of credit at West Virginia Northern Community College, except for the Board of Governors and Occupational Development programs.
- Fulfill all obligations to the College.
- Complete a First-Year Seminar course within the first year of enrollment. This requirement is limited to students entering Northern as first-time freshmen.
- Complete all college-level courses with a grade of "D" or better unless requirements that are more rigorous are required for a specific major.

Commencement ceremonies are conducted in May at the conclusion of the spring semester. Students who have completed graduation requirements during that year are invited to participate. Specific information is provided when students are provisionally certified for graduation. Arrangements for graduation robes, announcements, and other items should be made through the Bookstore. Diploma covers are presented to those attending the commencement ceremony. Diplomas are mailed to graduates once all degree requirements are certified.

Consumer Rules

Equal Opportunity and Affirmative Action Rule

West Virginia Northern Community College is morally and legally committed to a rule of equal opportunity and prohibits discrimination with respect to race, sexual orientation, gender, age, color, religion, disability, veteran status and national origin for all employees, students, prospective students and applicants for employment. West Virginia Northern Community College neither affiliates with nor grants recognition to any individual, group or organization having such discriminatory policies or practices.

This rule extends to all West Virginia Northern Community College activities related to the management of its educational, employment, financial, business and other affairs. It applies to all personnel management practices including, but not limited to, recruiting, hiring, transfer, promotion, training, compensation, benefits, layoff and termination. West Virginia Northern Community College is committed to maintaining an atmosphere that is free of discrimination and harassment in any form.

West Virginia Northern Community College will continue to take affirmative action measures to ensure the entry of qualified minorities, women, veterans and the disabled as defined by law into the faculty, staff and student bodies.

In education, equal opportunity on a merit basis is fundamental to equality in all other forms of human behavior; therefore, commitment to this goal is required of every College employee.

Any infractions of this rule will be subject to disciplinary actions as deemed appropriate and defined by College Rule. Inquiries concerning this rule should be directed to Chief Human Resource Officer Peggy Carmichael, who is designated coordinator for Title IX and Section 504. Her telephone number is 304-214-8901 and her office is located in Room 125-B, B&O Building, Wheeling campus. Her email address is pcarmichael@wvncc.edu.

Sexual Discrimination/Harassment Rule

Students at West Virginia Northern Community College are entitled to an educational environment free from all forms of sexual harassment.

No member of the College community may engage in sexual harassment or discrimination against another or conduct herself/himself in a manner which creates a hostile or offensive learning environment. It is the responsibility of any student who knows about sexual harassment or discriminatory conduct to bring it to the attention of a College official.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. It is a form of sex discrimination that is both reprehensible and unlawful.

Students should feel free to make complaints concerning allegations of sexual harassment. To the extent possible, strict confidentiality will be maintained in all investigative procedures.

Students who believe that they have been the subject of sexual harassment or discrimination should contact the Campus Counselor or Campus Dean for guidance and clarification of complaint procedures.

If a student charges sexual harassment, the Code of Conduct or Academic Sanctions and Appeals Provision applies.

Resource materials regarding sexual harassment are available in the campus Learning Resource Centers. Additionally, the College has a sexual assault rule. For a complete version of the rule, contact the Human Resource Office or Office of the Vice President of Student Services.

Firearms Rule

Firearms, explosives, weapons of deadly force, or other weapons of mass destruction are not allowed on the property except for legally authorized law enforcement officials.

Any infractions of this rule will be subject to disciplinary actions as deemed appropriate which may include reprimand, probation, suspension, expulsion and referral to law enforcement agencies. Action for visitors will be subject to actions which may include removal from the premises, future ban from premises, referral to law enforcement agencies, etc.

Infractions of this rule should be reported immediately to the Human Resource office, Campus Dean, other college official or law enforcement agency.

Drug-Free Schools and Communities Information

The purpose of this information is to comply with the Drug-Free Schools and Communities Act of 1989 and the Drug- Free Work Place Act of 1988.

This information applies to the entire College community, including students, faculty, staff and visitors to any of the campuses or classroom buildings.

Standards of Conduct: The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol on West Virginia Northern Community College property or as a part of any College activity is prohibited. It is prohibited to come to work, class or any College-sponsored function under the influence of alcohol or illicit drugs.

Disciplinary Sanctions: Consistent with College, local, State and Federal laws, the College will impose disciplinary sanctions for violation of the standards of conduct outlined above and prohibited in the Drug-Free Schools and Communities laws. Violations could result in expulsion from school, termination of employment and/or referral to law enforcement agencies as is consistent with College policies. Federal trafficking penalties include substantial fines and imprisonment up to life. West Virginia Law provides for penalties dependent on the classification of the substance, the activity involved and other convictions. The most severe penalties are for possession with intent to sell. Convictions may provide for fines and/or imprisonment with the amount and time dependent upon other factors.

College sanctions will be consistent with procedures used in other disciplinary actions as described in the Student Code of Conduct and Governing Board rule. For employees, sanctions may include oral warning, written reprimand, suspension, termination and referral to law enforcement agencies. Disciplinary sanctions for students may include reprimand, probation, suspension, expulsion and referral to law enforcement agencies. Action for visitors may include referral to law enforcement agencies.

Health Risks: There are many known health risks linked to the use of alcohol and illicit drug use. Preventable illness, disabilities and deaths are estimated to affect 25.5 million Americans.

Alcohol: Alcohol abuse is often characterized by one of three different patterns: (1) regular and daily use, (2) drinking large amounts of alcohol (binging) at specific or irregular times, or (3) periods of sobriety interspersed by periods of heavy drinking

and intoxication. The disorder is progressive and can be fatal. If you recognize any tendencies toward alcohol abuse in yourself, your friends or loved ones, please seek help as outlined below.

Health risks of other drugs include:

Narcotics (including opium, morphine, codeine, heroin and others): Physical addiction, loss of awareness, respiratory restriction and possible death.

Depressants (including barbiturates, Quaaludes and others): Slurred speech, disorientation, shallow respiration, coma likely with overdose.

Stimulants (including cocaine, amphetamines and others): Increased heart rate and blood pressure, possibly leading to death; increased excitation; loss of appetite.

Hallucinogens (including LSD, "mushrooms," PCP, mescaline and others): Illusions and hallucinations; poor perception of time and distance; psychotic and unpredictable behavior, often leading to injury and arrest. Symptoms may reappear (flashback) some time after use.

Cannabis (marijuana, hashish, THC and others): Unrealistic euphoria, diminished inhibitions, disoriented behavior, diminished motivation, increased pulse.

Counseling and Referral Assistance: Help and referral are available in each Campus Counselor's Office. Services are confidential. A listing of some available community resources is in the Student Handbook and in the Campus Counselor's Office on each campus. There are many resources to help you or anyone you care about find treatment.

Additional information is available in the Student Handbook.

Compliance Notifications

The College provides annual notification to students (and faculty, staff as required by law) under the provisions of the Higher Education Act of 1974, as amended, for compliance with Student Right to Know Reporting and under provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (Clery Act) relating to Campus Crime Reporting/Disclosure. The College has available in written form through Campus Student Service Centers required statistics and publications which are also posted on its website. The College complies with the Timely Warnings notification of the Clery Act, as needed.

Red Flag Rules

The Federal Trade Commission (FTC) www.ftc.gov the federal bank regulatory agencies, and the National Credit Union Administration (NCUA) www.ncua.gov have issued regulations (the Red Flag Rule) requiring financial institutions and creditors to develop and implement written identity theft prevention programs, as part of the Fair and Accurate Credit Transactions (FACT) Act of 2003. In compliance to this new rule West Virginia Northern Community College has established a policy to respond to fraud and activity duty alerts. The College will properly dispose of consumer report information and provide information to victims of identity theft. We will properly handle notice of identity theft and respond to any notification received from identity theft to prevent refurnishing blocked information. West Virginia Northern Community College will comply with the rules regarding sharing information with affiliates and

provide an oral, written, or electronic notice when a possible flag has been set. The College will also comply with the guidelines adopted by the Federal banking agencies, and the FTC for use when furnishing information to a Credit Reporting Agency (CRA) regarding the accuracy and integrity of the information relating to the consumer that such entities furnish to CRA's. We will provide notice regarding negative information and take appropriate action when receiving a notice of discrepancy in the consumer's address.

Catalog Rule

This catalog contains official announcements of College rules, programs of study and courses offered for the period of 2016-2017. The College reserves the right to repeal, revise or amend the information contained herein.

Interim catalog addenda may be issued during the life of this publication. It is the responsibility of the student to read and abide by the catalog and any of the subsequent addenda that may be published. Such addenda will be available at the Campus Service Center of each of the College's campuses and are on reserve in each campus Learning Resource Center.

In addition, the catalog and any addenda are available on the Web at www.wvncc.edu.

Students enrolling at West Virginia Northern Community College must follow the program requirements listed in the catalog in effect at the time of entry into the College (provided graduation requirements are completed within five years). Students have the option of meeting program requirements in a later catalog, provided all requirements of the later catalog are met.

Academic Programs

- **Program Information—**
  - **Programs of Study**
  - **Program Implementation**
  - **General Education**
  - **Core Coursework Transfer Agreement**
  - **Transfer In Students**
  - **Transfer Out Students**
  - **Course Key**
  - **Core Requirements**
- **Academic Programs - Transfer**
- **Academic Programs - Specialized 2+2 Agreements**
- **Academic Programs - Online Degrees**
- **Academic Programs - Career-Technical Education**

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Academic Programs

Program Information

Programs of Study

West Virginia Northern Community College is authorized by the West Virginia Council for Community and Technical College Education and Higher Education Policy Commission to offer the following programs resulting in the granting of Associate in Arts degrees (A.A.), Associate in Science degrees (A.S.), Associate in Applied Science degrees (A.A.S.) and Certificate in Applied Science (C.A.S.). *NOTE: Students can apply up to three credit hours of continuing education credit toward a degree.*

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NOTE: This list of programs is subject to modification by the College.

BC = Bethany College FUS = Franciscan University of Steubenville
WLU = West Liberty University WVU = West Virginia University WJU = Wheeling Jesuit University
WVSU = West Virginia State University

PROGRAM IMPLEMENTATION 2016-2017

The following information represents the College's primary commitment to offer academic certificate and degree programs for New Martinsville, Weirton, and Wheeling Campus students entering in 2016-2017. This information is offered to assist students with plans to meet educational goals at Northern. Modification of program availability may be necessary if enrollment in any program requires changes. See schedule for further details.

PROGRAM	**BASED IN:**		
Transfer Programs	***Whg***	***Weir***	***NM***
Associate in Arts—English/Humanities Concentration	x	x	x
Associate in Arts—General Concentration	x	x	x
Associate in Arts—History/Social Science Concentration	x	x	x
Associate in Arts—Psychology Concentration	x	x	x
Associate in Science	x	x	x
Associate in Science—Business Administration	x	x	x
Transfer Programs—Specialized 2+2 Agreements			
Associate in Arts			
Community Education, Transfer to WLU	x	x	x
Pre-Elementary Education, Transfer to BC	x	x	
Psychology, Transfer To WJU	x		
Pre-Social Work, Transfer to BC	x	x	
Social Work, Transfer to FUS	x	x	
Social Work, Transfer to WVU	x	x	
Associate in Science			
Accounting/Business Admin., Transfer to FUS	x	x	x
Business Administration, Transfer to WLU	x	x	x
Associate in Applied Science			
Bus. Admin./Business Studies, Transfer to FUS	x	x	
Bus. Admin./Business Studies, Transfer to WVSU	x	x	x
Computer Information Systems Specialization, Transfer to WLU	x		
Computer Information Technology, Transfer to WJU	x		
Criminal Justice, Transfer to WLU	x	x	x
Elementary Education, Transfer to WLU	x	x	x
(Pre)Psychology with Social Work, Transfer to WLU	x		
Teacher Education, Pre-Secondary: English Specialization, Transfer to WLU	x	x	x
Teacher Education Pre-Secondary: Social Sciences, Transfer to WLU	x	x	x
Transfer Agreement—Early Childhood Education, Transfer to FUS	x		
Associate in Applied Science Degree and Certificate of Applied Sciences			
Accounting, Business Studies, A.A.S.	x	x	
Advanced Manufacturing, A.A.S.	x	x	
Board of Governors A.A.S. Degree Completion Program	x	x	x
Business Administration, Business Studies, A.A.S.	x	x	x
Business Office, Business Career Studies, C.A.S.	x	x	x
Chemical Operator Technology, A.A.S.			x
Computer Information Technology, A+ Computer Repair, C.A.S.	x		
Computer Information Technology, Cyber Security, A.A.S.	x	x	x
Computer Information Technology, Microsoft Applications, C.A.S.	x	x	x

Computer Information Technology, Microsoft Applications/Support Desk, A.A.S.	x		
Computer Information Technology, Networking, Microsoft, A.A.S.	x		
Computer Information Technology, Software Engineering, A.A.S.	x	x	
Criminal Justice, A.A.S.	x	x	x
Culinary Arts, A.A.S.	x		
Culinary Arts, C.A.S.	x		
Early Childhood: Care and Education, A.A.S.	x		
Executive Admin. Asst., Business Studies, A.A.S.	x	x	
Health Information Technology, A.A.S.	x		
Human Services, A.A.S.	x		
Industrial Maintenance Technology, C.A.S.	x		
Instrumentation Process Technology, A.A.S.	x	x	x
Joint Technical Programs, A.A.S.	x	x	x
Medical Assisting, Administrative Medical Assistant, C.A.S.	x		
Medical Assisting, Clinical Medical Assistant, A.A.S.	x		
Medical Billing and Coding Specialist, C.A.S.	x		
Nursing, A.A.S.	x	x	
Occupational Development, A.A.S.	x	x	x
Paralegal Studies, A.A.S.	x		
Paralegal Studies, C.A.S.	x		
Patient Care Technician, C.A.S.	x	x	x
Petroleum Technology, A.A.S.	x		
Petroleum Technology, C.A.S.	x		
Radiography, WVNCC, A.A.S.	x		
Radiologic Technology, Degree Completion, A.A.S.	x		
Refrigeration, Air Conditioning, and Heating, A.A.S.	x		
Small Business Management, Business Career Studies, C.A.S.	x	x	x
Surgical Technology, A.A.S.	x		
Technical Studies, A.A.S.	x	x	x
Welding Technology, A.A.S.	x		

2016-2017 ONLINE DEGREE PROGRAMS
FULLY AVAILABLE ONLINE

Associate in Arts Online Degree
General • English/Humanities • History/Social Science • Psychology

Associate in Science Online Degree

Business Administration Transfer Option, A.S.

Business Administration, Business Studies Online Degree, A.A.S.

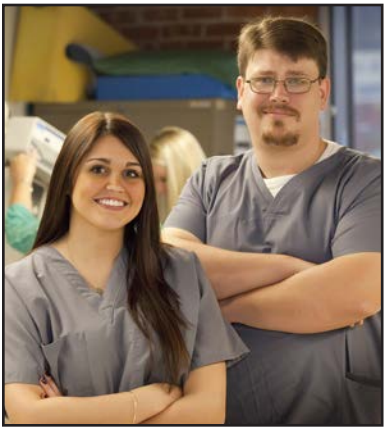
Business Administration, Business Studies 2+2 Online Degree
Management Concentration / Transfer to WVSU, A.A.S.

Computer Information Technology Online Degree
Microsoft Applications, C.A.S.

Small Business Management, Business Career Studies Online Degree, C.A.S.

Online courses may be required in any program.
BC = Bethany College FUS = Franciscan University of Steubenville
WLU = West Liberty University WVU = West Virginia University WJU = Wheeling Jesuit University
WVSU = West Virginia State University

General Education



Because of its commitment to the total development of the individual, West Virginia Northern Community College requires all students enrolled in academic programs to complete a general education core curriculum.

The aim of the general education component is to teach students to: communicate effectively, think clearly and reasonably, make ethical judgments, develop personal values, apply knowledge constructively, and make learning a lifelong commitment. The College is committed to developing resilient, lifelong learners able to function in a complex, technologically sophisticated world.

The goals of the General Education Assessment Proposal are to:

- Communicate effectively in oral and written formats
- Employ or utilize information access and literacy skills
- Demonstrate problem-solving and critical thinking skills
- Employ mathematical and science literacy skills
- Acquire a cultural, artistic and global perspective
- Demonstrate professional and human relations skills

Core Coursework Transfer Agreement

In accordance with the West Virginia Higher Education Policy Commission and West Virginia Council for Community and Technical Colleges Core Coursework Transfer Agreement, identified undergraduate core courses completed are transferable as general studies credit to all other state institutions of higher education in West Virginia for credit with the grade earned. Other courses may be accepted as transfer in specific degree programs up to 72 hours. Those courses identified with an asterisk in the Core Requirements following the Course Key are included in the Core Coursework Transfer Agreement. Academic advisors and counselors can assist with questions regarding transfer to specific colleges.

Transfer In Students

Students transferring to WVNCC are admitted through the regular admissions process and must provide academic transcripts and related documents as noted in the Admissions/Registration section of this catalog. Transfer students will be assigned an academic advisor and need to meet with the advisor to register for class. A transfer credit evaluation is done at the time the academic transcript is received; students should meet with their academic advisor to determine how those credits apply toward graduation. Transfer students must work with their academic advisor if a course substitution/petition is needed.

Transfer Out Students

West Virginia Northern students who complete an associate degree have many opportunities to continue on to complete a bachelor degree. WVNCC currently has 2+2 agreements with Bethany College, Franciscan University, West Liberty University, West Virginia University, and Wheeling Jesuit University. The College also has general agreements with Cincinnati College of Mortuary Science, Bethany College, Marshall University, Strayer University, West Virginia University at Parkersburg and West Virginia Wesleyan College. Students should meet with the Transfer Counselor concerning their program of study. Students interested in attending a West Virginia public four-year institution should also refer to the Core Coursework Transfer Agreement (above) for courses that the baccalaureate institution will accept. West Virginia Northern is continuously adding transfer agreements for graduates. Students should check with their academic advisor or campus counselor. A transfer fair is held each spring.

Students who take classes at West Virginia Northern are advised to discuss their courses with the college to which they are transferring. The decision of transfer credit, minimum grade required and credit hour articulation are determined by the receiving college.

Course Key

Courses of instruction are identified by the following prefixes:

ACC	Accounting
AHS	Allied Health Sciences
APT	Applied Technology
ART	Art
ASTR	Astronomy
BA	Business Administration
BIO	Biology
CART	Culinary Arts
CHEM	Chemistry
CIT	Computer Information Technology
COT	Chemical Operator Technology
CRJ	Criminal Justice
ECCE	Early Childhood: Care and Education
ECON	Economics
EL	Electronics
ENG	English
GEOG	Geography
GSC	General Science
HIST	History
HIT	Health Information Technology
HPE	Health and Physical Education
HS	Human Services
IMT	Industrial Maintenance Technology
JOUR	Journalism
MAS	Medical Assisting
MATH	Mathematics
MEC	Mechatronics
MGT	Management
MKT	Marketing
MUS	Music
NURS	Nursing
ORNT	Orientation
PAL	Paralegal
PCT	Patient Care Technician
PHIL	Philosophy
PHYS	Physics
POLS	Political Science
PSYC	Psychology
PTRM	Petroleum Technology
RAD	Radiography
RAH	Refrigeration, Air Conditioning and Heating Technology
SOC	Sociology
SPAN	Spanish
SPCH	Speech
SS	Social Science
ST	Surgical Technology
WELD	Welding Technology

Associate in Arts Programs

GENERAL EDUCATION CORE REQUIREMENTS

Each A.A. program is required to include a minimum of 41 credit hours in general education courses, called core requirements, already selected or to be selected from the following:

Humanities

Required Courses (9 credit hours)	**Cr. Hrs.**
ENG 101 College Composition I*	3
ENG 102 College Composition II*	3
SPCH 105 Fundamentals of Speech Communication*	3
Plus 6 credit hours required from:	
ART 150 Art Appreciation*	3
ENG 200 American Literature Through the Civil War*	3
ENG 201 American Literature Since the Civil War*	3
ENG 208 Renaissance Drama	3
ENG 210 English Literature Through the Eighteenth Century*	3
ENG 211 English Literature Since the Eighteenth Century*	3
ENG 215 Introduction to Drama*	3
ENG 225 Shakespeare – Comedies	3
ENG 226 Shakespeare – Tragedies/Histories	3
MUS 105 Appreciation of Music*	3
PHIL 200 Introduction to Philosophy	3

Social Science

Required Courses (15 credit hours)	**Cr. Hrs.**
ECON 104 Principles of Macroeconomics*	3
ECON 105 Principles of Microeconomics*	3
GEOG 205 World Geography	3
HIST 100 World Cultures I*	3
HIST 101 World Cultures II*	3
HIST 110 The United States to 1865*	3
HIST 111 The United States Since 1865*	3
POLS 102 American National Government and Politics*	3
PSYC 105 Introduction to Psychology*	3
PSYC 208 Developmental Psychology	3
SOC 125 Introduction to Sociology*	3
SOC 126 Social Problems*	3
SS 255 The Global Community*	3

Laboratory Sciences/Mathematics (Science/Math hours must total 11 credits)

Laboratory Sciences

Select a minimum of 4 credit hours from:	**Cr. Hrs.**
ASTR 125 Introduction to Astronomy	4
BIO 110 Principles of Biology*	4
BIO 112 Plant Biology*	4
BIO 113 Animal Biology*	4
BIO 117 Microbiology	4
BIO 218 General Ecology	4
CHEM 108 General Chemistry I*	4
CHEM 109 General Chemistry II*	4
GSC 100 Science in the Contemporary World*	4
PHYS 104 General Physics I*	4
PHYS 105 General Physics II*	4

Mathematics

Select a minimum of 3 credit hours from:	**Cr. Hrs.**
MATH 108 College Algebra with Applications*	4
MATH 110 Pre-Calculus Mathematics*	5
MATH 204 Mathematics for Teachers I (K-9)	4
MATH 205 Mathematics for Teachers II (K-9)	4
MATH 210 Introduction to Statistics*	3
MATH 279 Calculus I*	5

The additional credit hours required to meet the 11 credit hours may be chosen from either science OR math.

Remaining academic work is composed of courses relating to specific programs. Courses required for each program are prescribed in sequence within the Academic Programs section in this catalog.

**See Core Coursework Transfer Agreement information in General Education, this section.*

Associate in Science Programs

GENERAL EDUCATION CORE REQUIREMENTS

Each A.S. program is required to include a minimum of 36 credit hours in general education courses, called core requirements, already selected or to be selected from the following:

Humanities

Required Courses (9 credit hours)	**Cr. Hrs.**
ENG 101 College Composition I*	3
ENG 102 College Composition II*	3
SPCH 105 Fundamentals of Speech Communication*	3
Plus 3 credit hours required from:	
ART 150 Art Appreciation*	3
ENG 200 American Literature Through the Civil War*	3
ENG 201 American Literature Since the Civil War*	3
ENG 208 Renaissance Drama	3
ENG 210 English Literature Through the Eighteenth Century*	3
ENG 211 English Literature Since the Eighteenth Century*	3
ENG 215 Introduction to Drama*	3
ENG 225 Shakespeare – Comedies	3
ENG 226 Shakespeare – Tragedies/Histories	3
MUS 105 Appreciation of Music*	3
PHIL 200 Introduction to Philosophy	3

Social Science

Required Courses (9 credit hours)	**Cr. Hrs.**
ECON 104 Principles of Macroeconomics*	3
ECON 105 Principles of Microeconomics*	3
GEOG 205 World Geography	3
HIST 100 World Cultures I*	3
HIST 101 World Cultures II*	3
HIST 110 The United States to 1865*	3
HIST 111 The United States Since 1865*	3
POLS 102 American National Government and Politics*	3
PSYC 105 Introduction to Psychology*	3
PSYC 208 Developmental Psychology	3
SOC 125 Introduction to Sociology*	3
SS 255 The Global Community*	3

(continued on following page)

Laboratory Sciences
(Minimum of 8 credit hours - but at least two must be from the same discipline, that is Biology, Chemistry or Physics)

	Cr. Hrs.
ASTR 125 Introduction to Astronomy	4
BIO 110 Principles of Biology*	4
BIO 112 Plant Biology*	4
BIO 113 Animal Biology*	4
BIO 117 Microbiology	4
BIO 218 General Ecology	4
CHEM 108 General Chemistry I*	4
CHEM 109 General Chemistry II*	4
GSC 100 Science in the Contemporary World*	4
PHYS 104 General Physics I*	4
PHYS 105 General Physics II*	4

Mathematics
Select a minimum of 7 credit hours from:

	Cr. Hrs.
MATH 108 College Algebra with Applications*	4
MATH 110 Pre-Calculus Mathematics*	5
MATH 204 Mathematics for Teachers I (K-9)	4
MATH 205 Mathematics for Teachers II (K-9)	4
MATH 210 Introduction to Statistics *	3
MATH 279 Calculus I*	5

Remaining academic work is composed of courses relating to specific programs. Courses required for each program are prescribed in sequence within the Academic Programs section in this catalog.
*See Core Coursework Transfer Agreement information in General Education, this section.

Associate in Applied Science Programs
GENERAL EDUCATION CORE REQUIREMENTS
Each A.A.S. program is required to include a minimum of 15 credit hours in general education courses, called core requirements, already selected or to be selected from the following:

Humanities
(minimum of 6 credit hours)

	Cr. Hrs.
ENG 101 College Composition I*	3
ENG 102 College Composition II*	3
ENG 115 Technical Writing	3
SPCH 101 Interpersonal Communication	3
SPCH 105 Fundamentals of Speech Communication*	3

Social Science
(minimum of 3 credit hours)

	Cr. Hrs.
ECON 104 Principles of Macroeconomics*	3
ECON 105 Principles of Microeconomics*	3
GEOG 205 World Geography	3
HIST 100 World Cultures I *	3
HIST 101 World Cultures II*	3
HIST 110 The United States to 1865*	3
HIST 111 The United States Since 1865*	3
POLS 102 American National Government and Politics*	3
PSYC 105 Introduction to Psychology*	3
PSYC 155 Human Relations	3
PSYC 208 Developmental Psychology	3
SOC 125 Introduction to Sociology*	3
SS 255 The Global Community*	3

Mathematics

(Minimum of 2 credit hours of Math, as specified in program requirements)	**Cr. Hrs.**
MATH 100 Fundamentals of Mathematics	2
MATH 108 College Algebra with Applications*	4
MATH 109 Math of Business & Finance##	3
MATH 110 Pre-Calculus Mathematics*	5
MATH 113 Technical Mathematics	4
MATH 115 Mathematics for Health Sciences#	3
MATH 210 Introduction to Statistics*	3
MATH 279 Calculus I*	5

This course may only be used by students in the following AAS programs to fulfill math core requirements: Clinical Medical Assistant, Health Information Technology, Radiography, Radiologic Technology/Degree Completion, Surgical Technology.

This course may only be used by students in the following AAS programs to fulfill math core requirements: Business Studies/Accounting, Business Studies/Business Administration, Business Studies/Executive Administration Assistant, CIT/Cyber Security, CIT/Microsoft Applications/Support Desk, CIT/Networking: Microsoft, CIT/Systems Development, Clinical Medical Assisting, Culinary Arts, Human Services, Paralegal Studies.

Laboratory Sciences	**Cr. Hrs.**
BIO 110 Principles of Biology*	4
BIO 112 Plant Biology*	4
BIO 113 Animal Biology*	4
BIO 114 Anatomy and Physiology I	3
BIO 115 Anatomy and Physiology II	3
BIO 117 Microbiology	4
CHEM 108 General Chemistry I*	4
CHEM 109 General Chemistry II*	4
GSC 100 Science in the Contemporary World*	4
PHYS 104 General Physics I*	4
PHYS 105 General Physics II*	4
PHYS 115 Applied Physics	4

Additional General Education Core courses may be selected from any of the above, OR:
CIT 117 (3 credits) and/or any HPE course (1 credit hour each)

Remaining academic work is composed of courses relating to specific programs. Courses required for each program are prescribed in sequence within the Academic Programs section in this catalog.

*See Core Coursework Transfer Agreement information in General Education, this section.

Certificate of Applied Science Programs

GENERAL EDUCATION CORE REQUIREMENTS

Each C.A.S program is required to include a minimum of 6 hours of general education courses, called core requirements, already selected or to be selected from the following:

Humanities	**Cr. Hrs.**
(Minimum of 3 credit hours)	
ENG 101 College Composition I*	3
ENG 102 College Composition II*	3
ENG 115 Technical Writing	3
SPCH 101 Interpersonal Communication	3
SPCH 105 Fundamentals of Speech Communication*	3

(continued on following page)

Mathematics (Minimum of 2 credit hours)	**Cr hrs**
MATH 100 Fundamentals of Mathematics	2
MATH 108 College Algebra with Applications*	4
MATH 109 Math of Business & Finance##	3
MATH 110 Pre-Calculus Mathematics*	5
MATH 113 Technical Mathematics	4
MATH 115 Mathematics for Health Sciences#	3
MATH 210 Introduction to Statistics*	3
MATH 279 Calculus I*	5

This course may only be used by students in the following C.A.S programs to fulfill math core requirements: Patient Care Technician.

This course may only be used by students in the following C.A.S programs to fulfill math core requirements: Business Career Studies/Business Office, Business Career Studies/Small Business Management, CIT/A+ Computer Repair, CIT/Microsoft Applications, Culinary Arts, Medical Assisting/Administrative Medical Assistant, Medical Billing & Coding.

Social Sciences	**Cr. Hrs.**
ECON 104 Principles of Macroeconomics*	3
ECON 105 Principles of Microeconomics*	3
GEOG 205 World Geography	3
HIST 100 World Cultures I *	3
HIST 101 World Cultures II*	3
HIST 110 The United States to 1865*	3
HIST 111 The United States Since 1865*	3
POLS 102 American National Government and Politics*	3
PSYC 105 Introduction to Psychology*	3
PSYC 155 Human Relations	3
PSYC 208 Developmental Psychology	3
SOC 125 Introduction to Sociology*	3
SS 255 The Global Community*	3

Laboratory Sciences	**Cr. Hrs.**
BIO 110 Principles of Biology*	4
BIO 112 Plant Biology*	4
BIO 113 Animal Biology*	4
BIO 114 Anatomy and Physiology I	3
BIO 115 Anatomy and Physiology II	3
BIO 117 Microbiology	4
CHEM 108 General Chemistry I*	4
CHEM 109 General Chemistry II*	4
GSC 100 Science in the Contemporary World*	4
PHYS 104 General Physics I*	4
PHYS 105 General Physics II*	4
PHYS 115 Applied Physics	4

Additional General Education Core courses may be selected from any of the above OR:
CIT 117 and/or any HPE course (1 credit each)

Remaining academic work is composed of courses relating to specific programs. Courses required for each program are prescribed in sequence within the Academic Programs section in this catalog.

*See Core Coursework Transfer Agreement information in General Education, this section.

Academic Programs

Transfer

Associate in Arts Degree

English/Humanities Concentration

This program is designed for those who expect to transfer to a college or university to study in English, literature and/or humanities. The curriculum gives students a broad background in liberal arts with an emphasis on English, literature, humanities, and social sciences.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of important literary works and writers and their relationship to historical and sociological events
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
    - Communicate effectively
    - Work collaboratively
    - Think critically and solve problems
    - View issues from a global perspective
    - Conduct basic research using computers
    - Appreciate literature and the arts
    - Live according to conscious values and ethics

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in English, literature, secondary education, English education, or another liberal arts discipline, and may go on to earn an advanced degree.

First Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
HIST		History Core Requirement	3
MATH		Mathematics Core Requirement	3(5)
PSYC	105	Introduction to Psychology	3
SPCH	105	Fundamentals of Speech Communication	3
			15(17)

First Year – Spring Semester			Cr. Hrs.
ENG	102	College Composition II	3
MATH		Mathematics Core Requirement	4(5)
		or	
SCI		Science Core Requirement	(4)
PHIL	200	Introduction to Philosophy	3
SS		Social Science Core Requirement	3
		Concentration Elective *	3
			16(17)

Second Year – Fall Semester			Cr. Hrs.
HPE		Physical Education Requirement#	1
MUS	105	Music Appreciation	3
SCI		Science Core Requirement	4
SOC	125	Introduction to Sociology	3
		Concentration Elective *	3
			14

Second Year – Spring Semester			Cr. Hrs.
ART	150	Art Appreciation	3
POLS	102	American National Government and Politics	3
SS	255	The Global Community	3
		Concentration Elective *	3
		Elective	3
			15

Total Hours in Program – 60-63

*Choose from: ENG 200, ENG 201, ENG 208, ENG 210, ENG 211, ENG 225, ENG 226.

Concentration and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to *Core Requirements for the Associate in Arts Program* in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI. #HPE requirements can be fulfilled with HPE 100, 101 or 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours – it is recommended that students in this program choose their six hours of HUM core requirements from ART, ENG, MUS, or PHIL.

Associate in Arts Degree

General Concentration

This program is designed for those who expect to transfer to a college or university to study in a variety of liberal arts programs, including art, communication, education, English, journalism, library science, philosophy, pre-law, political science, or the social sciences. The curriculum gives students a broad background in liberal arts with an emphasis in the Liberal Arts disciplines.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of theories, concepts, and principles relevant to the liberal arts
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
- Communicate effectively
- Work collaboratively
- Think critically and solve problems
- View issues from a global perspective
- Conduct basic research using computers
- Appreciate literature and the arts
- Live according to conscious values and ethics

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in a variety of liberal arts disciplines, and may go on to earn an advanced degree.

First Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
HIST		History Core Requirement	3
MATH		Mathematics Core Requirement	3(5)
PSYC	105	Introduction to Psychology	3
SPCH	105	Fundamentals of Speech Communication	3
			15(17)

First Year – Spring Semester			Cr. Hrs.
ENG	102	College Composition II	3
MATH		Mathematics Core Requirement	4(5)
		or	
SCI		Science Core Requirement	(4)
SS		Social Science Core Requirement	3
		Concentration Elective *	3
		Elective	3
			16(17)

Second Year – Fall Semester			Cr. Hrs.
HPE		Physical Education Requirement#	1
HUM		Humanities Core Requirement	3
SCI		Science Core Requirement	4
SOC	125	Introduction to Sociology	3
		Concentration Elective *	3
			14

Second Year – Spring Semester			Cr. Hrs.
HUM		Humanities Core Requirement	3
POLS	102	American National Government and Politics	3
SS	255	The Global Community	3
		Concentration Elective *	3
		Elective	3
			15

Total Hours in Program – 60-63

*Choose from: Any ART, ENG, ECON, HIST, MUS, SOC, SS, PSYC, or PHIL (3 hours from 3 separate disciplines to equal 9 hours).

Concentration electives and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to *Core Requirements for the Associate in Arts Program* in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI. #HPE requirements can be fulfilled with HPE 100, 101 or 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

Associate in Arts Degree

History/Social Science Concentration

This program is designed for those who expect to transfer to a college or university to study in history, sociology, political science, economics or other social science disciplines. The curriculum gives students a broad background in liberal arts with an emphasis on history, humanities, and social sciences.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of theories, concepts and principles relevant to the social sciences
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
    - Communicate effectively
    - Work collaboratively
    - Think critically and solve problems
    - View issues from a global perspective
    - Conduct basic research using computers
    - Appreciate literature and the arts
    - Live according to conscious values and ethics

Graduates of this program may transfer to a four-year college or university to complete a bachelor's degree in history, social science, sociology, political science, economics or another social sciences discipline.

First Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
HIST		History Core Requirement	3
MATH		Mathematics Core Requirement	3(5)
PSYC	105	Introduction to Psychology	3
SPCH	105	Fundamentals of Speech Communication	3
			15(17)

First Year – Spring Semester			Cr. Hrs.
ENG	102	College Composition II	3
MATH		Mathematics Core Requirement	4(5)
		or	
SCI		Science Core Requirement	(4)
SS		Social Science Core Requirement	3
		Concentration Elective *	3
		Elective	3
			16(17)

Second Year – Fall Semester			Cr. Hrs.
HPE		Physical Education Requirements	1
HUM		Humanities Core Requirement	3
SCI		Science Core Requirement	4
SOC	125	Introduction to Sociology	3
		Concentration Elective *	3
			14

Second Year – Spring Semester			Cr. Hrs.
HUM		Humanities Core Requirement	3
POLS	102	American National Government and Politics	3
SS	255	The Global Community	3
		Concentration Elective *	3
		Elective	3
			15

Total Hours in Program – 60-63

* Choose from: ECON 104, ECON 105, ECON 120, GEOG 205, HIST 100, HIST 101, HIST 110, HIST 111, HS 147, PSYC 208, SOC 255, SOC 276.

Concentration electives and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to *Core Requirements for the Associate in Arts Program* in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI.

#HPE requirements can be fullfilled with any HPE 100, 101 or 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

Associate in Arts Degree

Psychology Concentration

This program is designed for those who expect to transfer to a college or university to study in psychology. The curriculum gives students a broad background in liberal arts with an emphasis on psychology, social sciences, and humanities.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of basic concepts, theories, and principles used in the field of psychology
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
    - Communicate effectively
    - Work collaboratively
    - Think critically and solve problems
    - View issues from a global perspective
    - Conduct basic research using computers
    - Appreciate literature and the arts
    - Live according to conscious values and ethics

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in psychology, and may go on to earn an advanced degree. At the bachelor's level, they may expect to become case managers or service providers in public or private agencies which provide psychological and social services. With an advanced degree, they may expect to become licensed clinical or counseling psychologists working in public or private agencies which provide psychological services.

First Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
HIST		History Core Requirement	3
MATH		Mathematics Core Requirement	3(5)
PSYC	105	Introduction to Psychology	3
SPCH	105	Fundamentals of Speech Communication	3
			15(17)

First Year – Spring Semester			Cr. Hrs.
ENG	102	College Composition II	3
MATH		Mathematics Core Requirement	4(5)
		or	
SCI		Science Core Requirement	(4)
SS		Social Science Core Requirement	3
		Concentration Elective *	3
		Elective	3
			16(17)

Second Year – Fall Semester			Cr. Hrs.
HPE		Physical Education Requirement#	1
HUM		Humanities Core Requirement	3
SCI		Science Core Requirement	4
SOC	125	Introduction to Sociology	3
		Concentration Elective *	3
			14

Second Year – Spring Semester			Cr. Hrs.
HUM		Humanities Core Requirement	3
POLS	102	American National Government and Politics	3
SS	255	The Global Community	3
		Concentration Elective *	3
		Elective	3
			15

Total Hours in Program – 60-63

*Choose from: HS 147, HS 150, HS 210, PSYC 155, PSYC 200, PSYC 208, PSYC 210, PSYC 218, SS 207.

Concentration and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to *Core Requirements for the Associate in Arts Program* in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI. #HPE requirements may be fulfilled with HPE 100, 101 or 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

Associate in Science Degree

This program is designed for students who expect to complete a degree at a four-year institution in such areas as biology, engineering, mathematics or the physical sciences. Students should consult with their advisor regarding requirements of WVNCC and the institution to which they plan to transfer.

Upon completion of this program, graduates will be able to:

- Apply basic principles of biological and physical sciences and mathematics
- Apply the scientific method in designing, conducting and analyzing experiments
- Communicate effectively and work collaboratively
- Use mathematical and scientific principles in problem solving
- Relate issues from a global perspective
- Conduct basic research using the Internet and print resources

First Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
MATH		Mathematics Core Requirement	4
SCI		Science Core Requirement	4
SPCH	105	Fundamentals of Speech Communication	3
			14

First Year – Spring Semester			Cr. Hrs.
ENG	102	College Composition II	3
MATH		Mathematics Core Requirement	3
SCI		Science Core Requirement	4
SS		Social Science Core Requirement	3
		Elective	3
			16

Second Year – Fall Semester			Cr. Hrs.
HIST		History Core Requirement	3
HUM		Humanities Core Requirement	3
MATH		Mathematics Electives	9
		or	
SCI		Science Electives	(9)
			15

Second Year – Spring Semester			Cr. Hrs.
MATH		Mathematics Core Requirements	6
		or	
SCI		Science Core Requirements	(6)
		Elective	3
SS	255	The Global Community	3
SS		Social Science Core Requirement	3
			15

Total Hours in Program – 60

Students must see their academic advisor to plan courses for a concentration in Science or Mathematics.

Refer to *Core Requirements for the Associate in Science Program* in the beginning of this section.

Associate in Science Degree

Business Administration Transfer Option

This option is designed for students preparing for transfer to a four-year institution to complete work in professional areas of accounting, banking and finance, economics, general business, management, marketing, office administration or related business professions. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

First Year – Fall Semester			Cr. Hrs.
BA	100	Introduction to Business	3
ECON	104	Principles of Macroeconomics	3
ENG	101	College Composition I	3
MATH	108	College Algebra with Applications	4
SS		Social Science Core Requirement	3
			16

First Year – Spring Semester			Cr. Hrs.
CIT	117	Microsoft Applications	3
ECON	105	Principles of Microeconomics	3
ENG	102	College Composition II	3
MATH	109	Mathematics of Business and Finance	3
MATH	210	Introduction to Statistics	3
			15

Second Year – Fall Semester			Cr. Hrs.
ACC	122	Principles of Accounting I	3
BA	240	Business Law I	3
HIST		History Core Requirement	3
SCI		Science Core Requirement (Life Science)	4
SPCH	105	Fundamentals of Speech Communication	3
			16

Second Year – Spring Semester			Cr. Hrs.
ACC	123	Principles of Accounting II	3
HUM		Humanities Core Requirement	3
SCI		Science Core Requirement (Physical Science)	4
SS	255	The Global Community	3
			13

Total Hours in Program – 60

In addition, students who plan to transfer to West Virginia University must have at least a 2.5 GPA and should take MATH 279.

Refer to *Core Requirements for the Associate in Science Program* in the beginning of this section.

Academic Programs

Transfer

Specialized 2+2 Agreements

Accounting / Business Administration 2+2

Associate in Science

Transfer to Franciscan University of Steubenville

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to Franciscan University of Steubenville to complete work on baccalaureate degrees in Accounting and/or Business Administration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

Note:Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

First Year – Fall Semester			Cr. Hrs.
BA	100	Introduction to Business	3
ECON	104	Principles of Macroeconomics	3
ENG	101	College Composition I	3
HIST	100	World Cultures I	3
MATH	108	College Algebra with Applications	4
			16

First Year – Spring Semester			Cr. Hrs.
CIT	117	Microsoft Applications	3
ECON	105	Principles of Microeconomics	3
ENG	102	College Composition II	3
MATH	109	Mathematics of Business and Finance	3
MATH	210	Introduction to Statistics	3
			15

Second Year – Fall Semester			Cr. Hrs.
ACC	122	Principles of Accounting I	3
BA	240	Business Law I	3
HUM		Humanities Core Requirement*	3
SCI		Science Core Requirement (Life Science)	4
SPCH	105	Fundamentals of Speech Communication	3
			16

Second Year – Spring Semester			Cr. Hrs.
ACC	123	Principles of Accounting II	3
HIST	101	World Cultures II	3
SCI		Science Core Requirement (Physical Science)	4
SS	255	The Global Community	3
			13

Total Hours in Program – 60

* Choose from: PHIL 200, ENG 200, ENG 201, ENG 210, ENG 211, ENG 215, ENG 225, and ENG 226

Refer to Core Requirements for the Associate in Science Program in the beginning of this section.

Business Administration 2+2

Associate in Science

Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to West Liberty University to complete work in professional areas of accounting, banking and finance, economics, general business, management, marketing, office administration or related business professions. Students should consult with their advisor regarding requirements.

Students successfully completing and receiving an A.S. degree under this program will be able to:

- Demonstrate mastery of the accounting cycle
- Demonstrate an ability to market and promote products
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills
- Demonstrate an understanding of the global economy and its impact on business management
- Demonstrate a working knowledge of application software used in the field of business
- Demonstrate adequate knowledge and skills related to the general education curriculum requirements of the program including effective communication, collaboration with peers, critical thinking and problem solving.

In addition to these competencies, upon successful completion of this program students will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

First Year – Fall Semester			Cr. Hrs.
BA	100	Introduction to Business	3
ECON	104	Principles of Macroeconomics	3
ENG	101	College Composition I	3
MATH	108	College Algebra with Applications	4
PSYC	105	Introduction to Psychology	3
			16

First Year – Spring Semester			Cr. Hrs.
CIT	117	Microsoft Applications	3
ECON	105	Principles of Microeconomics	3
ENG	102	College Composition II	3
MATH	210	Introduction to Statistics	3
		Restricted Elective ##	3
			15

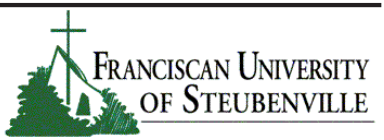
Second Year – Fall Semester			Cr. Hrs.
ACC	122	Principles of Accounting I	3
BA	240	Business Law I	3
SCI		Science Core Requirement (Life Science)**	4
SPCH	105	Fundamentals of Speech Communication	3
SS	255	The Global Community	3
			16

Second Year – Spring Semester			Cr. Hrs.
ACC	123	Principles of Accounting II	3
HIST		History Core Requirement	3
HUM		Humanities Core Requirement*	3
SCI		Science Core Requirement (Physical Science)***	4
			13

Total Hours in Program – 60

* Choose from: ART 150 or MUS 105
**Choose from: BIO 110, BIO 112 or BIO 113
*** Choose from: GSC 100, CHEM 108 or PHYS 104
Choose from: BA 265, ENG 200, ENG 201, ENG 210, ENG 211, MGT 250, MKT 230, PHIL 200

Business Administration
Business Studies, 2+2



Associate in Applied Science

Transfer to Franciscan University of Steubenville - 2+2

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to Franciscan University of Steubenville to complete work on baccalaureate degrees in Business Administration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration program, upon completion of this program, graduates will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

First Year – Fall Semester			Cr. Hrs.
ACC	122	Principles of Accounting I	3
BA	100	Introduction to Business	3
CIT	120	Microsoft Word I	3
ECON	104	Principles of Macroeconomics	3
ENG	101	College Composition I	3
			15

First Year – Spring Semester			Cr. Hrs.
ACC	123	Principles of Accounting II	3
CIT	117	Microsoft Applications	3
ECON	105	Principles of Microeconomics	3
MATH	109	Math of Business and Finance	3
MATH	210	Introduction to Statistics	3
			15

Second Year – Fall Semester			Cr. Hrs.
BA	240	Business Law I	3
CIT	159	Microsoft Publisher	3
MGT	250	Principles of Management	3
PSYC	155	Human Relations	3
SPCH	105	Fundamentals of Speech Communication	3
			15

Second Year – Spring Semester			Cr. Hrs.
ACC	222	Computerized Accounting	3
BA	241	Business Law II	3
BA	265	Business Communications	3
BA		Business Elective*	3
MKT	230	Principles of Marketing	3
			15

Total Hours in Program – 60

* Choose from: Any additional Accounting, CIT, Management or Business Administration course.

Business Administration, Business Studies 2+2 Degree

Management Concentration

Associate in Applied Science

Transfer to West Virginia State University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to West Virginia State University to complete work on baccalaureate degree in Business Administration with a Management Concentration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Online Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

Note:Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

First Year – Fall Semester			Cr.Hrs.
ACC	122	Principles of Accounting I	3
BA	100	Introduction to Business	3
CIT	120	Microsoft Word I	3
ECON	104	Principles of Macroeconomics	3
ENG	101	College Composition I	3
			15

First Year – Spring Semester			Cr.Hrs.
ACC	123	Principles of Accounting II	3
CIT	107	Excel	3
ECON	105	Principles of Microeconomics	3
MATH	109	Math of Business and Finance	3
PSYC	155	Human Relations	3
			15

Second Year – Fall Semester			Cr.Hrs.
ACC	205	Cost & Managerial Accounting	3
BA	240	Business Law I	3
CIT	159	Microsoft Publisher	3
MGT	250	Principles of Management	3
MGT	253	Small Business Management	3
			15

Second Year – Spring Semester			Cr.Hrs.
ACC	222	Computerized Accounting	3
BA	241	Business Law II	3
BA	265	Business Communications	3
MKT	230	Principles of Marketing	3
SPCH	105	Fundamentals of Speech Communication	3
			15

Total Hours in Program – 60

Community Education 2+2

Associate in Arts

Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students *successfully* completing this option will receive an A.A. degree from West Virginia Northern. Upon *successfully* completing the specified credit hours at West Liberty University, they will receive a B.A. degree in Community Education. The program is designed for students who have an interest in education that is not limited to "traditional teacher education" in the classroom and/or for students who are interested in the non-profit world. The program allows students to choose from 6 different majors, including: Community Arts, Disabilities Services, Education Leadership in Faith Organizations, Museum Education, Outdoor Education, and Sports, Recreation and Wellness. The program trains individuals to serve as educators or facilitators in a community-based setting and/or as non-profit administrators. Many of the courses in the Community Education program include field experiences in the local community and/or community based settings.

Students are encouraged to communicate and collaborate with individuals, groups, and institutions of the community on a local, national, and even international level. Students are trained in how to serve the community through the nonformal education of children, adults, and communities through a broad set of course work.

Students sucessfully completing and receiving an A.A. degree under the 2+2 Community Education program with WLU should be able to:

- Demonstrate knowledge of human development, culture, and exceptionalities
- Demonstrate a readiness to enter a bachelor's degree program with appropriate commitment to attendance, initiative, organization and interest in the field
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Arts degree, including the ability to:

  -Communicate effectively in oral and written formats

  -Demonstrate critical thinking and problem-solving skills

  -Employ or utilize information access and literacy skills

  -Acquire a cultural, artistic and global perspective

  -Demonstrate professional and human relations skills

Students are encouraged to meet with the Community Education program advisor at WLU early in their program of study at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

First Year – Fall Semester			Cr.Hrs.
ENG	101	College Composition I*	3
MATH	108	College Algebra with Applications*	4
		or	
MATH	210	Introduction to Statistics*	(3)
POLS	102	American Nat'l Govt/Politics*	3
PSYC	105	Introduction to Psychology*	3
SS	207	West Virginia and the Appalachian Subculture*	3
			15(16)

First Year – Spring Semester			Cr.Hrs.
ENG	102	College Composition II*	3
HIST		History Core Requirement*+	3
PSYC	208	Developmental Psychology*	3
SPCH	105	Fundamentals of Speech Communication*	3
SS	255	The Global Community	3
			15

Second Year – Fall Semester			Cr.Hrs.
BIO	110	Principles of Biology*	4
HPE	105	Personal Fitness	1
HS	147	Understanding Human Diversity*	3
MUS	105	Music Appreciation*	3
		Restricted Elective***	3
			14

Second Year – Spring Semester			Cr.Hrs.
ART	150	Art Appreciation*	3
ECON	105	Principles of Microeconomics*	3
ENG		Literature Core Requirement**	3
GEOG	205	World Geography *	3
HPE	110	CPR & First Aid	1
PSYC	218	Exceptional Children*	3
			16

Total Hours in Program – 60 (61)

* A minimum of a "C" is required in all courses to be used for transfer
\+ Choose from: HIST 100, 101, 110, 111
** Choose from ENG 200, 201, 210, 211
*** Students who plan to transfer into "Community Arts Education" or "Museum Education" should take MGT 250; students who plan to transfer into "Sports, Recreation & Wellness" should take BIO 114; undecided or other community education majors should take CIT 117, PSYC 155 or SOC 125.. Refer to *Core Requirements for the Associate in Arts Program* in the beginning of this section.

Computer Information Systems Specialization, Business Administration 2+2

Associate in Applied Science

Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in two (Associate) or four (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in 4 years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon completing the additional credit hours required at West Liberty University, they will receive a Bachelor of Science Degree in Business Administration with a specialization in Computer Information Systems.

Students successfully completing and receiving an A.A.S. degree under the 2+2 agreement with WLU should be able to:

- Demonstrate mastery of the accounting cycle
- Demonstrate an ability to analyze financial statements and information
- Demonstrate knowledge of communication, organizational, mathematical, and managerial skills
- Demonstrate working knowledge of application software used in the field of business and accounting
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree, including the ability to:
    - Communicate effectively
    - Work collaboratively
    - Think critically and solve problems
    - View issues from a global perspective
    - Conduct basic research using computers
    - Appreciate literature and the arts
    - Live according to conscious values and ethics

Students are encouraged to meet with members of the faculty at WLU early in their program of study at WVNCC to obtain information and advising concerning the program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

First Year - Fall Semester			Cr. Hrs.
BA	100	Introduction to Business	3
CIT	117	Microsoft Applications	3
CIT	105	Operating Systems	3
ECON	104	Principles of Macroeconomics	3
SPCH	105	Fundamentals of Speech Communication	3
			15

First Year - Spring Semester			Cr. Hrs.
CIT	112	Access	3
MATH	108	College Algebra with Applications	4
MKT	230	Principles of Marketing	3
		or	
MGT	250	Principles of Management	(3)
SS		Social Science Core Requirement*	3
SS	255	The Global Community	3
			16

Second Year - Fall Semester			Cr. Hrs.
ACC	122	Principles of Accounting I	3
BA	240	Business Law I	3
BIO	110	Principles of Biology	4
CIT	232	Introduction to Programming Logic	3
ENG	101	College Composition I	3
			16

Second Year - Spring Semester			Cr. Hrs.
ENG	102	College Composition II	3
ENG		English Literature Core Requirement****	3
HUM		Humanities Core Requirement***	3
MATH	210	Introduction to Statistics	3
SCI		Science Core Requirement**	4
			16

Total Hours in Program - 63

* Choose from: PSYC 105, SOC 125, OR HIST CORE
** Choose from: GSC 100, CHEM 108, PHYS 104
*** Choose from: ART 150 OR MUS 105
**** Choose from: ENG 200, 201, 210, 211

Computer Information Technology 2+2

Associate in Applied Science

Transfer to Wheeling Jesuit University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework. scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in 2 (Associate) or 4 (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in 4 years.

Further, 2+2 articulation agreements contain *very specific requirements* which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students are encouraged to meet with a member of the Computer Science faculty at WJU early in their program of study at WVNCC to obtain information and counseling concerning the CSC program.

Students completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon completing the additional credit hours required at Wheeling Jesuit University, they will receive a Bachelor of Science Degree in Computer Science. In addition to the WVNCC courses, applicants for admission to WJU need to have an overall grade point average of 2.3 and meet other program admissions requirements of WJU to be eligible under the 2+2 program.*

Students successfully completing and receiving an A.A.S. degree under the 2+2 agreement with WJU in Computer Information Technology should be able to:

- Use structured programming techniques in a high-level programming language
- Use HTML and ASP to design, create, test, and document Web pages and applications.
- Understand basic components of PC networks and operating systems
- Design, code, test and document business related programs
- Understand and use data structures, information storage and retrieval in computer programs
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree
- Utilize critical thinking skills
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the profession

**Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.*

First Year – Fall Semester			Cr. Hrs.
HUM		Humanities Core Requirements (Fine Arts) **	3
CIT	187	HMTL/CSS	3
CIT	232	Introduction to Program Logic and Java	3
ENG	101	College Composition I	3
PSYC	105	Introduction to Psychology	3
			15

First Year – Spring Semester			Cr. Hrs.
CIT	176	Visual Basic Programming	3
CIT	272	Object Oriented Programming/ Data Structures	3
CIT	112	Access	3
ENG	102	College Composition II	3
GSC	100	Science in the Contemporary World	4
			16

Second Year – Fall Semester			Cr. Hrs.
CIT		Restricted Elective +	3(4)
CIT	237	Advanced Database Programming	3
ENG		Core Requirement*	3
MATH	110	Pre-Calculus Mathematics	5
			14(15)

Second Year – Spring Semester			Cr. Hrs.
BIO	110	Principles of Biology	4
HIST		Humanities Core (History)***	3
MATH	279	Calculus I	5
SS	255	The Global Community	3
			15

Total Hours in Program – 60-61

* Choose from: ENG 200, 201, 210 or 211.
** Choose from: ART 150 or MUS 105.
***Choose from: HIST 110 or 111
\+ CIT restricted elective should be chosen from CIT 142, CIT 215, CIT 241 or CIT 254.

Note: Wheeling Jesuit University requires a 2.3 GPA for transfer students.

Criminal Justice 2+2

Associate in Applied Science

Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and may finish a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

The Criminal Justice program is designed for students interested in pursuing a career in the legal professions such as law enforcement, corrections and private investigation. Students will learn how these professions integrate into a system of criminal justice.

Upon completion of the program, graduates will be able to:

- Read substantive and procedural case law with an understanding of how they impact law enforcement, juvenile justice and the correctional systems.
- Develop computer skills in the areas of Internet investigation, research and electronic messaging.
- Have familiarity with the inner workings of agencies on the local, state and federal levels that compromise our nation's criminal justice systems.
- Have an understanding of basic law enforcement investigative techniques, crime scene preservation and analysis.
- Have an understanding of the principles of homeland security, international threats, and terrorism.
- Have an understanding of the expanded security needs and principles of security in the 21st century.
- Understand the rights of the accused from arrest to post conviction appeals and how law enforcement, court and correctional personnel function to balance individual rights and the need to protect society, convict the guilty and humanely punish as well as rehabilitate the offender.

Currently many graduates of the Criminal Justice program are employed in the West Virginia State Police and Ohio State Highway Patrol agencies as well as in various law enforcement agencies in the Upper Ohio Valley. Many graduates are working in the correctional field as correctional officers, adult and juvenile case workers and as treatment specialists both in the public and private domain.

Future employement opportunities, according to experts in the field of criminal justice, will continue to grow at the federal, state and local levels. New positions include computer analysts specializing in Internet crimes, forensic technicians and criminal profilers.

Students completing this program will receive an A.A.S. degree from West Virginia Northern. The program is also designed for students preparing for transfer to West Liberty University to complete a bachelor's degree in Criminal Justice.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

First Year – Fall Semester			Cr. Hrs.
CIT	117	Microsoft Applications	3
CRJ	104	Introduction to Criminal Justice Systems	3
ENG	101	College Composition I *	3
SOC	125	Introduction to Sociology	3
		Restricted Elective##	3
			15

First Year – Spring Semester			Cr. Hrs.
CRJ	245	Introduction to Juvenile Justice System	3
ENG	102	College Composition II*	3
PSYC	105	Introduction to Psychology	3
SPCH	105	Fundamentals of Speech Communication *	3
		Restricted Elective ##	3
			15

Second Year – Fall Semester			Cr. Hrs.
BIO	110	Principles of Biology	4
CRJ	201	Introduction to Corrections	3
CRJ	220	Criminal Law	3
CRJ	225	Terrorism & Homeland Security	3
SOC	276	Criminology	3
			16

Second Year – Spring Semester			Cr. Hrs.
CRJ	221	Criminal Law II	3
CRJ	235	Field Service	3
CRJ	251	Problems in Criminal Justice	3
MATH	210	Introduction to Statistics**	3-4
		or	
MATH	108	College Algebra with Applications	
POLS	102	American National Government and Politics	3
			15-16

Total Hours in Program – 61-62

* Minimum grade of "C" required.

** Math 210 is recommended for WLU

Choose from: CRJ 110, CRJ 115, CRJ 175, CRJ 205, CRJ 206, CRJ 209, CRJ 246

Early Childhood Education

Transfer Agreement

Transfer to Franciscan University of Steubenville

This transfer agreement will fulfill the first 52 required credit hours towards a Bachelor of Science degree in Early Childhood Education, PRE-K-3, AGES 3-8, Reading Endorsement, at Franciscan University of Steubenville (FUS), OH.

The completion of the 52 credit hours listed **will not result in the completion of a degree from WVNCC,** but the completion of these courses will enable the student to complete the Bachelor of Science in Early Childhood Education with approximately 82 additional hours of credit from FUS. If students desire to complete this A.A. degree at WVNCC, they will need to meet additional requirements that will not transfer to FUS.

WVNCC students who plan to transfer to FUS need to apply for admission to the Teacher Education program, in addition to applying to FUS. They must also complete 36 hours in the program at FUS with a GPA of at least 2.5 before the application is processed, and take the Cooper-Smith, Myers-Briggs, and Praxis I exams.*

Students successfully completing appropriate courses in the Early Childhood Education transfer agreement with Franciscan University will be able to:

- Demonstrate knowledge of the major theories of human development
- Demonstrate knowledge of exceptionalities in children
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the Early Childhood Education transfer program
- Utilize critical thinking skills

**Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.*

First Year – Fall Semester			Cr. Hrs.
BIO	110	Principles of Biology	4
ENG	101	College Composition I *	3
HIST		Humanities Core requirement ** (History)	3
MATH	204	Math for Teachers I (K-9)	4
			14

First Year – Spring Semester			Cr. Hrs.
ART	150	Art Appreciation	3
GSC	100	Science in the Contemporary World	4
HUM		Humanities Core ***	3
MATH	205	Math for Teachers II (K-9)	4
			14

Second Year – Fall Semester			Cr. Hrs.
ART	256	Creative Expression in Arts & Design for Teachers	3
HS	147	Understanding Human Diversity	3
PSYC	208	Developmental Psychology*	3
SPCH	105	Fundamentals of Speech Communication*	3
			12

Second Year – Spring Semester			Cr. Hrs.
CIT	117	Microsoft Applications	3
PHIL	200	Introduction to Philosophy	3
PSYC	218	Exceptional Children*	3
GEOG	205	World Geography	3
			12

Total Hours in Transfer Agreement—52

* A minimum of a "C" is required.
** Choose from: HIST 100 or HIST 101.
*** Choose from: ENG 200, 201, 210, or 211.

Note: Students who wish to complete a general concentration "Associate in Arts" degree from WVNCC need to successfully complete the following additional courses required for graduation in that program (17 credit hours): ENG 102, PSYC 105, SOC 125, SS 255, POLS 102, and HPE (2).

This agreement is not a degree in Early Childhood Care and Education and should not be considered equivalent to the Associate in Applied Science Degree in Human Services: Early Childhood Care and Education Option.

This program is not Financial Aid Eligible.

Elementary Education 2+2

Pre-Elementary Education Option

Associate in Arts

Transfer to Bethany College

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students completing this option will receive an Associate in Arts degree from West Virginia Northern. Upon completing the remaining specified credit hours at Bethany College they will receive a Bachelor of Arts Degree in Elementary Education. Although 67 credit hours are required for the associate degree, Bethany may accept up to 74 credit hours in transfer. In addition to the WVNCC courses, applicants for admission to Bethany's Teacher Education program must meet the following criteria:

- Submit a transcript to Bethany College verifying an overall grade point average of 2.5 overall*
- Submit a written application for admission to teacher education to the Director of Teacher Preparation Programs
- Submit two positive recommendations from faculty
- Successful completion of the PRAXIS I - PPST (reading, mathematics, & writing)
- Positive recommendation by the Education Unit faculty

Students successfully completing and receiving an A.A. degree under the articulation agreement with Bethany College's School of Teacher Education should be able to:

- Demonstrate knowledge of the history of the profession of education
- Demonstrate knowledge of the basic concepts, theories, and strategies used in elementary education
- Demonstrate knowledge of the major theories of psychology and human development
- Demonstrate knowledge of the issues related to standards of the teaching profession
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the Pre-Elementary Education A.A. degree
- Utilize critical thinking skills
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization and interest in the profession

**Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.*

First Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
HIST		HIST Core Requirement +	3
HS	147	Understanding Human Diversity	3
MUS	105	Appreciation of Music	3
POLS	102	American National Government & Politics	3
			15

First Year – Spring Semester			Cr. Hrs.
BIO	110	Principles of Biology	4
ENG	102	College Composition II	3
MATH	108	College Algebra w/ Applications	4
PSYC	218	Exceptional Children	3
SPCH	105	Fundamentals of Speech Communication	3
			17

Second Year – Fall Semester			Cr. Hrs.
ECCE	100	Foundations of Education	3
GSC	100	Science in the Contemporary World	4
MATH	204	Math for Teachers I	4
SS	207	WV & the Appalachian Subculture	3
			14

Second Year – Spring Semester			Cr. Hrs.
ENG		Literature Core Requirement*	3
GEOG	205	World Geography	3
HPE	105	Personal Fitness	1
MATH	205	Math for Teachers II	4
PSYC	208	Developmental Psychology	3
			14

Total Hours in Program – 60

\+ Choose from: HIST 110 or HIST 111.
* Choose from: ENG 200, ENG 201, ENG 210, or ENG 211.

NOTE: Since students in this program complete 18 credit hours in the Social Sciences (HIST, POLS 102, SS 207, PSYC 208, PSYC 218, and GEOG 205), the WVNCC Social Science core requirements listed for an A.A. degree will be waived, and students will be allowed to substitute the above named courses to fulfill their Social Science core requirements for graduation.

Elementary Education 2+2

Associate in Applied Science

Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students successfully completing this option will receive an A.A.S. degree from West Virginia Northern. Upon successfully completing the specified credit hours at West Liberty University, they will receive a B.A. degree in Elementary Education.

Students successfully completing and receiving an A.A.S. degree under the 2+2 Elementary Education program with WLU should be able to:

- Demonstrate knowledge of human development, culture, educational systems, and exceptionalities
- Demonstrate a readiness to enter a bachelor's degree program with appropriate commitment to attendance, initiative, organization and interest in the field
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree, including the ability to:
    - Communicate effectively in oral and written formats.
    - Demonstrate critical thinking and problem-solving skills.
    - Employ or utilize information access and literacy skills.
    - Acquire a cultural, artistic and global perspective.
    - Demonstrate professional and human relation skills.

To be admitted to the WLU program, students must:

- Have a 3.0 cumulative GPA or better*
- Have earned at least a "C" in all courses to be used in transfer.
- Pass a professional skills test (Praxis I), which must be taken before the student can be admitted to Teacher Ed., so it must be completed during the last semester at WVNCC, over the summer, or early in the first semester at WLU.
- Pass a criminal background check
- Have completed a 1 credit course through WLU (EDUC 100 - Introduction to Professional Education), which is a twelve (12) hour field-based experience which includes direct instruction, simulations, and group discussions. It is recommended that transferring students plan to take this course during the summer prior to transferring to WLU if possible.
- It is recommended that students electronically save samples of their work from several classes while at WVNCC for the portfolio they must submit when they are in their final year of the bachelor's degree at WLU.

**Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.*

Students are encouraged to meet with members of the Teacher Education and English faculty at WLU early in their program of study at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

First Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I*	3
HIST	110	United States to 1865*	3
HS	147	Understanding Human Diversity*	3
MATH	108	College Algebra with Applications*	4
MUS	105	Music Appreciation*	3
			16

First Year – Spring Semester			Cr. Hrs.
ENG	102	College Composition II*	3
GSC	100	Science in the Contemporary World	4
HIST	111	United States Since 1865	3
BIO	110	Principles of Biology	4
SPCH	105	Fundamentals of Speech Communication*	3
			17

Second Year – Fall Semester			Cr. Hrs.
ECCE	100	Foundations of Education*	3
ENG		Literature Core Requirement**	3
HPE	105	Personal Fitness	1
MATH	204	Mathematics for Teachers I*	4
SS	207	West Virginia and the Appalachian Subculture	3
			14

Second Year – Spring Semester			Cr. Hrs.
ART	256	Creative Expression in Art & Design for Teachers	3
GEOG	205	World Geography	3
HPE	110	CPR & First Aid	1
MATH	205	Mathematics for Teachers II*	4
PSYC	218	Exceptional Children*	3
			14

Total Hours in Program – 60

* A minium of "C" is required in all courses to be used for transfer.
** Choose from: ENG 200, 201, 210, or 211
Refer to *Core Requirements* for the Associate in Applied Science Program in the beginning of this section.

Psychology 2+2

Associate in Arts

Transfer to Wheeling Jesuit University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in 2 (Associate) or 4 (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in 4 years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students completing this option will receive an Associate in Arts degree from West Virginia Northern. Upon completing the additional credit hours required at WJU, they will receive a Bachelor of Arts Degree in Psychology.

In addition to the WVNCC courses, applicants for admission to WJU need to have an overall grade point average of 2.3 and meet other admissions requirements of WJU to be eligible under the 2+2 program.*

Students successfully completing and receiving an A.A. degree under the 2+2 agreement with WJU Psychology should be able to:

- Demonstrate knowledge of the history of the field of psychology and the evolution of its various delivery systems
- Demonstrate knowledge of the basic concepts, theories, and strategies used in psychology
- Demonstrate knowledge of the major theories of psychology and human development
- Demonstrate knowledge of the issues related to the ethical standards of the psychology profession
- Demonstrate knowledge of how social, cultural, family, and individual factors influence needs and affect the delivery of psychological services
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Arts degree
- Utilize critical thinking skills
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the profession

Students are encouraged to meet with a member of the Psychology faculty at WJU early in their program of study at WVNCC to obtain information and counseling concerning the Psychology program.

Important Note: Students should be aware that the Bachelor of Arts degree in Psychology from WJU does not qualify students for any kind of licensure. Students who are interested in becoming licensed social workers, licensed psychologists, or licensed professional counselors have to complete a Bachelor and/or Master's degree in a field that is license eligible. Consult with an academic advisor for questions related to this note.

**Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.*

First Year - Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
HIST		History Core Requirement +	3
MATH	210	Introduction to Statistics	3
PSYC	105	Introduction to Psychology #	3
SPCH	105	Fundamentals of Speech Communication	3
			15

First Year - Spring Semester			Cr. Hrs.
ENG	102	College Composition II	3
GSC	100	Science in the Contemporary World	4
PSYC	208	Developmental Psychology	3
SOC	125	Introduction to Sociology	3
		Elective ++	3
			16

Second Year - Fall Semester			Cr. Hrs.
BIO	110	Principles of Biology	4
		or	
BIO	113	Animal Biology	(4)
HUM		Humanities Core requirement*	3
POLS	102	American National Government	3
PSYC	210	Child Psychology	3
		Elective ++	3
			16

Second Year - Spring Semester			Cr. Hrs.
ECON	104	Principles of Macroeconomics	3
		or	
ECON	105	Principles of Microeconomics	(3)
HUM		Humanities core requirement*	3
PSYC	200	Abnormal Psychology	3
PSYC	218	Exceptional Children	3
SS	255	The Global Community	3
			15

Total Hours in Program — 62

* Choose from: ART 150, MUS 105, ENG 200, ENG 201, ENG 210, or ENG 211.

\+ Choose from: HIST 100 or HIST 101.

++ Although electives may be chosen from any three-credit course, recommended electives include: CIT 117, HS 147, HS 150, HS 210, or PSYC 155.

\# Minimum grade of "C" is required for transfer.

Pre-Psychology with Social Work 2+2

Associate in Applied Science

Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate's degree at one institution and finishes a Bachelor's degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students are encouraged to meet with a member of the Psychology faculty at WLU early in their program of study at WVNCC to obtain information and counseling concerning the Psychology program.
Important Note: Students should be aware that the Bachelor of Sciences degree in Psychology w/ a Social Work minor from WLU does not qualify students for any kind of licensure. Students who are interested in becoming licensed social workers, licensed psychologists, or licensed professional counselors have to complete a B.S.W. degree in an institution that is accredited by NASW and/or complete a Bachelor's and Master's degree in a field that is license eligible at the Master's degree level. Consult with an academic advisor for questions related to this note.

Students completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon completing the additional credit hours required at WLU, they will receive a Bachelor's of Science Degree in Psychology w/ a Social Work minor.

In addition to the WVNCC courses, applicants for admission to WLU need to have an overall grade point average of 2.0 and meet other program admissions requirements of WLU to be eligible under the 2+2 program. Students must also complete a separate application for the Department of Psychology and fulfill other program admissions requirements.*

Students successfully completing and receiving an AAS degree under the 2+2 agreement with WLU in Psychology should be able to:

- Demonstrate knowledge of the history of the psychology and social work profession and the evolution of its various delivery systems
- Demonstrate knowledge of the basic concepts, theories, and strategies used in psychology and social work
- Demonstrate knowledge of the major theories of psychology and human development
- Demonstrate knowledge of the issues related to the ethical standards of the psychology and social work professions
- Demonstrate knowledge of how social, cultural, family, and individual factors influence needs and affect the delivery of social or psychological services
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree
- Utilize critical thinking skills
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the profession

**Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.*

First Year - Fall Semester			Cr. Hours
ECON	104	Principles of Macroeconomics	3
		or	
ECON	105	Principles of Microeconomics	(3)
ENG	101	College Composition I	3
HS	100	Introduction to Social Work & Human Services	3
PSYC	105	Introduction to Psychology	3
SOC	125	Introduction to Sociology	3
			15

First Year - Spring Semester			Cr. Hours
ENG	102	College Composition II	3
MATH	210	Introduction to Statistics	3
PSYC	208	Developmental Psychology	3
SCI		Science Core Requirement*	4
SPCH	105	Fundamentals of Speech Communication	3
			16

Second Year - Fall Semester			Cr. Hours
HPE	105	Personal Fitness	1
HS	147	Understanding Human Diversity	3
HS	210	Intro to Case Management & Counseling	3
HUM		Humanities Core Requirement**	3
POLS	102	American National Government and Politics	3
PSYC	210	Child Psychology	3
			16

Second Year - Spring Semester			Cr. Hours
HIST		History Core Requirement#	3
HPE	110	CPR and First Aid	1
HUM		Humanities Restricted Elective+	3
PHIL	200	Intro to Philosophy	3
PSYC	200	Abnormal Psychology	3
			13

Total Hours in Program — 60

* Choose from: BIO 110, CHEM 108 OR CHEM 109, GSC 100, OR PHYS 104
** Choose from: ENG 200, ENG 201, ENG 210, ENG 211
\+ Choose from: ART 150 or MUS 105
\# Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

Note: West Liberty University may accept up to 72 credit hours from WVNCC; for students who wish to take additional courses for transfer, the following courses are recommended: BIO 110 or GSC 100 and 2 additional HPE credits.

Social Work 2+2

Pre-Social Work

Associate in Arts

Transfer to Bethany College

Bethany

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in 2 (Associate) or 4 (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in 4 years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students completing this option will receive an Associate in Arts degree from West Virginia Northern. Upon completing the remaining specified credit hours at Bethany College (which may require only three additional semesters if taken in sequence and as a full-time student), they will receive a Bachelor in Social Work (B.S.W.) Degree. Although 68-69 credit hours are required, Bethany may accept up to 74 credit hours in transfer. In addition to the WVNCC courses, applicants for admission to Bethany's social work program must meet the following criteria:

- Submit a transcript to Bethany College verifying an overall grade point average of 2.0*
- Obtain Bethany College's Social Work Student Handbook and additional forms and instruction for the following criteria:
    - Submit at least one recommendation form by a current or past faculty member or employer
    - Complete and submit a criminal background check
    - Complete and submit a written personal statement entitled, "Why I Want to be a Social Worker"
    - Provide proof of completion of a 30-hour service learning experience (a WVNCC internship will fulfill this requirement)
- Complete and submit and application to the Executive Assistant for the Social Work Program at Bethany College
- Schedule and complete an interview with the Social Work Program Director at Bethany College

Students successfully completing and receiving and A.A. degree under the articulation agreement with Bethany College's School of Social Work should be able to:

- Demonstrate knowledge of the history of the "human services/social work" profession and the evolution of its various delivery systems
- Demonstrate knowledge of the basic concepts, theories, and strategies used in social work/ human services and apply basic skills related to general education curriculum requirements for the Social Work A.A. degree
- Utilize critical thinking skills
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization and interest in the profession

**Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.*

First Year - Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
HPE	105	Personal Fitness	1
HS	100	Intro to Social Work & Human Services +++	3
MUS	105	Appreciation of Music	3
PSYC	105	Introduction to Psychology	3
		Restricted Elective##	3
			16

First Year - Spring Semester			Cr. Hrs.
BIO	110	Principles of Biology	4
ENG	102	College Composition II	3
SOC	125	Introduction to Sociology	3
		Restricted Electives ##	6
			16

Second Year - Fall Semester			Cr. Hrs.
ECON	104	Principles of Macroeconomics	3
HS	147	Understanding Human Diversity+++	3
MATH		Mathematics Core Requirement*	3 (4)
POLS	102	American National Government & Politics	3
PSYC	208	Developmental Psychology	3
			15 (16)

Second Year - Spring Semester			Cr. Hrs.
GSC	100	Science in the Contemporary World	4
HIST		History Core Requirement+	3
HS	200	Social Welfare Institutions+++	3
HUM		Core Requirement (Literature)**	3
			13

Total Hours in Program — 60-61

* Choose from: MATH 108 or MATH 210.

** Choose from: ENG 200, ENG 201, ENG 210, ENG 211, ENG 215, ENG 225, or ENG 226

\+ Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

+++ Bethany College requires a "C" or better in these courses and reserves the right to evaluate whether these WVNCC courses meet all outcomes for equivalent courses in a major.

NOTE: Students who transfer to Bethany with an additional 20 credits (80 credits total) may finish the Social Work Program in only three (3) semesters under the Transfer Incentive Plan (TIP), (which is available only for commuting students), which may include a reduction in tuition and fees at Bethany College. ##***Restricted electives should be chosen from:*** PHIL 200, CRJ 104, SOC 255, PSYC 200, PSYC 218, SS 207, SS 255, SOC 276, SOC 126 and/or 1 HPE credit from HPE 100 or 101.

Social Work 2+2

Associate in Arts

Transfer to Franciscan University of Steubenville

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students completing this option will receive an Associate of Arts degree from West Virginia Northern. Upon completing the specified 69-78 credit hours at Franciscan University of Steubenville, they will receive a Bachelor Degree in Social Work (B.S.W.). Approximately 60 credit hours of the 69-78 credit hours (depending on what math and science courses are taken) will transfer as equivalent courses, with the rest transferring as general electives.

In addition to the WVNCC courses, applicants for admission to FUS need to have an overall grade point average of 2.0 and meet other program admissions requirements of Franciscan University to be eligible under the 2+2 program. Students must also make separate application to the Department of Social Work and fulfill other program admissions requirements.*

Students successfully completing and receiving an A.A. degree under the 2+2 agreement with Franciscan University's School of Social Work should be able to:

- Demonstrate knowledge of the history of the social work profession and the evolution of its various delivery systems
- Demonstrate knowledge of the basic concepts, theories, and strategies used in social work
- Demonstrate knowledge of the major theories of psychology and human development
- Demonstrate knowledge of the issues related to the ethical standards of the social work profession
- Demonstrate knowledge of how social, cultural, family, and individual factors influence needs and affect the delivery of social services
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Arts degree in social work
- Utilize critical thinking skills
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the profession

To be considered for acceptance into the Social Work program at FUS, the student must at the end of their sophomore year apply for formal admission into the Social Work program in addition to applying for general admission to FUS. The prospective student must:

- Complete the application for admission to the Social Work program at FUS
- Submit a resume
- Submit two letters of reference
- Complete a personal interview with program faculty member

**Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.*

First Year – Fall Semester		Cr. Hrs.
ECON 104	Principles of Macroeconomics	3
ENG 101	College Composition I	3
HS 100	Intro to Social Work & Human Services	3
PSYC 105	Introduction to Psychology	3
SOC 125	Introduction to Sociology	3
		15

First Year – Spring Semester		Cr. Hrs.
ENG 102	College Composition II	3
HUM	Humanities Core ***	3
MATH 210	Intro to Statistics	3
SCI	Science Core Requirement **	3(4)
SPCH 105	Fundamentals of Speech Communication	3
		15(16)

Second Year – Fall Semester		Cr. Hrs.
HS 147	Understanding Human Diversity	3
MATH 108	College Algebra w/ Applications	4
PSYC 208	Developmental Psychology	3
SCI	Science Core Requirement **	3(4)
	Elective+++	3
		16(17)

Second Year – Spring Semester		Cr. Hrs.
HIST	History core requirement+	3
HPE	Physical Education Requirement++	2
HUM	Humanities Core Requirement***	3
POLS 102	American National Government and Politics	3
SS 255	The Global Community	3
		14

Total Hours in Program – 60-62

** Choose from: BIO 110, BIO 112, BIO 113, BIO 114, BIO 115, CHEM 108, CHEM 109, PHYS 104 or PHYS 105; Note: FUS requires BIO 114 and BIO 115, so students may choose these courses in lieu of the Associate in Arts core requirements listed in the *Academic Programs* section.

*** Choose from: ART 150, ENG 200, ENG 201, ENG 210, ENG 211, ENG 215, MUS 105, or PHIL 200. Note: FUS requires two Humanities core (Literature and history. Since WVNCC doesn't count HIST core as a HUM, an additional HUM core must be taken to fulfill WVNCC requirements for the A.A. degree.

+ Choose from: HIST 100 or HIST 101;

++ Physical education requirements should be chosen from any HPE course - two credits are required for WVNCC's A.A. degree.

+++ Although electives may be chosen from any courses, FUS recommends SOC 255 or SOC 276 for additional transfer credits.

Social Work 2+2

Associate in Arts

Transfer to West Virginia University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students completing this option will receive an Associate in Arts degree from West Virginia Northern. Upon completing the specified 61-66 credit hours at West Virginia University, they will receive a Bachelor in Social Work (B.S.W.) Degree.

Fifty-seven to fifty-nine hours (depending on what math courses are taken) of the 63-67 credit hours will transfer as equivalent courses.

In addition to the WVNCC courses, applicants for admission to WVU need to have an overall grade point average of 2.5, 100 hours of documented volunteer experience, a written personal statement and two letters of reference. Qualifying students will compete with other WVU students and transfers for 60 slots.*

Students successfully completing and receiving an A.A. degree under the 2+2 agreement with West Virginia University's School of Social Work should be able to:

- Demonstrate knowledge of the history of the "human services/social work" profession and the evolution of its various delivery systems
- Demonstrate knowledge of the basic concepts, theories, and strategies used in social work/human services
- Demonstrate knowledge of the major theories of psychology and human development
- Demonstrate knowledge of the issues related to the ethical standards of the social work/human services professions
- Demonstrate knowledge of the issues related to the needs and problems of different client populations
- Demonstrate knowledge of how social, cultural, family, and individual factors influence needs and affect the delivery of social work/human services
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Social Work A.A. degree
- Apply knowledge and basic skills related to therapeutic communication and relationships in social work
- Utilize critical thinking skills
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization and interest in the profession

**Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.*

First Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
HPE		Physical Education Requirement ++	2
HS	100	Intro to Social Work & Human Services +++	3
		or	
HS	147	Understanding Human Diversity +++	(3)
PSYC	105	Introduction to Psychology	3
SOC	125	Introduction to Sociology	3
			14

First Year – Spring Semester			Cr. Hrs.
ENG	102	College Composition II	3
HUM		Humanities Core ***	3
MATH	108	College Algebra w/ Applications	4
SCI		Science Core Requirement **	4
SPCH	105	Fundamentals of Speech Communication	3
			17

Second Year – Fall Semester			Cr. Hrs.
ECON	104	Principles of Macroeconomics	3
HS	100	Intro to Social Work & Human Services +++	3
		or	
HS	147	Understanding Human Diversity +++	(3)
MATH	210	Introduction to Statistics	3
POLS	102	American National Government and Politics	3
SCI		Science Core Requirement **	4
			16

Second Year – Spring Semester			Cr. Hrs.
HIST		History Core Requirement+	3
HPE		Physical Education Requirement	1
HUM		HUM Core Requirement***	3
PSYC	208	Developmental Psychology	3
SS	255	The Global Community	3
			13

Total Hours in Program – 60

** Choose from: BIO 110, CHEM 108, CHEM 109, PHYS 104 or PHYS 105.
*** Choose from: ART 150, ENG 200, ENG 201, ENG 210, ENG 211, ENG 215, MUS 105 or PHIL 200. WVU requires 12 semester hours of humanities from at least 3 different disciplines with two from the same discipline.
+ Choose from: HIST 100, HIST 101, HIST 110 or HIST 111.
++ Choose from: HPE 100, HPE 101, HPE 105, or HPE 110.
+++ WVU requires a “C” or better.

Teacher Education Pre-Secondary English Specialization 2+2

Associate in Applied Science

Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in 2 (Associate) or 4 (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in 4 years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.
Students completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon completing the additional credit hours required at WLU, they will receive a Bachelor of Arts Degree in Teacher Education with an English specialization.

Students successfully completing and receiving an AAS degree under the 2+2 agreement with WLU in Teacher Education w/ an English specialization should be able to:

- Demonstrate knowledge of important literary works and writers and their relationship to historical and sociological events
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree, including the ability to:
    - Communicate effectively in oral and written formats
    - Demonstrate critical thinking and problem-solving skills
    - Employ or utilize information access and literacy skills
    - Acquire a cultural, artistic and global perspective
    - Demonstrate professional and human relations skills

In addition to the WVNCC courses, applicants for admission to the Teacher Education program at WLU must:

- Have a 3.0 cumulative GPA or better*
- Have earned at least a "C" in all courses to be used in transfer
- Pass a professional skills test (Praxis I) which must be taken before the student can be admitted to Teacher Ed, so it must be completed during the last semester at WVNCC, over the summer, or early in the first semester at WLU
- Pass a criminal background check
- Have completed a 1 credit course through WLU (EDUC 100 - Introduction to Professional Education), which is a twelve (12) hour field-based experience which includes direct instruction, simulations, and group discussions. Minimum grade of "C" is required. It is recommended that transferring students plan to take this course during the summer prior to transferring to WLU if possible.
- It is recommended that students electronically save samples of their work from several classes at WVNCC for the portfolio they must submit when they are in their final year of the bachelor's degree at WLU.

**Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.*

Students are encouraged to meet with members of the Teacher Education and English faculty at WLU early in their program of study at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

First Year – Fall Semester			Cr. Hrs.
BIO	110	Principles of Biology*	4
ENG	101	College Composition I*	3
HS	147	Understanding Human Diversity*	3
MATH	108	College Algebra with Applications*	4
		or	
MATH	210	Introduction to Statistics*	(3)
SS		Social Science Core Requirement***	3
			16(17)

First Year – Spring Semester			Cr. Hrs.
ART	150	Art Appreciation*	3
ENG	102	College Composition II*	3
ENG	201	American Literature Since the Civil War*	3
PSYC	105	Introduction to Psychology*	3
SPCH	105	Fundamentals of Speech Communication*	3
			15

Second Year – Fall Semester			Cr. Hrs.
ECCE	100	Foundations of Education*	3
ENG	200	American Literature Through the Civil War*	3
HPE	105	Personal Fitness	1
HIST		History Core Requirement**	3
MUS	105	Music Appreciation*	3
POLS	102	American Nat'l Government/Politics*	3
			16

Second Year – Spring Semester			Cr. Hrs.
ENG	211	English Literature Since the 18th Century	3
GEOG	205	World Geography	3
GSC	100	Science in the Contemporary World	4
HPE	110	CPR and First Aid	1
PSYC	218	Exceptional Children*	3
			14

Total Hours in Program - 60-61

* A minimum of "C" is required for transfer
** Choose from: HIST 100, 101, 110 OR 111
*** Choose from: PSYC 105 or SOC 125

Teacher Education

Pre-Secondary Education

Social Sciences

Specialization 2+2

Associate in Applied Science

Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate's degree at one institution and finishes a Bachelor's degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years. Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students successfully completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon successfully completing the additional credit hours required at West Liberty University, they will receive a Bachelor of Arts Degree in Teacher Education: Social Sciences.

Students successfully completing and receiving an A.A.S degree under the 2+2 agreement with WLU in Teacher Education, Secondary: Social Sciences should be able to:

- Demonstrate knowledge of the disciplines in the social sciences and relevant historical, political, and sociological events
- Demonstrate a readiness to enter a bachelor's degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree, including the ability to:
    - Communicate effectively in oral and written formats
    - Demonstrate critical thinking and problem-solving skills
    - Employ or utilize information access and literacy skills
    - Acquire a cultural, artistic and global perspective
    - Demonstrate professional and human relations skills

In addition to the WVNCC courses, applicants for admission to the Teacher Education program at WLU must:

- Have a 3.0 cumulative GPA or better*
- Have earned at least a "C" in all courses to be used in transfer
- Pass a professional skills test (Praxis I), which must be taken before the student can be admitted to Teacher Ed, so it must be completed during the last semester at WVNCC, over the summer, or early in the first semester at WLU
- Pass a criminal background check
- Have completed a 1 credit course through WLU (EDUC 100 - Introduction to Professional Education), which is a twelve (12) hour field-based experience which includes direct instruction, simulations, and group discussions. Minimum grade of "C" is required. It is recommended that transferring students plan to take this course during the summer prior to transferring to WLU if possible.
- It is recommended that students electronically save samples of their work from several classes at WVNCC for the portfolio they must submit when they are in their final year of the bachelor's degree at WLU.

**Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.*

Students are encouraged to meet with members of the Teacher Education and English faculty at WLU early in their program of study at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

First Year - Fall Semester			Cr. Hrs.
BIO	110	Principles of Biology	4
ENG	101	College Composition I*	3
HIST	100	World Cultures I	3
		or	
HIST	101	World Cultures II	(3)
HS	147	Understanding Human Diversity	3
MATH	108	College Algebra with Applications	4
		or	
MATH	210	Introduction to Statistics	(3)
			16(17)

First Year - Spring Semester			Cr.Hrs.
ART	150	Art Appreciation	3
ENG	102	College Composition II*	3
HPE	105	Personal Fitness	1
GEOG	205	World Geography	3
PSYC	105	Introduction to Psychology*	3
SPCH	105	Fundamentals of Speech Communication*	3
			16

Second Year - Fall Semester			Cr.Hrs.
ECCE	100	Foundations of Education	3
ECON	104	Principles of Macroeconomics	3
HIST	110	The United States to 1865	3
MUS	105	Music Appreciation	3
SS	207	West Virginia and the Appalachian Subculture	3
			15

Second Year - Spring Semester			Cr.Hrs.
ENG		English Restricted Elective**	3
GSC	100	Science in the Contemporary World	4
HIST	111	The United States Since 1865	3
HPE	110	CPR and First Aid	1
PSYC	218	Exceptional Children*	3
			14

Total Hours in Program — 61-62

* A minimum of "C" is required for transfer
** Choose from: ENG 200, 201, 210, or 211

Academic Programs

Online Degrees

Associate in Arts Online Degree

English/Humanities Concentration

This program is designed for those who expect to transfer to a college or university to study in English, literature and/or humanities. The curriculum gives students a broad background in liberal arts with an emphasis on English, literature, humanities, and social sciences.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of important literary works and writers and their relationship to historical and sociological events
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
    - Communicate effectively
    - Work collaboratively
    - Think critically and solve problems
    - View issues from a global perspective
    - Conduct basic research using computers
    - Appreciate literature and the arts
    - Live according to conscious values and ethics

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in English, literature, secondary education, English education, or another liberal arts discipline, and may go on to earn an advanced degree.

First Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
HIST		History Core Requirement	3
MATH	108	College Algebra w/ Applications	4
PSYC	105	Introduction to Psychology	3
SPCH	105	Fundamentals of Speech Communication	3
			16

First Year – Spring Semester			Cr. Hrs.
ENG	102	College Composition II	3
MATH	210	Introduction to Statistics	3
		or	
SCI		Science Core Requirement	(4)
PHIL	200	Introduction to Philosophy	3
SS		Social Science Core Requirement	3
		Concentration Elective *	3
			15(16)

Second Year – Fall Semester			Cr. Hrs.
HPE	105	Personal Fitness	1
MUS	105	Music Appreciation	3
SCI		Science Core Requirement	4
SOC	125	Introduction to Sociology	3
		Concentration Elective *	3
			14

Second Year – Spring Semester			Cr. Hrs.
ART	150	Art Appreciation	3
POLS	102	American National Government and Politics	3
SS	255	The Global Community	3
		Concentration Elective *	3
		Elective	3
			15

Total Hours in Program – 60-61

*Choose from: ENG 200, ENG 201, ENG 210 and ENG 211.

Concentration and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to *Core Requirements for the Associate in Arts Program* in the beginning of this section for acceptable core requirements in HUM, HIST, SS and SCI.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

Associate in Arts Online Degree

General Concentration

NOTE: Online Degree Programs have specific entrance requirements. All developmental coursework must be completed prior to program admission.

This program is designed for those who expect to transfer to a college or university to study in a variety of liberal arts programs, including art, communication, education, English, journalism, library science, philosophy, pre-law, political science, or the social sciences. The curriculum gives students a broad background in liberal arts with an emphasis in the Liberal Arts disciplines.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of theories, concepts, and principles relevant to the liberal arts
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
- Communicate effectively
- Work collaboratively
- Think critically and solve problems
- View issues from a global perspective
- Conduct basic research using computers
- Appreciate literature and the arts
- Live according to conscious values and ethics

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in a variety of liberal arts disciplines, and may go on to earn an advanced degree.

First Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
HIST		History Core Requirement	3
MATH	108	College Algebra with Applications	4
PSYC	105	Introduction to Psychology	3
SPCH	105	Fundamentals of Speech Communication	3
			16

First Year – Spring Semester			Cr. Hrs.
ENG	102	College Composition II	3
MATH	210	Introduction to Statistics	3
		or	
SCI		Science Core Requirement	(4)
SS		Social Science Core Requirement	3
		Concentration Elective *	3
		Elective	3
			15(16)

Second Year – Fall Semester			Cr. Hrs.
HPE		Physical Education Requirement	1
HUM		Humanities Core Requirement	3
SCI		Science Core Requirement	4
SOC	125	Introduction to Sociology	3
		Concentration Elective *	3
			14

Second Year – Spring Semester			Cr. Hrs.
HUM		Humanities Core Requirement	3
POLS	102	American National Government and Politics	3
SS	255	The Global Community	3
		Concentration Elective *	3
		Elective	3
			15

Total Hours in Program – 60-61

HIST: Choose from HIST 100, HIST 101, HIST 110, HIST 111

HPE: Choose from HPE 100, HPE 101, HPE 105

SCI: Choose from ASTR 125, BIO 110, BIO 112, BIO 218, CHEM 108, CHEM 109, GSC 100, PHYS 104, PHYS 105

SS: Choose from ECON 104, ECON 105, GEOG 205, HIST 100, HIST 101, HIST 110, HIST 111, PSYC 208

HUM: Choose from ART 150, ENG 200, ENG 201, ENG 210, ENG 211, ENG 215, PHIL 200

*Concentration Elective: Choose from any ART, ENG, ECON, HIST, SOC, SS, PSYC, or PHIL 200 (3 hours from 3 separate disciplines to equal nine hours.)

Associate in Arts Online Degree

History/Social Science Concentration

This program is designed for those who expect to transfer to a college or university to study in history, sociology, political science, economics or other social science disciplines. The curriculum gives students a broad background in liberal arts with an emphasis on history, humanities, and social sciences.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of theories, concepts and principles relevant to the social sciences
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
    - Communicate effectively
    - Work collaboratively
    - Think critically and solve problems
    - View issues from a global perspective
    - Conduct basic research using computers
    - Appreciate literature and the arts
    - Live according to conscious values and ethics

Graduates of this program may transfer to a four-year college or university to complete a bachelor's degree in history, social science, sociology, political science, economics or another social sciences discipline.

First Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
HIST		History Core Requirement	3
MATH		Mathematics Core Requirement	3(5)
PSYC	105	Introduction to Psychology	3
SPCH	105	Fundamentals of Speech Communication	3
			15(17)

First Year – Spring Semester			Cr. Hrs.
ENG	102	College Composition II	3
MATH		Mathematics Core Requirement	4(5)
		or	
SCI		Science Core Requirement	(4)
SS		Social Science Core Requirement	3
		Concentration Elective *	3
		Elective	3
			16(17)

Second Year – Fall Semester			Cr. Hrs.
HPE		Physical Education Requirements	1
HUM		Humanities Core Requirement	3
SCI		Science Core Requirement	4
SOC	125	Introduction to Sociology	3
		Concentration Elective *	3
			14

Second Year – Spring Semester			Cr. Hrs.
HUM		Humanities Core Requirement	3
POLS	102	American National Government and Politics	3
SS	255	The Global Community	3
		Concentration Elective *	3
		Elective	3
			15

Total Hours in Program – 60-63

* Choose from: ECON 104, ECON 105, ECON 120, GEOG 205, HIST 100, HIST 101, HIST 110, HIST 111, HS 147, PSYC 208, SOC 255, SOC 276.

Concentration electives and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to *Core Requirements for the Associate in Arts Program* in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI.

#HPE requirements can be fullfilled with any HPE 100, 101 or 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

Associate in Arts Online Degree

Psychology Concentration

This program is designed for those who expect to transfer to a college or university to study in psychology. The curriculum gives students a broad background in liberal arts with an emphasis on psychology, social sciences, and humanities.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of basic concepts, theories, and principles used in the field of psychology
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
    - Communicate effectively
    - Work collaboratively
    - Think critically and solve problems
    - View issues from a global perspective
    - Conduct basic research using computers
    - Appreciate literature and the arts
    - Live according to conscious values and ethics

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in psychology, and may go on to earn an advanced degree. At the bachelor's level, they may expect to become case managers or service providers in public or private agencies which provide psychological and social services. With an advanced degree, they may expect to become licensed clinical or counseling psychologists working in public or private agencies which provide psychological services.

First Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
HIST		History Core Requirement	3
MATH	108	College Algebra w/Applications	4
PSYC	105	Introduction to Psychology	3
SPCH	105	Fundamentals of Speech Communication	3
			16

First Year – Spring Semester			Cr. Hrs.
ENG	102	College Composition II	3
MATH	210	Introduction to Statistics	3
		or	
SCI		Science Core Requirement	(4)
SS		Social Science Core Requirement	3
		Concentration Elective *	3
		Elective	3
			15(16)

Second Year – Fall Semester			Cr. Hrs.
HPE	105	Personal Fitness	1
HUM		Humanities Core Requirement	3
SCI		Science Core Requirement	4
SOC	125	Introduction to Sociology	3
		Concentration Elective *	3
			14

Second Year – Spring Semester			Cr. Hrs.
HUM		Humanities Core Requirement	3
POLS	102	American National Government and Politics	3
SS	255	The Global Community	3
		Concentration Elective *	3
		Elective	3
			15

Total Hours in Program – 60-61

*Choose from: PSYC 155, PSYC 208, PSYC 210, PSYC 218.

Concentration and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to *Core Requirements for the Associate in Arts Program* in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

Associate in Science Online Degree

NOTE: Online Degree Programs have specific entrance requirements. All developmental coursework must be completed prior to program admission.

This program is designed for students who expect to complete a degree at a four-year institution in such areas as biology, engineering, mathematics or the physical sciences. Students should consult with their advisor regarding requirements of WVNCC and the institution to which they plan to transfer.

Upon completion of this program, graduates will be able to:

- Apply basic principles of biological and physical sciences and mathematics
- Apply the scientific method in designing, conducting and analyzing experiments
- Communicate effectively and work collaboratively
- Use mathematical and scientific principles in problem solving
- Relate issues from a global perspective
- Conduct basic research using the Internet and print resources

First Year – Fall Semester		Cr. Hrs.
ENG 101	College Composition I	3
MATH 108	College Algebra with Applications	4
SCI	Science Core Requirement	4
SPCH 105	Fundamentals of Speech Communication	3
		14

First Year – Spring Semester		Cr. Hrs.
ENG 102	College Composition II	3
MATH 210	Introduction to Statistics	3
SCI	Science Core Requirement	4
SS	Social Science Core Requirement	3
	Elective	3
		16

Second Year – Fall Semester		Cr. Hrs.
HIST	History Core Requirement	3
HUM	Humanities Core Requirement	3
SCI	Science Electives	8
		14

Second Year – Spring Semester		Cr. Hrs.
SCI	Science Core Requirements	8
SS 255	The Global Community	3
SS	Social Science Core Requirement	3
	Elective	3
		17

Total Hours in Program – 61

HIST: Choose from HIST 100, HIST 101, HIST 110, HIST 111

SCI: Choose from ASTR 125, BIO 110, BIO 112, BIO 218, CHEM 108, CHEM 109, GSC 100, PHYS 104, PHYS 105

SS: Choose from ECON 104, ECON 105, GEOG 205, HIST 100, HIST 101, HIST 110, HIST 111, POLS 102, PSYC 105, PSYC 208, SOC 125

HUM: Choose from ART 150, ENG 200, ENG 201, ENG 210, ENG 211, ENG 215, PHIL 200

Note on Science core/electives for A.S.: At least two must be from the same discipline that is Biology, Chemistry, or Physics.

Associate in Science Online Degree

Business Administration Transfer *Option*

This option is designed for students preparing for transfer to a four-year institution to complete work in professional areas of accounting, banking and finance, economics, general business, management, marketing, office administration or related business professions. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

First Year – Fall Semester			Cr. Hrs.
BA	100	Introduction to Business	3
ECON	104	Principles of Macroeconomics	3
ENG	101	College Composition I	3
MATH	108	College Algebra with Applications	4
SS		Social Science Core Requirement	3
			16

First Year – Spring Semester			Cr. Hrs.
CIT	117	Microsoft Applications	3
ECON	105	Principles of Microeconomics	3
ENG	102	College Composition II	3
MATH	109	Mathematics of Business and Finance	3
MATH	210	Introduction to Statistics	3
			15

Second Year – Fall Semester			Cr. Hrs.
ACC	122	Principles of Accounting I	3
BA	240	Business Law I	3
HIST		History Core Requirement	3
SCI		Science Core Requirement (Life Science)	4
SPCH	105	Fundamentals of Speech Communication	3
			16

Second Year – Spring Semester			Cr. Hrs.
ACC	123	Principles of Accounting II	3
HUM		Humanities Core Requirement	3
SCI		Science Core Requirement (Physical Science)	4
SS	255	The Global Community	3
			13

Total Hours in Program – 60

In addition, students who plan to transfer to West Virginia University must have at least a 2.5 GPA and should take MATH 279. MATH 279 is not currently offered in the online format.

Refer to *Core Requirements for the Associate in Science Program* in the beginning of this section.

Business Administration, Business Studies Online Degree

Associate in Applied Science

NOTE: Online Degree Programs have specific entrance requirements. All developmental coursework must be completed prior to program admission.

This option is designed for students who desire to explore the various opportunities available in business. The curriculum will provide a solid general business education and the necessary skills for graduates to enter the work force.

Upon completion of this program, graduates will be able to:

- Demonstrate a working knowledge of the accounting cycle
- Demonstrate an ability to market and promote products
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills
- Demonstrate an understanding of the global economy and its impact on business management
- Demonstrate working knowledge of application software used in the field of business

Graduates of this program can expect to obtain employment in positions such as supervisors, accounts adjustor, operations manager, assistant managers, and customer service representatives.

Graduates can expect to be employed in government agencies, health care facilities, industrial and manufacturing plants, human resource departments, and entrepreneurs. According to the U.S. Labor Department, jobs in the business area rank in the top 10 for the next millennium.

Students who are planning to transfer to a four-year institution to obtain a bachelor's degree in Business Administration should take the Business Administration Transfer Option, A.S. degree, the Business Administration Transfer Option to Franciscan University 2+2 A.S. degree, or the Business Administration Transfer Option to WLU 2+2 A.S. degree. Students should contact an advisor from the transfer institution as soon as possible regarding transferability of specific courses.

First Year – Fall Semester			Cr.Hrs.
ACC	122	Principles of Accounting I	3
BA	100	Introduction to Business	3
CIT	120	Microsoft Word I	3
ECON	104	Principles of Macroeconomics	3
ENG	101	College Composition I	3
			15

First Year – Spring Semester			Cr.Hrs.
ACC	123	Principles of Accounting II	3
CIT	107	Excel	3
ECON	105	Principles of Microeconomics	3
MATH	109	Math of Business and Finance	3
PSYC	155	Human Relations	3
			15

Second Year – Fall Semester			Cr.Hrs.
ACC	205	Cost and Managerial Accounting	3
BA	240	Business Law I	3
MGT	253	Small Business Management	3
MGT	250	Principles of Management	3
SPCH	105	Fundamentals of Speech Communication	3
			15

Second Year – Spring Semester			Cr.Hrs.
ACC	222	Computerized Accounting	3
BA	241	Business Law II	3
BA	265	Business Communications	3
MKT	230	Principles of Marketing	3
BA	280	Business Internship	3
			15

Total Hours in Program – 60

Business Administration, Business Studies 2+2 Online Degree

Management Concentration

Associate in Applied Science

Transfer to West Virginia State University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to West Virginia State University to complete work on baccalaureate degree in Business Administration with a Management Concentration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Online Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

Note:Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

First Year – Fall Semester			Cr.Hrs.
ACC	122	Principles of Accounting I	3
BA	100	Introduction to Business	3
CIT	120	Microsoft Word I	3
ECON	104	Principles of Macroeconomics	3
ENG	101	College Composition I	3
			15

First Year – Spring Semester			Cr.Hrs.
ACC	123	Principles of Accounting II	3
CIT	107	Excel	3
ECON	105	Principles of Microeconomics	3
MATH	109	Math of Business and Finance	3
PSYC	155	Human Relations	3
			15

Second Year – Fall Semester			Cr.Hrs.
ACC	205	Cost & Managerial Accounting	3
BA	240	Business Law I	3
CIT	159	Microsoft Publisher	3
MGT	250	Principles of Management	3
MGT	253	Small Business Management	3
			15

Second Year – Spring Semester			Cr.Hrs.
ACC	222	Computerized Accounting	3
BA	241	Business Law II	3
BA	265	Business Communications	3
MKT	230	Principles of Marketing	3
SPCH	105	Fundamentals of Speech Communication	3
			15

Total Hours in Program – 60

Computer Information Technology Online Degree

Microsoft Applications

Certificate in Applied Science

NOTE: Online Degree Programs have specific entrance requirements. All developmental coursework must be completed prior to program admission.

This program will provide students with short-term training to obtain entry-level positions in computer and/or business offices.

Students in the Microsoft Applications, C.A.S, will receive hands-on training using Excel, PowerPoint, Word and Publisher. Occupations available for students completing program requirements include the following: software applications user, help desk technician and end user support. Graduates can obtain entry-level employment in a variety of firms that require an expertise in using Microsoft applications. The program also prepares the students for the MOS Certification exams.

Upon completion of this program, graduates will be able to:

- Use and apply features and commands of various operating systems
- Develop complex spreadsheets with Excel
- Develop presentations with PowerPoint
- Develop documents in Publisher
- Develop documents in Word
- Troubleshoot Microsoft Office problems

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Fall Semester			Cr. Hrs.
CIT	105	Operating Systems	3
CIT	120	Microsoft Word I	3
CIT	159	Microsoft Publisher	3
ENG	101	College Composition I	3
SPCH	101	Interpersonal Communications	3
		or	
SPCH	105	Fundamentals of Speech Communications	(3)
			15

Spring Semester			Cr. Hrs.
CIT	107	Excel	3
CIT	182	Power Point Presentations	3
CIT	245	Network Security Fundamentals	3
MATH		Mathematics Core Requirement	3
PSYC	155	Human Relations	3
			15

Total Hours in Program – 30

Small Business Management, Business Career Studies Online Degree

Certificate in Applied Science

NOTE: Online Degree Programs have specific entrance requirements. All developmental coursework must be completed prior to program admission.

This program is designed to prepare students to make sound management decisions concerning the operation of a small business. A basic background is provided in the following areas: accounting, computers and information technology, business law, marketing, business communications, and management.

This certificate program may be transferred to a two year program leading to an Associate in Applied Science degree.

Upon completion of this program, graduates will be able to:

- Demonstrate an understanding of the elements of the accounting cycle and general financial statements
- Demonstrate an ability to market and promote products
- Demonstrate an understanding of the global economy and its impact on and opportunity for small business
- Demonstrate working knowledge of application software used in the field of small business

Graduates of this program can expect to obtain employment in positions such as entrepreneurs, assistant managers, front line shift supervisors, store managers, and customer service representatives.

Graduates can expect to be employed in retail establishments, sole proprietorships, and food and hospitality industries.

Statistically, individuals with entrepreneurial skills constitute one of the fastest growing fields of employment.

Fall Semester			Cr. Hrs.
ACC	122	Principles of Accounting I	3
BA	240	Business Law I	3
CIT	120	Microsoft Word I	3
ECON	104	Principles of Macroeconomics	3
MGT	253	Small Business Management	3
			15

Spring Semester			Cr. Hrs.
BA	265	Business Communications	3
CIT	107	Excel	3
ENG	101	College Composition I	3
MATH	109	Math of Business and Finance	3
MKT	230	Principles of Marketing	3
			15

Total Hours in Program - 30

Academic Programs

Career-Technical Education

Accounting, Business Studies

Associate in Applied Science

This option is designed to meet the needs of modern business and industry for accounting professionals. The curriculum will help students develop habits of critical, logical thinking while they learn to record, report and interpret data using basic accounting as well as electronic procedures. Computerized software and accounting applications will be emphasized.

Upon completion of this program, graduates will be able to:

- Demonstrate mastery of the accounting cycle
- Demonstrate an ability to analyze financial statements and information
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills
- Demonstrate an understanding of financial statements and the individual elements
- Demonstrate working knowledge of application software used in the field of accounting

Graduates of this program can expect to obtain employment in positions such as accounts receivable, accounts payable, accounting clerk, payroll clerk, billing manager, and customer service representatives.

Graduates can expect to be employed in medical and banking facilities, industrial and manufacturing plants, communication businesses, and various small businesses.

Students who decide to transfer and earn a bachelor's degree with an emphasis in accounting may be eligible to sit for the C.A.S.A. examination.

Students who are planning to transfer to a four-year institution to obtain a bachelor's degree in Accounting should take the Business Administration Transfer Option A.S. degree, the Accounting/Business Administration Transfer Option to Franciscan University 2+2 A.S. degree, or the Business Administration Transfer Option to WLU 2+2 A.S. degree. Students should contact an advisor from the transfer institution as soon as possible regarding transferability of specific courses.

First Year – Fall Semester			Cr. Hrs.
ACC	122	Principles of Accounting I	3
BA	100	Introduction to Business	3
CIT	120	Microsoft Word I	3
ECON	104	Principles of Macroeconomics	3
ENG	101	College Composition I	3
			15

First Year – Spring Semester			Cr. Hrs.
ACC	123	Principles of Accounting II	3
BA	265	Business Communications	3
CIT	107	Excel	3
ECON	105	Principles of Microeconomics	3
MATH	109	Math of Business and Finance	3
			15

Second Year – Fall Semester			Cr. Hrs.
ACC	205	Cost/Managerial Accounting	3
ACC	224	Intermediate Accounting I	3
BA	240	Business Law I	3
MGT	250	Principles of Management	3
		or	
MGT	253	Small Business Management	
SPCH	105	Fundamentals of Speech Communication	3
			15

Second Year – Spring Semester			Cr. Hrs.
ACC	222	Computerized Accounting	3
ACC	225	Intermediate Accounting II	3
ACC	240	Business Taxation	3
ACC	250	Accounting Capstone	3
		or	
BA	280	Business Internship (Accounting)	
BA	241	Business Law II	3
			15

Total Hours in Program – 60

Advanced Manufacturing

Associate in Applied Science

(***Formerly known as Mechatronics)***

Advanced Manufacturing is a program designed to prepare individuals to be electrical and mechanical maintenance technicians for the highly technological, integrated and automated manufacturing facilities of the modern workplace. The program is designed to integrate mechanical, electrical, process and control skills as employers are demanding technicians who are "cross-trained." Students learn to install, replace, troubleshoot and repair equipment used in manufacturing facilities. All technical courses have an intensive hands-on lab component as students learn skills in electrical systems, motor control, hydraulics and pneumatics, programmable logic controllers, instrumentation, workplace safety, and problem solving and teamwork.

Upon completion of the program, graduates will be able to:

- Follow conventional industrial safety practices
- Troubleshoot, repair, install and replace electrical systems
- Troubleshoot, repair, install and replace motor control systems
- Troubleshoot, repair, install and replace hydraulic and pneumatic systems
- Troubleshoot, program, install, adjust and replace programmable controller systems
- Read and analyze prints, schematic diagrams, circuit diagrams and ladder diagrams
- Operate effectively in a team setting
- Apply critical thinking, problem analysis, and decision-making skills

Job opportunities for graduates of the program are high as manufacturing facilities are faced with large numbers of baby boomers retiring and the need for highly skilled workers to maintain and operate the automated equipment of the modern manufacturing facility. In addition to opportunities with the steel industry, individuals may work in chemical, power generating, and fabricating industries.

First Year - Fall Semester			Cr. Hrs.
APT	100	Introduction to Applied Technology	2
APT	102	Safety for Industry	3
APT	110	Introduction to Print Reading	3
CIT	117	Microsoft Applications	3
ENG	115	Technical Writing	3
HPE	110	CPR and First Aid	1
			15

First Year - Spring Semester			Cr. Hrs.
APT	150	Hydraulic & Pneumatic Fundamentals	2
APT	155	Electrical & Electronic Fundamentals	3
MATH	113	Technical Mathematics	4
MEC	120	Motors/Motor Controls	3
MEC	122	Machine Maintenance & Installation	3
			15

Second Year - Fall Semester			Cr. Hrs.
MEC	115	Instrumentation I Mechanical	3
MEC	140	Programmable Controllers I	3
MEC	232	Pumps and Piping	3
PHYS	115	Applied Physics	4
SPCH	101	Interpersonal Communications	3
			16

Second Year - Spring Semester			Cr. Hrs.
MEC	222	Programmable Controllers II	3
MEC	230	Fluid Power Systems	3
MEC	235	Instrumentation II Electrical	3
MEC	250	Problem Solving & Teamwork Seminar	2
PSYC	155	Human Relations	3
			14

Total Hours in Program - 60

Business Administration, Business Studies

Associate in Applied Science

This option is designed for students who desire to explore the various opportunities available in business. The curriculum will provide a solid general business education and the necessary skills for graduates to enter the work force.

Upon completion of this program, graduates will be able to:

- Demonstrate a working knowledge of the accounting cycle
- Demonstrate an ability to market and promote products
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills
- Demonstrate an understanding of the global economy and its impact on business management
- Demonstrate working knowledge of application software used in the field of business

Graduates of this program can expect to obtain employment in positions such as supervisors, accounts adjustor, operations manager, assistant managers, and customer service representatives.

Graduates can expect to be employed in government agencies, health care facilities, industrial and manufacturing plants, human resource departments, and entrepreneurs. According to the U.S. Labor Department, jobs in the business area rank in the top 10 for the next millennium.

Students who are planning to transfer to a four-year institution to obtain a bachelor's degree in Business Administration should take the Business Administration Transfer Option, A.S. degree, the Business Administration Transfer Option to Franciscan University 2+2 A.S. degree, or the Business Administration Transfer Option to WLU 2+2 A.S. degree. Students should contact an advisor from the transfer institution as soon as possible regarding transferability of specific courses.

First Year – Fall Semester			Cr.Hrs.
ACC	122	Principles of Accounting I	3
BA	100	Introduction to Business	3
CIT	120	Microsoft Word I	3
ECON	104	Principles of Macroeconomics	3
ENG	101	College Composition I	3
			15

First Year – Spring Semester			Cr.Hrs.
ACC	123	Principles of Accounting II	3
CIT	107	Excel	3
ECON	105	Principles of Microeconomics	3
MATH	109	Math of Business and Finance	3
PSYC	155	Human Relations	3
			15

Second Year – Fall Semester			Cr.Hrs.
ACC	205	Cost and Managerial Accounting	3
BA	240	Business Law I	3
MGT	250	Principles of Management	3
MGT	253	Small Business Management	3
SPCH	105	Fundamentals of Speech Communication	3
			15

Second Year – Spring Semester			Cr.Hrs.
ACC	222	Computerized Accounting	3
BA	241	Business Law II	3
BA	265	Business Communications	3
MKT	230	Principles of Marketing	3
BA	280	Business Internship	3
			15

Total Hours in Program – 60

Business Office, Business Career Studies

Certificate in Applied Science

Students selecting the Business Office option will be given training in word processing, transcription, spreadsheet applications, and office procedures which are essential in providing the administrative support in today's office environment.

Upon completion of the Business Office option, graduates will be able to:

- Create business documents using word processing software
- Produce mailable documents from dictated materials
- Create business documents using spreadsheet and database software
- Integrate electronic office/business skills with decision-making skills
- Compose various types of business correspondence applying appropriate writing techniques, accurate spelling, correct punctuation, and proper grammar
- Demonstrate a knowledge of records management principles and filing procedures in maintaining business documents

Occupations available for students completing program requirements include the following: general office clerk, office support clerk, transcriptionist, word processor, file clerk, receptionist, and information clerk.

Graduates may expect to obtain entry-level employment in insurance firms, banks, law offices, medical offices, and industrial offices.

Students completing the competencies in the following courses should be prepared to pursue Microsoft Office Specialist (MOS) certification in the following area:

- Microsoft Word I and Microsoft Word II - Microsoft Certified Application Specialist: Microsoft Office Word

Microsoft Office Specialist (MOS) certification is possible in this program area. Employment possibilities are much higher with certification in specific software applications.

Fall Semester			Cr. Hrs.
ACC	122	Principles of Accounting I	3
BA	240	Business Law	3
		or	
MGT	250	Principles of Management	(3)
CIT	120	Microsoft Word I	3
ENG	101	College Composition I	3
MATH	109	Math of Business and Finance	3
			15

Spring Semester			Cr. Hrs.
ACC	123	Principles of Accounting II	3
BA	265	Business Communications	3
BA	241	Business Law II	3
		or	
MKT	230	Principles of Marketing	(3)
CIT	107	Excel	3
CIT	121	Microsoft Word II	3
			15

Total Hours in Program - 30

Chemical Operator Technology

Associate in Applied Science

Chemical. Operator Technology, AAS, prepares students to be employed as operators in the process industry. A chemical process operator works in the safe production, refining and transfer of various chemicals in three states of matter - solid, liquid, and gas. Production is carried out in reactors and converters. Refining is done in distillation columns, filter presses, separators and other types of equipment. Chemicals are transferred through pipelines to shipping containers or storage tanks. In operating equipment, the operator must observe, interpret and record data from gauges, instruments, computer displays, log books, and laboratory analysis data. The operator will need to make changes in pressure, flow, temperature, level and other parameters by operating control devices including valves, switches, and levers.

Operators may also be required to operate moving equipment such as aerial work platforms , forklifts, and track mobiles. Minor maintenance activities requiring the use of hand tools is done frequently by operators. The operators must be able to solve simple math problems and be able to run lab tests to assure quality products are being made. An operator must have good written and verbal communication skills. Being able to recognize unusual conditions and troubleshoot problems are essential traits for a chemical operator.

The lifeblood of modern society is found in petroleum products. Process technicians are involved in the manufacture of chemicals and petroleum products that supports our global economy. The chemical processing industry (CPI) is anticipating severe shortages in skilled technicians to operate their plants. As the large baby boomer group quickly approaches retirement age, the CPI braces for a 70-80 percent employee turnover. This occupation shows a growth potential of 17 percent.

First Year – Fall Semester			Cr.Hrs.
APT	100	Introuction to Applied Technology	2
APT	102	Safety for Industry	3
APT	110	Introduction to Print Reading	3
CIT	117	Microsoft Applications	3
ENG	115	Technical Writing	3
HPE	110	CPR and First Aid	1
			15

First Year – Spring Semester			Cr.Hrs.
APT	150	Hydraulic & Pneumatic Fundamentals	2
APT	155	Electrical & Electronic Fundamentals	3
MATH	113	Technical Mathematics	4
MEC	122	Machine Maintenance & Installation	3
PTRM	104	Production Technology w/Hand-On Lab	3
			15

Second Year – Fall Semester			Cr.Hrs.
CHEM	108	General Chemistry	4
COT	201	Chemical Process Technology I: Equipment	3
COT	210	Process Quality	3
PSYC	155	Human Relations	3
SPCH	101	Interpersonal Communication	3
			16

Second Year – Spring Semester			Cr.Hrs.
COT	230	Chemical Process Technology II: Systems	3
COT	235	Chemical OperatorTech Unit Operations: Simulation	3
COT	250	Chemical Operator Technology Seminar	1
MEC	230	Fluid Power Systems	3
PHYS	115	Applied Physics	4
			14

Total Hours in Program – 60

Computer Information Technology

A+ Computer Repair

Certificate in Applied Science

This program will provide students with short-term training to obtaining entry-level positions in computer and/or business offices. Graduates can obtain entry-level employment in a variety of firms that require technical computer repair and services.

Students in the Computer Information Technology, CAS A+ Computer Repair option will receive hands-on training using Windows, computer hardware upgrading, and network installation. Occupations available for students completing program requirements include the following: technical support person, PC operator, software applications user, help desk technician, and end user support.

Upon completion of this program, graduates will be able to:

- Use and apply features and commands of various operating systems
- Learn the fundamentals of networks
- Learn the basic operating system functions of Linux
- Troubleshoot computer problems related to disks and files
- Perform a network installation and interface of hardware components
- Learn principles of building, repairing, and upgrading computers

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Fall Semester			Cr. Hrs.
CIT	105	Operating Systems	3
CIT	111	Help Desk Concepts	3
CIT	117	Microsoft Applications	3
CIT	123	A+ Hardware Essentials	3
ENG	101	College Composition I	3
			15

Spring Semester			Cr. Hrs.
CIT	184	A+ Networking and Software	3
CIT	207	Computer Applications Support	3
CIT	220	Unix/Linux	3
CIT	245	Network Security Fundamentals	3
MATH		Mathematics Core Requirement	3
			15

Total Hours in Program – 30

Computer Information Technology

Cyber Security

Associate in Applied Science

This program is designed for those who want to work in the Cyber Security field of Computer Information Technology. Students will be able to:

- Identify the scope of security problems, identify risk assessment, and describe malicious logic and security policies
- Identify major concepts of theories used in Cloud computing and architecture
- Describe Cloud ROI models, deployment models, and Cloud computing implementation
- Identify hacker attack techniques and methodologies, network worms, viruses, and malicious code, computer crimes, organizational intelligence regarding their technologies, and information technology warfare
- Identify major concepts used in cyber security, and psychological influences of cyber security
- Describe the mentality of a hacker and a hacker's manifesto
- Identify major conecpts regarding network security and abnormal networking behavior and its causes
- Describe network defense fundamentals, concepts related to managing firewalls, and the use of Intrusion Detection Systems.

According to the Bureau of Labor Statistics, U.S. Department of Labor, employment of information security analysts is projected to grow 37 percent from 2012 to 2022, much faster than the average for all occupations. Demand for information security analysts is expected to be very high as these analysts will be needed to come up with innovative solutions to prevent hackers from stealing critical information or creating havoc on computer networks. Most information security analysts can work for computer companies, consulting firms, federal or state government agencies, or business and financial companies.

First Year – Fall Semester			Cr.Hrs.
CIT	101	Introduction to Cyber Security	3
CIT	105	Operating Systems	3
CIT	106	Fundamentals of Hacking/IT Psychology & Security	3
CIT	241	Microsoft Network Administration	3
ENG	101	College Composition I	3
			15

First Year – Spring Semester			Cr.Hrs.
CIT	184	A+ Networking and Software	3
CIT	220	Unix/Linux	3
CIT	222	Ethical Protocols of Cyber Security	3
CIT	245	Network Security Fundamentals	3
MATH		Math Core Requirement	3
			15

Second Year – Fall Semester			Cr.Hrs.
CIT	117	Microsoft Applications	3
CIT	142	Cisco I	3
CIT	235	Introduction to Cloud Computing	3
CIT	250	IT Analysis and Design	3
SPCH	101	Interpersonal Communications	3
		or	
SPCH	105	Fundamentals of Speech Communication	(3)
			15

Second Year – Spring Semester			Cr.Hrs.
CIT	255	Tactical Perimeter Defense in Network Security	3
CIT	265	Virtualization Concepts	3
CIT	291	CIT Practicum	3
CIT		Restricted Elective *	3
PSYC	155	Human Relations	3
			15

Total Hours in Program – 60

*Choose from CIT 107, 112, 152, 187 or 232.

Computer Information Technology

Microsoft Applications

Certificate in Applied Science

This program will provide students with short-term training to obtain entry-level positions in computer and/or business offices.

Students in the Microsoft Applications, C.A.S, will receive hands-on training using Excel, PowerPoint, Word and Publisher. Occupations available for students completing program requirements include the following: software applications user, help desk technician and end user support. Graduates can obtain entry-level employment in a variety of firms that require an expertise in using Microsoft applications. The program also prepares the students for the MOS Certification exams.

Upon completion of this program, graduates will be able to:

- Use and apply features and commands of various operating systems
- Develop complex spreadsheets with Excel
- Develop presentations with PowerPoint
- Develop documents in Publisher
- Develop documents in Word
- Troubleshoot Microsoft Office problems

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Fall Semester			Cr. Hrs.
CIT	105	Operating Systems	3
CIT	120	Microsoft Word I	3
CIT	159	Microsoft Publisher	3
ENG	101	College Composition I	3
SPCH	101	Interpersonal Communications	3
		or	
SPCH	105	Fundamentals of Speech Communication	(3)
			15

Spring Semester			Cr. Hrs.
CIT	107	Excel	3
CIT	182	Power Point Presentations	3
CIT	245	Network Security Fundamentals	3
MATH		Mathematics Core Requirement	3
PSYC	155	Human Relations	3
			15

Total Hours in Program – 30

Computer Information Technology

Microsoft Applications and Support Desk

Associate in Applied Science

This program provides students with the technical skills required for Microsoft application certification exams and end user support.

Upon completion of this program, graduates will be able to:

- Use various types of software programs efficiently and effectively to fulfilling business objectives
- Troubleshoot applications and software
- Assist in the design, delivery and improvement of in-house software applications
- Install, diagnose, repair, maintain and upgrade PC hardware
- Support the organization in the delivery of training to end users in the organization

Graduates of this program can expect to obtain employment in positions such as computer support specialists, help desk technician, application support analyst, software application trainer, desktop technician and use Microsoft applications in support of business management.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

First Year - Fall Semester			Cr. Hrs.
CIT	105	Operating Systems	3
CIT	120	Microsoft Word I	3
ENG	101	College Composition I	3
MATH		Math Core Requirement	3
SPCH	101	Interpersonal Communications	3
		or	
SPCH	105	Fundamentals of Speech	(3)
			15

First Year - Spring Semester			Cr. Hrs.
CIT	107	Excel	3
CIT	159	Microsoft Publisher	3
CIT	182	Power Point Presentations	3
CIT	245	Network Security Fundamentals	3
PSYC	155	Human Relations	3
			15

Second Year - Fall Semester			Cr. Hrs.
CIT	111	Help Desk Concepts	3
CIT	123	A+ Hardware Essentials	3
CIT	250	IT Analysis and Design	3
SS		SS Core Requirement	3
		Restricted Elective**	3
			15

Second Year - Spring Semester			Cr. Hrs.
CIT	112	Access	3
CIT	184	A+ networking and software	3
CIT	207	Computer Applications Support	3
CIT	220	Unix/Linux	3
CIT	291	CIT Practicum	3
			15

Total Hours in Program – 60

** Select from BA 240, MGT 253 or any CIT course other than CIT 117

Computer Information Technology

Networking: Microsoft

Associate in Applied Science

Upon completion of this program, graduates will be able to:

- Plan, design, install, configure, maintain, and optimize Microsoft network hardware, software, and communication links
- Diagnose, resolve, and document hardware and software Microsoft network problems
- Provide end user support for Microsoft networks

Graduates of this program can expect to obtain employment in Microsoft positions such as computer engineers, computer support specialists, network administrators, managers of Internet/Intranet technology, and network technicians.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

First Year - Fall Semester			Cr. Hrs.
CIT	105	Operating Systems	3
CIT	117	MS Applications	3
CIT	123	A+ Hardware Essentials	3
CIT	241	Microsoft Network Administration	3
ENG	101	College Composition I	3
			15

First Year - Spring Semester			Cr. Hrs.
CIT	184	A+ Networking and Software	3
CIT	220	Unix/Linux	3
CIT	245	Network Security Fundamentals	3
CIT	274	Microsoft Server Setup and Troubleshooting	3
MATH		Core Requirement	3
			15

Second Year - Fall Semester			Cr. Hrs.
CIT	142	Cisco I	4
CIT	210	SQL Server Administration	3
CIT	250	IT Analysis and Design	3
		Restricted Elective***	3
SPCH	101	Interpersonal Communications	3
		or	
SPCH	105	Fundamentals of Speech	(3)
			16

Second Year - Spring Semester			Cr. Hrs.
CIT	247	Windows PowerShell	3
CIT	265	Virtualization Concepts	3
CIT	291	CIT Practicum	3
CIT		Restricted Elective**	3(4)
PSYC	155	Human Relations	3
			15(16)

Total Hours in Program – 61-62

**Choose from any other CIT course
***Choose from BA 240, MGT 253, or any CIT course

Computer Information Technology

Software Engineering

Associate in Applied Science

This program prepares students with practical skills and knowledge for entry-level positions within the software engineering profession. Software engineering relates to the concept, design, implementation, deployment and maintenance of software. The program seeks to provide the theoretical fundamentals of software development coupled with an understanding and application of practical aspects and competencies required by industry. The program is designed to support innovation through the application of software engineering principles to solve business problems.

Upon completion of this program, graduates will be able to:

- Develop a broad foundation of various programming languages and platforms
- Provide students with an understanding of software engineering principles
- Instruct students in conceptualization, proposal development, database design, interface design, system architecture, documentation, presentation, and delivery
- Develop, within students, an appreciation for the importance of excellent business and communication skills in a typical software engineering environment
- Assist graduates in obtaining entry-level positions in the field of software engineering

Graduates may work in software design, testing, maintenance and development, database administration, and web development. Graduates may also qualify for entry-level management positions in a technical capacity.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

First Year - Fall Semester			Cr. Hrs.
CIT	105	Operating Systems	3
CIT	117	MS Applications	3
CIT	187	HTML/CSS	3
CIT	232	Introduction to Programming Logic	3
ENG	101	College Composition I	3
			15

First Year - Spring Semester			Cr. Hrs.
CIT	112	Access	3
CIT	176	Visual Basic Programming	3
CIT	205	Web Development Tools	3
CIT	272	Object Oriented Programming/Data Structures	3
SPCH	101	Interpersonal Communication	3
		or	
SPCH	105	Fundamentals of Speech	(3)
			15

Second Year - Fall Semester			Cr. Hrs.
CIT	215	Client Side Scripting / Java Script	3
CIT	237	Advanced Database Programming	3
CIT	250	IT Analysis and Design	3
CIT	253	ASP & E-Business Programming	3
		Restricted Elective**	3
			15

Second Year - Spring Semester			Cr. Hrs.
CIT	107	Excel	3
CIT	155	CIT Practicum/Internship	3
CIT	227	Mobile Applications Development	3
MATH		Math Core Requirement	3
PSYC	155	Human Relations	3
			15

Total Hours in Program – 60

** Chose from any other CIT course or MGT 250, MGT 253

Criminal Justice

Associate in Applied Science

The Criminal Justice program is designed for students interested in pursuing a career in the legal professions such as law enforcement, corrections and private investigation. Students will learn how these professions integrate into a system of criminal justice.

Upon completion of the program, graduates will be able to:

- Read substantive and procedural case law with an understanding of how they impact law enforcement, juvenile justice and the correctional systems.
- Develop computer skills in the areas of Internet investigation, research and electronic messaging.
- Have familiarity with the inner workings of agencies on the local, state and federal levels that compromise our nation's criminal justice systems.
- Have an understanding of basic law enforcement investigative techniques, crime scene preservation and analysis.
- Have an understanding of the principles of homeland security, international threats, and terrorism.
- Have an understanding of the expanded security needs and principles of security in the 21st century.
- Understand the rights of the accused from arrest to post conviction appeals and how law enforcement, court and correctional personnel function to balance individual rights and the need to protect society, convict the guilty and humanely punish as well as rehabilitate the offender.

Currently many graduates of the Criminal Justice program are employed in the West Virginia State Police and Ohio State Highway Patrol agencies as well as in various law enforcement agencies in the Upper Ohio Valley. Many graduates are working in the correctional field as correctional officers, adult and juvenile case workers and as treatment specialists both in the public and private domain.

Future employement opportunities, according to experts in the field of criminal justice, will continue to grow at the federal, state and local levels. New positions include computer analysts specializing in Internet crimes, forensic technicians and criminal profilers.

First Year – Fall Semester			Cr. Hrs.
CIT	117	Microsoft Applications	3
CRJ	104	Introduction to Criminal Justice Systems	3
ENG	101	College Composition I	3
SOC	125	Introduction to Sociology	3
		Restricted Elective##	3
			15

First Year – Spring Semester			Cr. Hrs.
CRJ	245	Introduction to Juvenile Justice System	3
ENG	102	College Composition II	3
PSYC	105	Introduction to Psychology	3
SPCH	105	Fundamentals of Speech Communication	3
		Restricted Elective ##	3
		Elective	3
			18

Second Year – Fall Semester			Cr. Hrs.
BIO	110	Principles of Biology	4
CRJ	201	Introduction to Corrections	3
CRJ	220	Criminal Law	3
CRJ	225	Terrorism & Homeland Security	3
SOC	276	Criminology	3
			16

Second Year – Spring Semester			Cr. Hrs.
CRJ	221	Criminal Law II	3
CRJ	235	Field Service	3
CRJ	251	Problems in Criminal Justice	3
MATH	108	College Algebra with Applications	
		or	
MATH	210	Introduction to Statistics	3(4)
POLS	102	American National Government and Politics	3
			15(16)

Total Hours in Program – 61-62

Choose from: CRJ 110, CRJ 115, CRJ 175, CRJ 205, CRJ 209, CRJ 246

Culinary Arts

Associate in Applied Science

The Culinary Arts Program, accredited by the American Culinary Federation, is designed to meet the demands for well-trained food service personnel with an emphasis on development of basic techniques of commercial food preparation. Exposure to many facets of food preparation as well as nutrition, sanitation, menu planning, and personnel management used by the professional culinarian are included in the program. Hands-on experience is a high priority in the laboratory classes, building a solid foundation of basic cooking skills. Upon completion of the program students can obtain employment as cook, baker, sous chef, kitchen manager or supervisor, lead cook in restaurants, hotels, catering operations and other food service organizations. The program provides students with the opportunity to meet the requirements for certification by the American Culinary Federation.

Upon completion of this program, graduates will be able to:

- Demonstrate expertise in preparation of breakfast, lunch and dinner items using ingredients that are wholesome, sanitary and nutritious
- Demonstrate baking principles to prepare and serve pastries and sweets
- Manage people with respect to their many diversities
- Select and prepare meat, seafood and poultry items for service; choose accompaniments for each dish emphasizing different cultures
- Use and care for equipment normally found in the culinary kitchen
- Develop an understanding of basic principles of sanitation and safety and ability to apply the sanitation principles of food preparation
- Develop skills in knife, tool and equipment handling and ability to apply skills in food preparation
- Develop skills in producing a variety of cold food products and buffet designs
- Apply fundamentals of baking and pastry preparation to a variety of products
- Demonstrate an understanding of quality customer service
- Prepare items for buffet presentations including tallow carvings, bread sculpting and ice carvings
- Prepare for transition from employee to supervisor
- Apply principles of menu planning and layout for development of menus in a variety of facilities and service options
- Apply knowledge of laws and regulations relating to safety and sanitation in the commercial kitchen

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Uniforms are required for CART 131, 145, 151, 159, 231, 240 and 241.

First Year - Fall Semester		Cr. Hrs.
CART 121	Food Service Safety and Sanitation	2
CART 124	Nutrition	3
CART 131	Bakeshop	3
CART 145	Elements of Commercial Food Prep and Production	3
CART 159	Basic Food Science	3
CIT 117	Microsoft Applications	3
		17

First Year - Spring Semester		Cr. Hrs.
CART 125	Essentials of Dining Services	3
CART 151	Meat, Poultry and Seafood Preparation	3
CART 175	Advanced Food Science	3
CART 251	Internship	4
MATH	Math Core Requirement*	2(4)
		15(17)

Second Year – Fall Semester		Cr. Hrs.
CART 223	Personnel Supervision for the Hospitality Industry	3
CART 235	American Cuisine	3
CART 240	Garde Manger	3
ENG 101	College Composition	3
SS	SS Core Requirement	3
		15

Second Year – Spring Semester		Cr. Hrs.
CART 231	Pastry Preparation	3
CART 241	Classical Cuisines	3
CART 245	Menu, Purchasing and Cost Control	3
CART 275	Senior Seminar (Capstone)	1
HUM	Humanities Core Requirement	3
		13

Total Hours in Program - 60-62

* Students must complete a minimum of 15 credit hours in general education courses. Students who take 2 credits in math will be short 1 credit hour. Please work with your academic advisor.

Culinary Arts

Certificate in Applied Science

This program is designed to provide a certificate of achievement in food preparation with one year of training. It emphasizes basic techniques of food preparation. Hands-on experience in the laboratory classes is included to build a foundation of basic cooking skills and commercial food sanitation skills. Upon completion of the program students are prepared to obtain positions as prep cooks and other entry level kitchen positions in restaurants, fast food establishments, hotels and other food service operations. The certificate program prepares students for a seamless transition to the Culinary Arts, Associate in Applied Science program.

Upon completion the student should be able to:

- Use and care for equipment normally found in the culinary kitchen
- Develop an understanding of basic principles of sanitation and safety and ability to apply the sanitation principles of food preparation
- Develop skills in knife, tool and equipment handling and ability to apply skills in food preparation
- Develop skills in producing a variety of cold food products
- Demonstrate expertise in preparation of breakfast, lunch and dinner items using ingredients that are wholesome, sanitary and nutritious
- Demonstrate baking principles to prepare and serve pastries and sweets
- Work with people with respect to their many diversities
- Select and prepare meat, seafood and poultry items for service; choose accompaniments for each dish emphasizing different cultures

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Uniforms are required for CART 131, 145, 151, and 159.

Fall Semester			Cr. Hrs
CART	121	Food Service Sanitation and Safety	2
CART	124	Nutrition	3
CART	131	Bakeshop	3
CART	145	Elements of Commercial Food Prep & Production	3
CART	159	Basic Food Science	3
CIT	117	Microsoft Applications	3
			17

Spring Semester			Cr. Hrs
CART	125	Essentials of Dining Services	3
CART	151	Meat, Poultry and Seafood Preparation	3
CART	175	Advanced Food Science	3
ENG	101	College Composition 1	3
MATH		Math Core Requirement	3(4)
			15(16)

Total hours in Program - 32-33

Refer to *Core Requirements for the Associate in Applied Science Program* in the beginning of this section.

Early Childhood: Care and Education
(Paraprofessional Educator)
Associate in Applied Science

This program is designed for those who want to work with children from birth-adolescence. Graduates can be expected to fill paraprofessional or professional positions in private or public agencies that provide early care and/or education services. This program meets the requirements of the WV Department of Education's paraprofessional educator's certificate (available at http://wvde.state.wv.us/policies); therefore individuals with this degree also should be eligible for positions as teacher's aides in the public school system. It also fulfills the majority of requirements for Early Childhood Assistant Teachers in West Virginia and for employment in child care centers and independent pre-school programs.

Students who eventually plan to complete a bachelor's degree in a related field can use this degree as a foundation for transfer, but it is recommended that students who plan to complete a bachelor's degree *before beginning employment* consider completing additional requirements for an Associate in Arts 2+2 or transfer degree in Elementary Education, Secondary Education, or Early Childhood Education to maximize transferability of courses.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of basic concepts, theories, and strategies used in early childhood care and education;
- Demonstrate knowledge of curriculum development, and how to implement activities for children of different ages;
- Demonstrate knowledge of infant, toddler, pre-school, and school-age child development;
- Demonstrate the ability to assist with designing developmentally appropriate practice activities for children;
- Demonstrate knowledge of and the ability to follow ethical standards and guidelines for the profession;
- Apply the skills and abilities related to assist planning and implementing therapeutic, learning, or social activities that are appropriate for children with diverse needs and abilities and for their families;
- Demonstrate knowledge of cultural, family, and individual influences on a child's development and service delivery;
- Demonstrate an understanding of their role, abilities, and limitations in a relevant work setting;
- Demonstrate an understanding of general education goals of WVNCC for all students.

Employment outlook is currently above average, but is dependent upon changing local, regional, and national needs. Salaries tend to be low-moderate for graduates, depending on location, type of facility, and the prospective employee's level of education and work experience. This program is designed to prepare individuals for entry-level positions in day care, preschools, and public school systems, or to preapre them for transfer to baccalaureate programs in early childhood education.

NOTE: Two specialized programs which provide credit for credentials completed outside the college setting are available for students who possess either a U.S. Department of Labor Apprenticeship Certificate (ACDS) and/or a Child Development Associate (CDA) credential. (See *Occupational Development (A.A.S.) and Technical Studies (A.A.S.)* in the Center for Economic and Workforce Development section.) Contact an advisor for additional information.

First Year – Fall Semester			Cr. Hrs.
CIT	117	Microsoft Applications	3
ECCE	212	Child, Family and Community	3
ENG	101	College Composition I	3
PSYC	105	Introduction to Psychology	3
PSYC	210	Child Development	3
			15

First Year – Spring Semester			Cr. Hrs.
ART	256	Creative Expression in Arts & Design	3
ECCE	214	Child Observation and Assessment	3
MATH		Mathematics Core Requirement*	3(4)
PSYC	208	Developmental Psychology	3
SPCH	101	Interpersonal Communication	3
		or	
SPCH	105	Fundamentals of Speech#	(3)
			15(16)

Second Year – Fall Semester			Cr. Hrs.
ECCE	100	Foundations of Education	3
ECCE	220	Language and Literacy	3
HS	147	Understanding Human Diversity	3
HS	205	Human Services Seminar	1
SCI		Science Core Requirement***	3(4)
		Restricted Elective##	3
			16(17)

Second Year – Spring Semester			Cr. Hrs.
ECCE	204	Early Childhood Field Experience	6
ENG	102	College Composition II	(3)
		or	
ENG	115	Technical Writing	3
PSYC	218	Exceptional Children	3
SOC	125	Introduction to Sociology	3
			15

Total Hours in Program – 60-62

#	Recommended choice for transferring students.		
##	Choose from: (Students will choose an additional 6 hours from list.)		
	HIST	History 110 or 111	3
	HUM	*Choose from:* ART 150, or MUS 105	3
++	MGT	250 *or* 253 or SS 207	3

* Students may choose MATH 204 or MATH 205 in addition to the mathematics core requirements listed in the *Core Requirements for the Associate in Applied Science Program* in the beginning of this section.

*** BIO 110, 112, or 113 are recommended.

** Before registering for the field experience, students must apply to and be accepted by an approved educational institution, or child care agency. There is also a class requirement of 2 hours every week.

++ Students are permitted to take only one MGT course to meet the restricted elective requirement.

Refer to *Core Requirements for the Associate in Applied Science Program* in the beginning of this section.

Executive Administrative Assistant Business Studies

Associate in Applied Science

The Executive Administrative Assistant Option will prepare students with the appropriate skills for employment in today's offices. General education requirements and specialized course options will enable students to apply current office/business skills, computer applications, and decision-making techniques.

Students selecting this program will be given training on current computer applications and current office procedures needed to help run today's offices. Graduates of this program can obtain employment in various businesses such as state/federal government agencies, corporate regional offices, educational institutions, medical facilities, banks, law offices, and social agencies.

Occupations available for students completing program requirements include the following: administrative assistant, secretary, office manager, word processing supervisor, lead secretary, office and administrative support supervisor, and administrative technology specialist. Students completing the competencies in the following courses should be prepared to pursue Microsoft Office Specialist (MOS) certification in the following areas:

- Microsoft Office I and II - Microsoft Certified Application Specialist:
- Microsoft Office Specialist (MOS) certification is recognized as the standard for demonstrating desktop skills.

Upon completion of the Executive Administrative Assistant Option, graduates will be able to:

- Create business documents using word processing software
- Transcribe mailable documents
- Create various types of business documents using spreadsheet and presentation software
- Compose various types of business correspondence applying appropriate writing techniques, accurate spelling, correct punctuation, and proper grammar
- Apply current office/business procedures
- Demonstrate knowledge of communication and mathematical skills
- Create promotional items such as brochures, newsletters, flyers, letterheads, etc., using document design and layout principles
- Integrate electronic office/business skills with decision-making skills
- Demonstrate a working knowledge of the accounting cycle
- Demonstrate a knowledge of records management principles and filing procedures in maintaining business documents
- Apply experiences learned through a business internship

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

First Year—Fall Semester			Cr. Hrs.
ACC	122	Principles of Accounting I	3
CIT	120	Microsoft Word I	3
ENG	101	College Composition I	3
MATH	109	Math of Business and Finance	3
PSYC	155	Human Relations	3
			15

First Year—Spring Semester			Cr. Hrs.
ACC	123	Principles of Accounting II	3
CIT	107	Microsoft Excel	3
CIT	121	Microsoft Word II	3
ECON	105	Principles of Microeconomics	3
MKT	230	Principles of Marketing	3
			15

Second Year—Fall Semester			Cr. Hrs.
BA	100	Introduction to Business	3
BA	240	Business Law I	3
CIT	159	Microsoft Publisher	3
MGT	250	Principles of Management	3
PAL	110	Legal Ethics#	3
		or	
PAL	100	Drafting Legal Documents#	(3)
			15

Second Year—Spring Semester			Cr. Hrs.
ACC	222	Computerized Accounting	3
BA	241	Business Law II	3
BA	265	Business Communications	3
BA	280	Business Internship	3
SPCH	105	Fundamentals of Speech Communication	3
			15

Total Hours in Program—60

Students may substitute any BA or CIT course for a PAL course

Health Information Technology

Associate in Applied Science

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

This program is designed for the student who desires a career in a health related field with little or no patient contact. The curriculum provides a solid background in various aspects of health record management. Key topic areas include: records management, collection and dissemination of health data, fraud and abuse, confidentiality and privacy, medical coding, and statistical outcomes to name a few.

- Demonstrate understanding of the purpose of various disease/procedure indexes and registries
- Demonstrate knowledge of basic management principles
- Demonstrate knowledge of the legal system in relation to health care records.

The graduate of this program will be eligible to take the National Credentialing Examination to become credentialed as a Registered Health Information Technician (RHIT).

The graduate of this program will enjoy employment opportunities in a variety of positions such as: supervisor/management, coders, consultants, vendors, educators, and data analysts, disease registrars, and EHR specialists.

The graduate may choose to seek employment in government agencies, health care facilities, medical offices, clinics, hospitals, nursing homes, home health agencies, education, vendors (health care related, as well as, software/hardware), and consulting.

Employment of Health Information Technicians is expected to increase by 18 percent through 2016—faster than the average for all occupations. This growth will be attributed to the rapid growth in the number of medical tests, treatments, and procedures which are being increasingly scrutinized by health insurance companies, regulators, courts, and consumers. Health Information Technicians are instrumental in the management of health information as providers strive to comply with Federal legislation mandating the use of electronic medical records. Health Information Technicians are a critical component of the health care team.

Students unable to complete the program on a full-time basis should consult the program director.

This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information.

The HIM/HI (degree level) program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)Important information.

If you have ever been convicted of a felony or misdemeanor for any reason, State or National credentialing boards, licensing board and agencies which require criminal background checks on potential employees and students may deny you employment or placement in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the appropriate Health Science Program Director.

First Year – Fall Semester			Cr. Hrs.
AHS	103	Medical Terminology	1
BIO	114	Anatomy and Physiology I	3
CIT	117	Microsoft Applications	3
ENG	101	College Composition I	3
		or	
ENG	115	Technical Writing**	
HIT	100	Health Data Management Systems	3
HIT	230	Medicolegal Aspects	3
			16

First Year – Spring Semester			Cr. Hrs.
AHS	108	Disease Process Applications	3
BIO	115	Anatomy and Physiology II	3
HIT	110	Alternative Care Records	1
HIT	125	Medical Coding I	3
HIT	145	HIT Professional Practice Experience I	2
MATH		Math Core**	2
			14

Second Year – Fall Semester			Cr. Hrs.
HIT	225	Health Information Systems	2
HIT	235	Medical Coding II	3
HIT	240	Quality Mgmt. & Perf. Improvement	3
HIT	251	Health Care Statistics	3
MGT	250	Principles of Management	3
SS		Social Science Core	3
			17

Second Year – Spring Semester			Cr. Hrs.
HIT	257	Indexes/Registries	3
HIT	260	Medical Coding III	2
HIT	263	HIT Seminar	1
HIT	265	HIT Professional Practice Experience II	4
SPCH	101	Interpersonal Communications**	3
		or	
SPCH	105	Fund. of Speech Communications	
			13

Total Hours in Program – 60

Refer to *Core Requirements for the Associate in Applied Science Program* in the beginning of this section.

** Students who plan to transfer to a four year institution should take ENG 101, Math 108 or 210, and SPCH 105.

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

Human Services
Associate in Applied Science

This program is designed for students who want to prepare for careers in human service agencies. It also is for employees of such agencies who wish to obtain new knowledge or skills. Students will use the knowledge and skills of the social sciences to learn more about human behavior, especially as it relates to assessing and designing interventions for maladaptive or problem behaviors in children, adolescents, adults and the elderly.

Students successfully completing and receiving a Human Services A.A.S. degree should be able to:

- Demonstrate knowledge of the history of the human services profession and the evolution of its various delivery systems
- Demonstrate knowledge of the basic concepts, theories and strategies used in human services delivery systems
- Demonstrate knowledge of the issues related to the needs and problems of different types of clients
- Demonstrate knowledge of the issues related to the ethical standards of the human services profession and the ability to follow its ethical guidelines
- Demonstrate knowledge of how cultural, family, and individual factors influence needs and affect the delivery of human services
- Apply the skills, techniques, strategies, and abilities needed for therapeutic communication and relationships with clients
- Apply the skills and abilities needed to be objective, understanding, and empathetic toward people of diverse backgrounds and ability levels
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the Human Services A.A.S. program
- Demonstrate the ability to be productive and effective in a human services delivery system and an understanding of their role, abilities, and limitations as an entry-level human services worker
- Utilize critical thinking skills

Graduates of this program can expect to be employed in human services agencies in positions which do not require bachelor's degrees as occupational, social skills or basic living skills trainers or assistants, as behavior specialists, as case aides or caseworkers, or as mental health or crisis intervention technicians. To become licensed social workers, certified addictions counselors or similar professionals, students with the associate degree will need to continue their education by earning more advanced degrees at other colleges or universities. Students who plan to complete a bachelor's degree before seeking employment should consider earning an Associate in Arts degree with a concentration in Human Services rather than an Associate in Applied Science degree in Human Services in order to obtain credits in more courses that will easily transfer to four-year institutions.

The employment outlook for these jobs currently is average to above average but is dependent upon changing needs within the local region, other regions and the nation.

Salaries are moderately low compared to other fields. Pay depends on the location and type of agency and on the prospective employee's level of education and work experience.

First Year – Fall Semester			Cr. Hrs.
CIT	117	Microsoft Applications	3
ENG	101	College Composition I	3
HS	100	Intro to Social Work & Human Services	3
PSYC	105	Introduction to Psychology	3
SPCH	105	Fundamentals of Speech	3
			15

First Year – Spring Semester			Cr. Hrs.
HS	150	Introduction to Substance Abuse	3
HS	200	Social Welfare Institutions	3
MATH		Mathematics Core Requirement *	3(4)
PSYC	200	Abnormal Psychology	3
SCI		Science Core Requirement	3(4)
			15(17)

Second Year – Fall Semester			Cr. Hrs.
HS	101	Understanding Group Processes and Dynamics	3
HS	147	Understanding Human Diversity	3
HS	205	Human Services Seminar	1
HS	210	Intro to Case Management & Counseling	3
PSYC	208	Developmental Psychology	3
		Restricted Elective ##	3
			16

Second Year – Spring Semester			Cr. Hrs.
HS	204	Human Services Field Experience (Internship) **	6
ENG	102	College Composition II#	3
		or	
ENG	115	Technical Writing	(3)
SOC	125	Introduction to Sociology	3
		Restricted Elective ##	3
			15

Total Hours in Program – 61-63

\# Recommended for transferring students

\## Choose 6 hours of restricted electives from: ART 256, CRJ 245, ECCE 212, PSYC 155, PSYC 210, PSYC 218 or SS 207.

* Students who plan to transfer should take MATH 108 or MATH 210 to maximize transferability into bachelor's degree programs in social work or psychology.

** Before registering for the Field Placement, students must apply to and be accepted by an approved social services agency. There is also a class requirement of two hours every other week.

Refer to *Core Requirements for the Associate in Applied Science Program* in the beginning of this section.

Industrial Maintenance Technology

Certificate in Applied Science

This program is designed to provide the technical knowledge and skills necessary for entry-level maintenance personnel positions in many types of businesses and industries. Students are prepared to make a rapid transition into gainful, productive employment.

Upon completion of this program, graduates will be able to:

- Demonstrate basic knowledge and skills of various welding machines and related equipment
- Employ adequate safety procedures for all phases of welding
- Demonstrate basic knowledge and skills of Ohm's Law
- Demonstrate basic knowledge and skills to run pipe threading and cutting equipment

Certification through Refrigeration Service Engineering Society (R.S.E.S.) is offered at the completion of the course requirements. WVNCC serves as a testing center in accordance with the R.S.E.S. National Foundation.

Graduates from this program can expect to obtain employment in positions such as welders, pipefitters, heating technicians, refrigeration technicians, and facility maintenance workers.

Graduates are employed by local and out-of-state unions, industrial, chemical and electrical plants, industrial centers, light and heavy commercial centers, health care facilities, and domestic residences.

There are job opportunities in Industrial Maintenance all over the United States. This country is filled with industries that are constantly looking for qualified maintenance personnel. The employment outlook is excellent. WVNCC's program boasts a 100% employment placement during the past 10 years.

Fall Semester			Cr. Hrs.
EL	112	Basic Principles of Electricity and Electrical Control Mechanisms	4
IMT	100	Applied Basic Plumbing and Pipefitting	4
MATH	100	Fundamentals of Mathematics	2
RAH	100	Basic Refrigeration I	4
RAH	206	Heating Systems I	3
			17

Spring Semester			Cr. Hrs.
ENG	101	College Composition I	3
		or	
ENG	115	Technical Writing	
IMT	205	Welding	3
RAH	209	Duct Layout and Prints	3
RAH	211	Air Conditioning	4
		General educational core requirement*	1
			14

Total Hours in Program - 31

*Additional 1 credit hour of general education core is required

Instrumentation Process Technology

Associate in Applied Science

Instrumentation Process Technology, A.A.S, is a program that includes foundation education in both mechanical and electrical instrumentation processes. With safety at the forefront of every applied technology program, West Virginia Northern Community College is preparing a skilled workforce for regional employers. Instrumentation technicians spend time installing, calibrating, and troubleshooting various instruments in addition to complete control systems. Students should possess strong interpersonal skills and be motivated and disciplined in order to learn these technical skills. Reading, writing, mathematics, psychology, and communication are important in this field.

Process technicians are skilled plant operators who work for refining, power generation, water, oil, waste management, advance manufacturing and other related manufacturing companies. Process technicians work with the latest computer control systems, work outdoors taking samples and monitor equipment, and solve problems in a collaborative environment.

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. Drug testing is a condition of acceptance to this program.

- This course provides an overview of process technology in various industries, including the responsibilities of process control technicians, and a description of the equipment and processes used across multiple industries
- This course will also introduce students to the theory and application of process instrumentation and to the variables that affect industrial processes. Students become acquainted with concepts such as process variables, measuring devices, control loops, control valves, and process diagrams. Building on the knowledge from previous courses, students learn how plant equpment is controlled.
- The course explores practical applications related to the transport, storage, control, processing and flow of fluids. It includes measurement of flow, compressible and incompressible fluids, and pumping of liquids and gases. The course is intended to prepare students to work alongside engineers as part of an engineering team, as well as prepare students to work as technicians in a manufacturing setting where they might be responsible for the smooth operation of fluid systems.

Job opportunities for graduates of the program are high as manufacturing facilities are faced with large numbers of baby boomers retiring and the need for highly skilled workers to maintain and operate the automated equipment of the modern manufacturing facility. In addition to opportunities with the steel industry, individuals may work in chemical , power generating, and fabricating industries.

First Year - Fall Semester			Cr. Hrs.
APT	100	Introduction to Applied Technology	2
APT	102	Safety for Industry	3
APT	110	Introduction to Print Reading	3
CIT	117	Microsoft Applications	3
ENG	115	Technical Writing	3
HPE	110	CPR and First Aid	1
			15

First Year - Spring Semester			Cr. Hrs.
APT	150	Hydraulic & Pneumatic Fundamentals	2
APT	155	Electrical & Electronic Fundamentals	3
MEC	120	Motors/Motor Controls	3
MEC	122	Machine Maintenance & Installation	3
MATH	113	Technical Mathematics	4
			15

Second Year - Fall Semester			Cr. Hrs.
MEC	115	Instrumentation I Mechanical	3
MEC	140	Programmable Controllors I	3
PHYS	115	Applied Physics	4
PSYC	155	Human Relations	3
SPCH	101	Interpersonal Communication	3
			16

Second Year - Spring Semester			Cr. Hrs.
APT	230	SCADA	3
MEC	230	Fluid Power Systems	3
MEC	235	Instrumentation II Electrical	3
MEC	250	Problem Solving & Teamwork Seminar	2
PTRM	213	Gas Measurement	2
MEC		MEC Elective	1
			14

Total Hours in Program - 60

Medical Assisting

Administrative Medical Assistant

Certificate in Applied Science

Students selecting the Administrative Medical Assistant option will be provided training in administrative medical office procedures. Students successfully completing the program can test for the Certified Medical Administrative Assistant credential from the National Healthcareer Association (CMAA-NHA) and are eligible to apply for admission to the Clinical Medical Assistant Associate in Applied Science Degree Program at WVNCC.

Upon completion of the program, graduates will be able to:

- Identify and differentiate the roles of the various members of the health care team
- Differentiate administrative competencies and clinical competencies for the medical assistant
- Apply knowledge in the use of medical records, including the electronic health record
- Produce medical insurance claims with an appropriate diagnostic and procedural coding according to the policies of private, state, federal and Workers' Compensation agencies.
- Demonstrate medical financial management skills, manual and computerized, including, patient data entry, billing, insurance submission and standard financial accounting reports.
- Comprehend the legal and ethical issues related to a career as a member of the health care team.
- Demonstrate knowledge of compliance related to HIPAA Standards.
- Demonstrate therapeutic communication techniques.

Occupations available for students completing program requirements include the following: medical office receptionist, medical secretary, insurance clerk, medical transcriptionist, medical billing clerk, hospital admissions clerk, and hospital unit clerk. Graduates of this program can expect to obtain entry-level employment primarily in ambulatory care settings. The U.S. Labor Department states that employment of secretaries and administrative assistants is expected to increase by 11 percent, which is about as fast as the average for all occupations, between 2008 and 2018.

Important information: If you have ever been convicted of a felony or misdemeanor for any reason, State or National credentialing boards, licensing board and agencies which require criminal background checks on potential employees and students may deny you employment or placement in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the appropriate Health Science Program Director.

Fall Semester			Cr. Hrs.
AHS	103	Medical Terminology	1
AHS	108	Disease Process Applications	3
BIO	114	Anatomy and Physiology I	3
CIT	120	Microsoft Word I	3
MAS	120	Introductory Medical Records & Transcription	2
MAS	150	Introduction to Medical Admin. Procedures	2
MATH	109	Math of Business and Finance	3
			17

Spring Semester			Cr. Hrs.
AHS	110	Medical Legal & Ethical Issues	1
BIO	115	Anatomy & Physiology II	3
ENG	101	College Composition I	3
MAS	125	Basic Diagnostic & Procedural Coding	2
MAS	151	Medical Financial Management	2
MAS	153	Medical Insurance & Reimbursement Methodologies	2
			13

Total Hours in Program — 30

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

Medical Assisting

Clinical Medical Assistant, 1+1 Program Science

Associate in Applied Science

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Students applying to the Clinical Medical Assistant 1+1 program, must have successfully completed the Medical Assisting: Administrative Medical Assistant Certificate program.

Students selected for admission to the Clinical Medical Assistant Program will be trained in clinical procedures for entry-level employment in medical ambulatory care settings. Graduates are prepared for employment as "competent entry-level medical assistants in the cognitive (knowledge), pschyomotor (skills), and effective (behavior) learning domains" as required in AAMA/CAAHEP accreditation standards. Campus lab preparatory experiences and a 160-hour supervised and unpaid practicum afford students the opportunity for observation and hands-on training in outpatient medical procedures within the scope of practice of the Medical Assistant.

Upon completion of the program, graduates will be able to:

- Perform administrative competencies related to administrative office procedures in the medical office
- Demonstrate patient interviewing skills
- Demonstrate sterile technique in maintenance of treatment areas and patient preparation
- Perform specimen collections
- Instruct patients in collection of specimens
- Perform diagnostic testing within scope of practice of the Medical Assistant
- Apply pharmacologic principles to prepare and administer medication as permitted by law
- Perform patient triage and techniques of patient interviewing

Occupations available for students completing program requirements include Medical assistant positions primarily in ambulatory care settings. According to the U.S. Department of Labor's Bureau of Labor Statistics, "employment for medical assistants is expected to increase 34% from 2008-2018." Medical Assisting is projected to be one of the fastest growing occupations due to the increasing numbers of group practices, clinics, and other health care facilities, especially for multi-skilled medical assistants trained in both administrative and clinical duties.

The WVNCC Medical Assisting: Clinical Medical Assistant, A.A.S Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Important information: If you have ever been convicted of a felony or misdemeanor for any reason, State or National credentialing boards, licensing board and agencies which require criminal background checks on potential employees and students may deny you employment or placement in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the appropriate Health Science Program Director.

First Year - Fall Semester			Cr. Hours
AHS	103	Medical Terminology	1
AHS	108	Disease Process Applications	3
BIO	114	Anatomy and Physiology I	3
CIT	120	Microsoft Word I	3
MAS	120	Medical Records	2
MAS	150	Introduction to Medical Administrative Procedures	2
MATH	109	Math of Business and Finance	3
			17

First Year - Spring Semester			Cr. Hrs.
AHS	110	Medical Legal & Ethical Issues	1
BIO	115	Anatomy & Physiology II	3
ENG	101	College Composition I	3
MAS	125	Basic Diagnostic & Procedural Coding	2
MAS	151	Medical Financial Management	2
MAS	153	Medical Insurance & Reimbursement Methodologies	2
			13

Second Year - Fall Semester			Cr. Hrs.
MAS	201	Clinical Medical Assistant I	3
MAS	202	Clinical Medical Assistant Skills Lab	2
MAS	220	Medical Assisting Seminar I	2
MATH	115	Math for Health Sciences	3
PSYC	105	Introduction to Psychology	3
		Restricted Electives*	2
			15

Second Year - Spring Semester			Cr. Hrs.
MAS	210	Clinical Medical Assistant II	3
MAS	211	Clinical Medical Assistant Practicum	4
MAS	221	Medical Assisting Seminar II	2
PSYC	208	Developmental Psychology	3
SPCH	101	Interpersonal Communication	3
		or	
SPCH	105	Fundamentals of Speech	(3)
			15

Total Hours in Program - 60

* Select from AHS 102 and/or any HPE course(s)

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

Medical Billing and Coding Specialist

Certificate in Applied Science

Students selecting the Medical Billing and Coding Specialist, CP program will be provided training in general and career-specific courses including medical terminology, anatomy and physiology, business math, medical insurance, diagnostic and procedural coding, computerized billing, accounts receivable, and reimbursement procedures. Students successfully completing the medical Billing and Coding Specialist Certificate program will test for the Certified Billing and Coding Specialist (CBCS) credential from the National Healthcareer Association.

Upon completion of the program, graduates will be able to:

- Apply knowledge of anatomy & physiology and medical terminology to medical billing and coding procedures;
- Identify diagnostic codes for application to insurance claim processing;
- Identify procedural codes for application to insurance claim processing;
- Submit and troubleshoot insurance claims for the medical office to include private and government health insurance plans;
- Apply knowledge of accounts receivable processes;
- Post accounts receivables to computerized medical billing software program;
- Apply legal and ethical standards to medical billing and coding procedures and;
- Maintain compliance of HIPAA regulations related to patient privacy and coding standards.

Occupations available for students completing program requirements include the following: insurance clerk, medical billing clerk, and billing and coding specialist. Graduates of this program can expect to obtain entry-level employment primarily in private physician practices and/or medical clinics. According to the U.S. Department of Labor, employment outlook for medical coders/billings is projected to grow faster than average through 2012. Physicians in private practice, as well as health care organizations, will have increasing need for qualified Medical Billing and Coding Specialists.

Fall Semester			Cr. Hrs.
AHS	102	Electronic Health Records	1
AHS	103	Medical Terminology	1
AHS	108	Disease Process Applications	3
BIO	114	Anatomy & Physiology I	3
CIT	117	Microsoft Applications	3
MAS	125	Basic Diagnostic & Procedural Coding	2
MAS	153	Med. Insurance & Reimbursement Methodologies	2
			15

Spring Semester			Cr. Hrs.
AHS	110	Medical / Legal Ethical Issues	1
BIO	115	Anatomy & Physiology II	3
ENG	101	College Composition I	3
MAS	151	Medical Financial Management	2
MAS	155	Medical Billing & Coding Applications	3
MATH	109	Math of Business and Finance	3
			15

Total Hours in Program — 30

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

Nursing

Associate in Applied Science

Nursing

Program Director - Linda Jo Shelek

Academic advisors are assigned according to campus and last name (available on Nursing Web page).

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

The Registered Nurse works to promote health, prevent disease, provide physical and emotional support to cope with illness and restore health. They provide direct patient care and are advocates and health educators for patients, families, and communities. Nurses are employed in the acute and long term care facilities or hospitals, physician office, home health, community, school, business, industry, and in private settings. They must be physically capable to spend considerable time walking and standing; be able to lift fifty pounds; and be required to mobilize quickly to respond to an emergency. Nurses need emotional stability and a caring philosophy in order to cope with human suffering, emergencies, and stress. Because patients in hospitals and facilities require 24-hour care, nurses in these institutions may work nights, weekends, and holidays. The program is a member of the WV Consortium of Associate Degree Nursing Programs of the Community and Technical College System of WV. As a member of this Consortium we will align with the identified Mission and Philosophy. Please refer to the Nursing Program Web page for information.

Program Student Learning Outcomes

At the completion of the Associate Degree Nursing Program, graduates will be prepared to:

Human Flourishing Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

1. Collaborate with the patient or designee to plan and provide nursing care that respects the patient's individual values and needs.

Nursing Judgment Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

2. Generate safe and effective patient centered care using the nursing process.
3. Incorporate effective communication strategies to reduce risk and injuries in the healthcare environment.

Professional Identity Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

4. Create caring relationships with patients and support systems consistent with the ANA Standards of Nursing Practice and the Code of Ethics.
5. Evaluate the utilization of healthcare system resources to efficiently and effectively manage care.

Spirit of Inquiry Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

6. Integrate current best practices to plan and implement safe and effective patient care.

Nursing education programs include classroom instruction, supervised and precepted clinical experience in hospitals and other health facilities, and community experiences. Students take courses in biological sciences, behavioral sciences, and liberal arts in addition to nursing courses. Students must complete the required nursing courses in the program on a continuous full-time basis within 2 years or a maximum of 3 years if an interruption in education continuum occurs. The program has a specific application, selection requirements, background and drug screening, standard of progress policies, requirement deadlines and abides by the WV State Board of Registered Nursing Education requirements for nursing education. Contact the Nursing Program Director for additional information. Upon the completion of this basic accredited nursing education and successful completion of the National Council Licensure Exam the student will apply to their selected state for license to practice.

Important information: If you have ever been convicted of a felony or misdemeanor for any reason, State or National credentialing boards, licensing board and agencies which require criminal background checks on potential employees and students may deny you employment or placement in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the appropriate Health Science Program Director.

Nursing - General Admission

First Year – Fall Semester			Cr. Hrs.
BIO	114	Anatomy and Physiology I	3
NURS	132	Drug and Dosage Calculations I	1
NURS	133	Health Assessment and Diagnostics I	2
NURS	134	Introduction to Nursing Concepts	8
PSYC	105	Introduction to Psychology	3
			17

First Year – Spring Semester			Cr. Hrs.
BIO	115	Anatomy and Physiology II	3
NURS	112	Nursing Concept Care Map Construction (General Education)	2
NURS	142	Drug and Dosage Calculations II	1
NURS	143	Health Assessment and Diagnostics II	1
NURS	144	Nursing Concepts of Health and Illness I	9
			16

Second Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
		Humanities Core Requirement*	3
NURS	234	Nursing Concepts of Health and Illness II	9
			15

Second Year – Spring Semester			Cr. Hrs.
NURS	244	Synthesis of Nursing Concepts	9
NURS	245	Professional Nursing and Health Systems Concepts	3
			12

Total Hours in Program – 60

* Humanities Core Requirement should be chosen from acceptable AAS core requirements listed in the Catalog.

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

Paralegal Studies

Associate in Applied Science

The Paralegal Option will provide students with practical office skills as well as the theory and practice in developing paralegal skills in the areas of civil/criminal proceedings, wills, estates, and trusts, family law, and legal research. The paralegal/legal assistant (terms are interchangeable) performs delegated work under the direct supervision of an attorney and assists the attorney in the delivery of legal services. Tasks may include preparation of legal documents, legal research, and client interviews. This profession requires individuals who possess skills in the following areas: communication, customer service, decision making, organization, office management, and computer applications.

Upon completion of this program, graduates will be able to:

- Perform the skills needed for a paralegal/legal assistant
- Exhibit knowledge of legal terminology
- Demonstrate knowledge of civil and criminal proceedings
- Demonstrate critical thinking skills
- Demonstrate both written and oral skills
- Utilize resources to locate legal research
- Demonstrate working knowledge of application software
- Demonstrate the ability to follow ethical standards and guidelines for the profession in areas such as confidentiality, attorney-client privilege, legal process, and courtroom procedures
- Draft various types of legal correspondence that communicate the results of legal research and analysis

Graduates of this program can expect to obtain employment in private law firms, state and federal government agencies, insurance companies, corporate legal departments, and banks. According to the Occupational Outlook Handbook, the job outlook for paralegals and legal assistants is expected to grow faster than the average for all occupations through 2012. The duties of paralegals and legal assistants will vary based on the type of organization in which they are employed.

The course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

The Paralegal option is offered full-time on the Wheeling campus. Students from the Weirton campus selecting the Paralegal option will be required to travel to Wheeling for certain courses offered in both the Fall and Spring semesters. Students from the New Martinsville area will have to travel to either the Weirton or Wheeling campus for all Paralegal specific (PAL) courses.

First Year – Fall Semester			Cr. Hrs.
CIT	117	Microsoft Applications	3
PAL	100	Drafting Legal Documents	3
PAL	101	Introduction to Paralegal	3
PAL	110	Legal Ethics	3
PAL	160	Legal Research & Writing I	3
			15

First Year – Spring Semester			Cr. Hrs.
ENG	101	College Composition I	3
MATH		Mathematics Core Requirement	2(3)
PAL	150	Civil Litigation	3
PAL	155	Law Office Administration	3
PAL	201	Legal Research & Writing II	3
			(14)15

Second Year – Fall Semester			Cr. Hrs.
ACC	122	Principles of Accounting I	3
BA	240	Business Law I	3
CRJ	220	Criminal Law	3
PAL	210	Wills, Estates, and Trusts	3
PAL	215	Paralegal Seminar	1
POLS	102	American National Government	3
			16

Second Year – Spring Semester			Cr. Hrs.
PAL	250	Family Law	3
PAL	280	Paralegal Internship	3
PAL		Paralegal Elective *	3
SPCH	101	Interpersonal Communication	3
SPCH	105	Fundamentals of Speech	
SS		Social Science restricted elective**	3
			15

Total Hours in Program - 60-61

* Choose from PAL 170, PAL 265, BA 241
** Choose from PSYC 105, PSYC 155 or SOC 125

\# Students who opt out of the AAS degree program to complete the CAS (certificate program) who have completed the 2 credit Math core requirement may be required to take an additional 1 credit hour of general education to fulfill core requirements or total credit hours for the CAS program.

Paralegal Studies

Certificate in Applied Science

Students selecting the Paralegal option will receive training in legal documents and terminology, civil litigation proceedings, computer applications, legal research, legal ethics, and office procedures. The paralegal/legal assistant (terms are interchangeable) performs delegated work under the direct supervision of an attorney and assists the attorney in the delivery of legal services. Tasks may include preparation of legal documents, legal research, and client interviews. This profession requires individuals who possess skills in the following areas: communication, customer service, decision making, organization, office management, and computer applications.

Upon completion of this program, graduates will be able to:

- Perform the skills needed for a paralegal/legal assistant
- Exhibit knowledge of legal terminology
- Demonstrate knowledge of civil proceedings
- Demonstrate critical thinking skills
- Utilize resources to locate legal research
- Demonstrate working knowledge of application software
- Demonstrate the ability to follow ethical standards and guidelines for the profession in areas such as confidentiality, attorney-client privilege, legal process, and courtroom procedures

Graduates of this program can expect to obtain employment in private law firms, state and federal government agencies, insurance companies, corporate legal departments, and banks. According to the Occupational Outlook Handbook, the job outlook for paralegals and legal assistants is expected to grow faster than the average for all occupations through 2012. The duties of paralegals and legal assistants will vary based on the type of organization in which they are employed.

The course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses. Students who desire to continue their education in this field can elect to complete the Business Studies, A.A.S., Paralegal option.

The Paralegal option is offered full-time on the Wheeling campus. Students from the Weirton campus selecting the Paralegal option will be required to travel to Wheeling for certain courses offered in both the Fall and Spring semesters. Students from the New Martinsville area will have to travel to either the Weirton or Wheeling campus for all Paralegal specific (PAL) courses.

Fall Semester			Cr. Hrs.
CIT	117	Microsoft Applications	3
PAL	100	Drafting Legal Documents	3
PAL	101	Introduction to Paralegal	3
PAL	110	Legal Ethics	3
PAL	160	Legal Research and Writing I	3
			15

Spring Semester			Cr. Hrs.
ENG	101	College Composition I	3
MATH	109	Math of Business & Finance	3
PAL	150	Civil Litigation	3
PAL	155	Law Office Administration	3
PAL	201	Legal Research & Writing II	3
			15

Total Hours in Program—30

Patient Care Technician

Certificate in Applied Science

The Patient Care Technician is a program which prepares a skilled patient care professional to perform basic medical services, help those who are ill or injured, and assist individuals who need help with daily activities. There is a growing need for patient care throughout all segments of the healthcare industry. Patient care technicians work under the supervision of a provider and have direct patient contact as a member of the healthcare team. Employment opportunities may include Assisted living facilities, Urgent Care Clinics, Community Health Agencies, Home Health Services, Hospitals, Laboratories, Long-term Care Facilities, Medical Centers, Nursing Homes, Physical Therapy Departments, Physician Offices, and Rehabilitation Centers. Students learn from instructors who work in the healthcare field and understand what it takes to provide top quality healthcare. Patient care students learn skills in a medical lab on campus which replicates the medical care environment. Students will complete an extensive preceptor externship in a healthcare facility under the indirect supervision of faculty. The Program has an advisory board of healthcare professionals that guides curriculum so the students learn the latest skills healthcare companies expect of graduates.

Upon completion of this program, graduates will:

- Be eligible to sit for Patient Care Technician certification through the National Center for Competency Testing (NCCT).
- Be eligible to sit for separate Certification Exam Long Term Care Registry Exam, Phlebotomy Technician Certification, EKG Technician Certification.
- Receive CPR and First Aid certifications.
- Be eligible to obtain employment at a Health Care Facility or transfer/matriculate to an Associate or Bachelor Degree Program in Health Care.

Fall Semester			Cr. Hrs.
BIO	114	Anatomy and Physiology I	3
ENG	101	College Composition I	3
HPE	110	CPR and First Aid	1
PCT	101	Patient Care Technician I	5
		Restricted Electives*	3
			15

Spring Semester			Cr. Hrs.
BIO	115	Anatomy and Physiology 2	3
MATH		Core Math Requirement	2
PCT	151	Patient Care Technician 2	7
		Restricted Electives*	3
			15

Total Hours in Program—30

*Choose From: AHS 103, BIO 117, CIT 117, MGT 250, PSYC 105, PSYC 155, PSYC 208, SOC 125, SPCH 101, SPCH 105

A minimum of a "C" grade is required in all courses to remain in the program and graduate.

Petroleum Technology

Associate in Applied Science

The Petroleum Technology program is designed to prepare students for employment in the natural gas drilling, gathering and field operations industry associated with development of the Marcellus and Utica Shales. The program provides a strong foundation in oil and gas exploration, production and development in the Appalachian Basin. Laboratory classes include a strong emphasis on hands-on experiences. Safe work practices are emphasized and several industry certifications are embedded within the curriculum. Note: Hands-on outdoor labs may require travel to Fairmont, WV.

Upon completion of this program, graduates will be able to:

- Follow conventional industrial safety practices.
- Perform procedures and tasks commonly used in production of oil and gas in the Appalachian Basin.
- Correctly and safely use lifting equipment and rigging hardware in the handling of machinery, supplies, and loads.
- Demonstrate correct procedures to use in various drilling technologies.
- Explain considerations that go into designing a well completion.
- Use orifice measurement ot meter gas.
- Apply priniciples of hydraulic, pneumatic, and electrical systems to the drilling, production, and services industries.

Job opportunities for graduates of the program are high as the oil and gas industry is one of the fasting growing industries in the region, if not the nation. Production workers are in high demand as employers move to extract the gas and associated petroleum liquids from the Marcellus and Utica Shales. The program qualifies graduates for employment in such positions as field technicians, pumpers, drilling technicians, measurement technicians, compressor operations, and many others.

First Year - Fall Semester			Cr. Hrs.
APT	100	Introduction to Applied Technology	2
APT	102	Safety for Industry	3
APT	110	Introduction to Print Reading	3
CIT	117	Microsoft Applications	3
ENG	115	Technical Writing	3
HPE	110	CPR and First Aid	1
			15

First Year - Spring Semester			Cr. Hrs.
APT	150	Hydraulic and Pneumatic Fundamentals	2
APT	155	Electrical and Electronic Fundamentals	3
MATH	113	Technical Math	4
PTRM	104	Production Technology*	3
PTRM	109	Drilling Technology	3
			15

Second Year - Fall Semester			Cr. Hrs.
SPCH	101	Interpersonal Communication	3
PTRM	206	Applied Chemistry for Petroleum*	4
PTRM	208	Artificial Lift*	3
PSYC	155	Human Relations	3
PTRM	217	Petroleum Geology of Appalachia	2
		or	
MEC	115	Instrumentation I: Mechanical	(3)
			15(16)

Second Year - Spring Semester			Cr. Hrs.
PTRM	107	Rigging for Land-Based Oil and Gas Operations*	2
PTRM	202	Well Completions Design and Operations*	3
PTRM	210	Intro to Midstream Operations	3
PTRM	211	Supervisory Level Well Control*	3
PTRM	213	Gas Measurement*	2
PTRM	235	Petroleum Technology Seminar	2
			15

Total Hours in Program—60-61

Petroleum Technology

Certificate in Applied Science

The Petroleum Technology program is designed to prepare students for employment in the natural gas drilling, gathering and field operations industry associated with development of the Marcellus and Utica Shales. The program provides a strong foundation in oil and gas exploration, production and development in the Appalachian Basin. Laboratory classes include a strong emphasis on hands-on experiences. Safe work practices are emphasized and several industry certifications are embedded within the curriculum.

Upon completion of this program, graduates will be able to:

- Follow conventional industrial safety practices.
- Perform procedures and tasks commonly used in production of oil and gas in the Appalachian Basin.
- Correctly and safely use lifting equipment and rigging hardware in the handling of machinery, supplies, and loads.
- Demonstrate correct procedures to use in various drilling technologies.

Job opportunities for graduates of the program are high as the oil and gas industry is one of the fasting growing industries in the region, if not the nation. Production workers are in high demand as employers move to extract the gas and associated petroleum liquids from the Marcellus and Utica Shales. The program qualifies graduates for employment in such positions as field technicians, pumpers, drilling technicians, measurement technicians, compressor operations, and many others.

Fall Semester			Cr. Hrs.
APT	100	Introduction to Applied Technology	2
APT	102	Safety for Industry	3
APT	110	Introduction to Print Reading	3
CIT	117	Microsoft Applications	3
ENG	115	Technical Writing	3
HPE	110	CPR and First Aid	1
			15

Spring Semester			Cr. Hrs.
APT	150	Hydraulic and Pneumatic Fundamentals	2
APT	155	Electrical and Electronic Fundamentals	3
MATH	113	Technical Math	4
PTRM	104	Production Technology*	3
PTRM	109	Drilling Technology*	3
			15

Total Hours in Program—30

Radiography
Associate in Applied Science

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

The most familiar use of the x-ray is the diagnosis of broken bones. Today's radiologic technology includes the use of radiation for diagnostic and therapeutic procedures. Imaging techniques that use Ultrasound, Computerized Tomography, and Magnetic Resonance Imaging (MRI) are growing rapidly. Hospitals are the principal employers of radiologic technologists, but new opportunities now exist in clinics, physician offices and Diagnostic Imaging Centers. The United States Department of Labor, Bureau of Statistics indicates that employment for radiologic technologists is expected to grow faster than average through the year 2016.

Upon completion of the program, graduates will:

- demonstrate the competency level & patient care skills & knowledge of an entry-level technologist.
- display abilities in communication, critical thinking, & problem-solving skills necessary for professional practice.
- understand the significance of professional values & life-long learning experiences.
- be a marketable & high-level functioning technologist in the health care community.
- be prepared to successfully complete the radiologic registry examination.

***** Academic Degree Requirement effective 2015 for primary certification ** Eligibility requirements for ARRT certification in Radiography, Nuclear Medicine Technology, and Radiation Therapy and for the primary pathway to MRI and Sonography will - effective January 1, 2015 - call for candidates to have earned an associate (or more advanced) degree from an accrediting agency recognized by ARRT. ARRT believes that the general education courses required for an academic degree will provide a firm foundation to support the evolving role of the technologist and the lifelong learning necessitated by the increasing rate of technological change. Quantitative and communication skills and understanding of human behavior that are acquired through general education classes are believed by ARRT to have value in continuing to shape professionalism and advancement of a Registered Technologist's role in healthcare. The degree will not need to be in radiologic sciences, and it can be earned before entering the educational program or after graduation from the program.***

***** Successful completion of and graduation from the WVNCC Radiography Program will meet the academic degree eligibility requirements for the ARRT certification. WVNCC Radiography Program graduates do NOT have to attend a hospital-based certificate program to receive their A.A.S. degree in Radiography.***

Go to www.arrt.org for further details.

First Year – Fall Semester			Cr. Hrs.
BIO	114	Anatomy & Physiology I	3
MATH		Math Core Requirement	2
RAD	100	Introduction to Radiography	2
RAD	105	Radiography I	2
RAD	110	Radiation Protection/Radiobiology I	2
RAD	115	Clinical Fundamentals I	1
RAD	120	Radiography Procedures I	3
			15

First Year – Spring Semester			Cr. Hrs.
BIO	115	Anatomy & Physiology II	3
ENG	101	College Composition	3
RAD	125	Clinical Practice I	1
RAD	155	Radiography II	3
RAD	160	Radiation Protection/Radiobiology II	2
RAD	165	Clinical Fundamentals II	1
RAD	170	Radiography Procedures II	3
			16

First Year – Summer Semester			Cr. Hrs.
RAD	175	Clinical Practice II	1
			1

Second Year – Fall Semester			Cr. Hrs.
RAD	195	Clinical Practice III	1
RAD	205	Radiography III	3
RAD	210	Advanced Imaging Modalities	2
RAD	215	Clinical Fundamentals III	2
RAD	220	Radiographic Procedures III	3
SPCH	101	Interpersonal Communication	3
		or	
SPCH	105	Fundamentals of Speech	
			14

Second Year – Spring Semester			Cr. Hrs.
PSYC	105	Introduction to Psychology	3
RAD	225	Clinical Practice IV	2
RAD	255	Radiography IV	2
RAD	260	Radiography Seminar	3
RAD	265	Clinical Fundamentals IV	1
RAD	270	Radiographic Procedures IV	3
			14

Total Hours in Program – 60

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

Radiologic Technology - Degree Completion

Degree Completion Program
Associate in Applied Science

West Virginia Northern offers an Associate in Applied Science Degree (AAS) for graduates of accredited Radiologic Technology programs. Students must have successfully completed a hospital-based certificate program* such as the OVMC Radiology Program, the former Wheeling Hospital Radiology Program, Washington Hospital Radiology Program, or any other JRCERT-accredited certificate program to be eligible to earn an AAS Degree by completing designated courses at West Virginia Northern.

The courses at WVNCC must be completed in addition to the certificate program in order to be eligible to sit for the ARRT primary certification exam in Radiography.

Students with an ARRT Certification are eligible to receive applicable program credits.

The most familiar use of the X-ray is the diagnosis of broken bones. Today's radiation technology includes the use of radiation for diagnostic and therapeutic procedures. Imaging techniques that use ultrasound, computerized tomography, and magnetic resonance imaging (MRI) is growing rapidly.

Hospitals are the principal employers of radiologic technologists, but new opportunities now exist in clinics, physician offices and Diagnostic Imaging Centers.

* Student must contact the hospital-based program to obtain information regarding specific admission requirements for each hospital-based program.

Please note: *Eligibility requirements for ARRT certification in Radiography, effective January 1, 2015 require candidates to earn an associate (or more advanced) degree from an accrediting agency recognized by ARRT. ARRT believes that the general education courses required for an academic degree provides a firm foundation to support the evolving role of the technologist and the lifelong learning necessitated by the increasing rate of technological change. Quantitative and communication skills and understanding of human behavior that are acquired through general education classes are believed by ARRT to have value in continuing to shape professionalism and advancement of a Registered Technologist's role in healthcare.*

For more information please contact the ARRT at www.arrt.org for further details.

Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
PSYC	105	Introduction to Psychology	3
			6

Spring Semester			Cr. Hrs.
BIO	114	Anatomy & Physiology I	3
HUM		Humanities Core Requirement	3
MATH		Math Core Requirement #	3
			9

Summer Semester	Cr. Hrs.
Radiologic Technology (hospital-based) Accredited Hospital-based programs begin in the summer.	55

Total Hours in Program - 70

Choose from: MATH 108, MATH 115 or MATH 210.

Notes: Local hospitals accept applications during the Fall and begin class in the summer. Please contact the hospital for specific timelines and admission requirements.

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

Refrigeration, Air Conditioning and Heating Technology

Associate in Applied Science

This is a program designed to provide the technical knowledge and skills required of persons employed in the air conditioning, heating and refrigeration businesses and industries. Students completing the program will be able to find employment in the areas of residential and industrial air conditioning, heating and refrigeration installation, maintenance and service. Planned lectures and laboratory experiences parallel those activities performed by service technicians in the field and include installing and checking equipment, servicing and replacing major and minor components and troubleshooting and analysis of individual units and complete systems. Field trips to businesses and industries are an integral part of the program.

This program will give students a thorough and in-depth understanding of the technology as well as prepare them to make rapid transition into gainful employment.

Upon completion of this program, graduates will be able to:

- Test pressure and temperatures ratings in a refrigeration system to identify if the system is performing properly
- Be proficient with refrigeration and electrical testing equipment
- Understand the functions of primary and secondary components within a refrigeration system
- Be able to use troubleshooting techniques and implement appropriate follow-up procedures
- Demonstrate an understanding of basic principles of refrigeration and their applications

Certification through Refrigeration Service Engineering Society (R.S.E.S.) is offered at the completion of the course requirements. WVNCC serves as a testing center in accordance with the R.S.E.S. National Foundation.

Graduates from this program can expect to obtain employment in positions such as refrigeration and air conditioner installers, servicers, and repairers; heating and cooling technicians; dispatchers; troubleshooters for refrigeration and heating systems; parts men; refrigeration and air conditioning mechanic apprentices; facility managers and supervisors.

Graduates are employed by refrigeration, air conditioning and heating installation contractors and retail and servicing establishments. Employers are local and out-of-state unions; industrial, chemical and electrical plants; industrial centers; light and heavy commercial centers; and domestic residences.

The employment outlook is excellent. WVNCC's program boasts a 100% employment placement during the past 10 years.

First Year – Fall Semester			Cr. Hrs.
EL	112	Basic Principles of Electricity and Electrical Control Mechanisms	4
RAH	100	Basic Refrigeration I	4
RAH	102	Refrigeration Controls	4
SS		Social Science Core Requirement	3
			15

First Year – Spring Semester			Cr. Hrs.
EL	113	Industrial Electricity I	4
IMT	205	Welding	3
MATH	113	Technical Mathematics	4
RAH	101	Basic Refrigeration II	4
			15

Second Year – Fall Semester			Cr. Hrs.
ENG	101	College Composition I	3
MGT	253	Small Business Management	3
PHYS	115	Applied Physics	4
RAH	204	Climate Control	4
RAH	206	Heating Systems I	3
			17

Second Year – Spring Semester			Cr. Hrs.
ENG	115	Technical Writing	3
RAH	207	Heating Systems II	3
RAH	209	Duct Layout and Prints	3
RAH	211	Air Conditioning	4
			13

Total Hours in Program – 60

Small Business Management, Business Career Studies

Certificate in Applied Science

This program is designed to prepare students to make sound management decisions concerning the operation of a small business. A basic background is provided in the following areas: accounting, computers and information technology, business law, marketing, business communications, and management.

This certificate program may be transferred to a two year program leading to an Associate in Applied Science degree.

Upon completion of this program, graduates will be able to:

- Demonstrate an understanding of the elements of the accounting cycle and general financial statements
- Demonstrate an ability to market and promote products
- Demonstrate an understanding of the global economy and its impact on and opportunity for small business
- Demonstrate working knowledge of application software used in the field of small business

Graduates of this program can expect to obtain employment in positions such as entrepreneurs, assistant managers, front line shift supervisors, store managers, and customer service representatives.

Graduates can expect to be employed in retail establishments, sole proprietorships, and food and hospitality industries.

Statistically, individuals with entrepreneurial skills constitute one of the fastest growing fields of employment.

Fall Semester			Cr. Hrs.
ACC	122	Principles of Accounting I	3
BA	240	Business Law I	3
CIT	120	Microsoft Word I	3
ECON	104	Principles of Macroeconomics	3
MGT	253	Small Business Management	3
			15

Spring Semester			Cr. Hrs.
BA	265	Business Communications	3
CIT	107	Excel	3
ENG	101	College Composition I	3
MATH	109	Math of Business and Finance	3
MKT	230	Principles of Marketing	3
			15

Total Hours in Program - 30

Surgical Technology

Associate in Applied Science

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

This program has been designed to prepare surgical technologists for an advanced education. This is a one-plus-one program. In order to complete the degree program, an applicant must have completed a certificate program at an accredited school. The program prepares technologists in the skills which are necessary to assist medical and nursing personnel in operating rooms, emergency rooms, and obstetrical arenas. This will give technologist opportunities for employment beyond the operating room walls, such as central supply, delivery rooms, and research labs, as well as in management roles. A stronger academic background will make a significant difference in surgical technologists' recognition as professionals in their capabilities and opportunities for assuming expanded function and responsibilities.

Prior to admission, students in this curriculum must demonstrate basic proficiency in reading, English, and mathematics, either by obtaining satisfactory scores on the West Virginia Northern placement tests or the ACT, by completing appropriate developmental education course work or by completing the courses at another accredited institution and by completing the courses in the first year of the Surgical Technology program.

Upon completion of this program, graduates will be able to:

- Apply principles of sterile technique on advanced procedures
- Demonstrate laser technology and its usage
- Demonstrate surgical skills in the trauma/emergency setting
- Demonstrate surgical skills to emergency procedures, laser, oncology and trauma

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Important information: If you have ever been convicted of a felony or misdemeanor for any reason, State or National credentialing boards, licensing board and agencies which require criminal background checks on potential employees and students may deny you employment or placement in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the appropriate Health Science Program Director.

First Year – Fall Semester			Cr. Hrs.
AHS	103	Medical Terminology	1
BIO	114	Anatomy and Physiology I	3
MATH		Math Core Requirement	2
ST	105	Surgical Technology I	4
ST	115	Clinical Practice I	3
			13

First Year – Spring Semester			Cr. Hrs.
BIO	115	Anatomy & Physiology II	3
ENG	101	College Composition	3
ST	125	Anesthesia & Pharmacology for the Surgical Technologist	3
ST	150	Surgical Technology II	4
ST	155	Clinical Practice II	4
			17

First Year – Summer Term			Cr. Hrs.
ST	175	Pathophysiology for the Surgical Technologist	3

Second Year – Fall Semester			Cr. Hrs.
CIT	117	Microsoft Applications	3
PSYC	105	Introduction to Psychology	3
ST	200	Surgical Technology III	4
ST	210	Clinical Practice III	4
			14

Second Year – Spring Semester			Cr. Hrs.
SPCH	101	Interpersonal Communication	3
		or	
SPCH	105	Fundamentals of Speech	
ST	250	Surgical Technology IV	4
ST	255	Clinical Practice IV	4
ST	260	Surgical Technology Seminar	2
			13

Total Hours in Program – 60

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

Welding Technology

Associate in Applied Science

The Welding Technology program is designed to prepare individuals with advanced welding skills that make them ideal candidates for employment for a wide range of industrial settings. Students in the program will weld plate and pipe in various processes in all positions to American Welding Society (AWS) standards. All technical courses in the program provide extensive hands-on experiences. Students will have a broad based foundation in welding that includes Shielded Metal Arc Welding (SMAW), TIG welding and MIG welding. Safety, selection of proper equipment, selection of appropriate filler materials, and proper weld techniques are stressed throughout the curriculum. In addition, students will be trained in reading prints with welding symbols and will have a basic understanding of metallurgy and layout and fabrication.

The Welding Technology program has been designed as an integrated program of study with secondary (high school) programs in the College's service area in West Virginia. Students completing a secondary program may be eligible for advanced standing and should confer with program faculty and/or advisors about processes to obtain advanced standing.

Upon completion of this program, graduates will be able to:

- Demonstrate safe practices in all welding activities
- Demonstrate ability to read and apply welding prints and symbols
- Perform basic processes of oxyacetylene welding including cutting and brazing
- Demonstrate ability to weld Fillet welds in all positions and pipe in all positions using SMAW to AWS and ASME standards.
- Demonstrate ability to weld Fillet welds in all positions and pipe in all positions to AWS standards.
- Demonstrate ability to weld Fillet welds in all positions and pipe in all positions using GTAW to AWS and ASME standards.
- Perform an API 1104 Butt and Branch test for Downhill welding.
- Perform flux core welding.
- Apply basic understanding of metallurgy in performing welds and selecting appropriate processes and materials.
- Understand all aspects of a project, bidding on jobs, writing quotes, ordering material, budgeting labor and consumables, quality control and customer satisfaction.

The employment outlook is currently above average at the regional, state, and national levels. Bureau of Labor Statistics (BLS) report an average annual salary of $30,000 to $80,000 for welder and $55,000 to $120,000 for Welding supervisors. Career opportunities are available in a number of industries including manufacturing, fabrication, oil and gas, construction, and equipment maintenance and repair.

First Year – Fall Semester		Cr. Hrs.
APT 102	Safety for Industry	3
CIT 117	Microsoft Applications	3
SPCH 105	Fundamentals of Speech	3
WELD 101	Oxyacetylene Welding	1
WELD 102	Basic Shield Metal Arc Welding	6
		16

First Year – Spring Semester		Cr. Hrs.
APT 110	Introduction to Print Reading	3
HPE 110	CPR and First Aid	1
MATH 100	Fundamentals of Math	2
WELD 110	Intermediate Shield Metal Arc Welding	3
WELD 112	Advanced Shield Metal Arc Welding	6
		15

Second Year – Fall Semester		Cr. Hrs.
ENG 115	Technical Writing	3
WELD 202	Beginning MIG	3
WELD 204	Advanced MIG	3
WELD 210	Flux Core Welding	3
WELD 215	Metallurgy	2
		14

Second Year – Spring Semester		Cr. Hrs.
PSYC 155	Human Relations	3
WELD 206	Beginning TIG	3
WELD 208	Advanced TIG	3
WELD 220	Layout and Fabrication	3
WELD 225	Downhill Pipe Welding	3
		15

Total Hours in Program – 60

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Academic Course Descriptions

Accounting

ACC 122 Principles of Accounting I **3 Credits**

This course covers the accounting process: the observation, measurement, and reporting of economic activity in order to develop information useful for decision-making. Basic underlying accounting procedures and techniques involved in recording and classifying business transactions, accounting cycles, journals, ledgers, working papers, financial statements, procedures involved in adjusting and closing accounting records, accrued and prepaid items, petty cash, banking, bad debts and depreciation are covered. Prerequisites: Satisfactory reading and writing placement test scores or ENG 097; Satisfactory math placement test scores or Math 86.

ACC 123 Principles of Accounting II **3 Credits**

This course is a continuation of ACC 122. The course explores basic principles underlying the procedures for accounting for plant assets and intangibles, liabilities, and corporations. Preparation of the statement of cash flows and financial statement analysis are also covered. Prerequisite: ACC122.

ACC 205 Cost & Managerial Accounting **3 Credits**

This course is designed for accounting and business majors and covers cost and managerial theories, concepts and applications. Job order costing, process costing, activity based costing, cost-volume-profit analysis, master budgets, flexible budgets, cost allocation, short-term business decisions and capital investment decisions are covered in detail. Prerequisite: ACC 123.

ACC 222 Computerized Accounting **3 Credits**

This course is an introduction to menu driven accounting software. Students will utilize the software to complete the accounting cycle for both a service and a merchandise business. Topics include banking, accounts payable, accounts receivable, inventory, payroll, sales tax reporting, income taxes and financial statements. This class requires extensive computer work. Prerequisite/Corequisite: ACC123 or permission of instructor.

ACC 224 Intermediate Accounting I **3 Credits**

This course provides an in-depth study of accounting principles. Topics include but are not limited to financial reporting; the conceptual framework of accounting; the accounting cycle; preparation and interpretation of the income statement, balance sheet, and notes to the financial statements; financial statement analysis; time value of money concepts; short-term and long-term operating assets. Prerequisite: ACC123.

ACC 225 Intermediate Accounting II **3 Credits**

This course is a continuation of ACC 224. Topics include but are not limited to, accounting for asset impairments; operating liabilities; financing liabilities; shareholder equity; comprehensive income; investments in debt and equity securities; accounting for income taxes, leases, and pensions; preparation and interpretation of the statement of cash flows. Prerequisite: ACC 224.

ACC 240 Business Taxation **3 Credits**

This course emphasizes income tax applications and principles of taxation. It provides detailed discussions on recognizing income, employee compensation, operating expenses, property acquisitions and dispositions, along with tax-deferred requirements of proprietorships, partnerships, and corporations. Tax planning, wealth building, and regulatory record-keeping requirements will be addressed. Prerequisites: ACC 123.

ACC 250 Accounting Capstone **3 Credits**

This course allows students to apply classroom knowledge and skills in a manner similar to that found in a business setting. This course may be used as a substitution

for BA 280, by students majoring in the AAS, Business Studies, and Accounting Option for those students whose work schedule, personal life or economic climate does not permit them to participate in such an internship. Course requirements include but are not limited to solving comprehensive accounting problems in the realm of accounting principles, cost accounting, taxation and payroll. Students in this course are required to complete an external test prior to completion. Prerequisites: ACC 205 and ACC 224; Prerequisite/Corequisite: ACC 222, ACC 225 and ACC 240.

Allied Health Sciences

AHS 102 Electronic Health Records — 1 Credit

This course serves as an introduction to the electronic health record. The combination of lecture and hands-on application software provides medical professionals an opportunity to transition from paper medical records to electronic health records.

AHS 103 Medical Terminology — 1 Credit

This course is a study of the structure of medical words. Emphasis is placed on spelling, pronunciation, building and use of acceptable medical terms. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

AHS 105 Computation of Drug Dosages — 1 Credit

This course is designed to provide students an opportunity to compute dosage problems. Basic math principles are reviewed. The apothecary and metric tables are explained and students are given practical dosage problems to solve. Students will calculate IV infusing times and rates. Methods to identify safe drug dosage range for adults and children are addressed. Prerequisites: MATH 86 or satisfactory numerical placement scores; ENG 097 or satisfactory reading and writing placement scores.

AHS 108 Disease Process Applications — 3 Credits

This course focuses on basic pathophysiological and pharmacologic concepts for non-clinical health sciences students. Students will gain knowledge of disease processes and treatment modalities and the application of these to administrative medical procedures, including diagnostic and procedural coding and medical transcription. Prerequisite/ Corequisite: AHS 103 and BIO 114

AHS 110 Medical Legal/Ethical Issues — 1 Credit

This course provides an overview of the laws and ethics that all health care providers should know to help give compassionate care to patients within legal and ethical boundaries.

AHS 141 Health Promotion and Wellness — 1 Credit

This course identifies health, wellness and health promotion behavior in relationship to physical, mental, emotional, spiritual and cultural influences on individual and community health. Health wellness behaviors across the life span are explored.

AHS 150 Nutrition for Health Sciences — 2 Credits

This course introduces the health science students to the principles of nutrition and how nutritional care can be approached using the nursing process. This course addresses the fundamental concepts of nutritional within disease processes and nutrition in health promotion. Prerequisite: BIO 114 with a minimum grade of C, ENG 101 with a minimum grade of C, satisfactory placement test scores or MATH 086. Pre-corequisites: BIO 115 with a minimum grade of a C.

AHS 207 Pharmacology — 3 Credits

This course is the study of drugs commonly used in Health maintenance and in the treatment of client/patients with health problems. Calculations and administration of proper

dosage is studied. Problems of drug abuse are analyzed. Prerequisite: BIO 114 with a minimum grade of a C; Prerequisite/Corequisite: BIO 115 with a minimum grade of a C.

AHS 209 Gerontology **1 Credit**

This course focuses on issues related to the elderly population. Theories of aging are discussed as well as some of the life style adjustments facing the older adult. Health promotion and maintenance are addressed. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

AHS 210 Pathophysiology **3 Credits**

This course focuses on the body's adaptation to various disease processes across the life span. Students will review normal physiology with emphasis on alterations of normal anatomy and physiology as a result of disease processes. The effect of disease processes on all body systems, along with a brief discussion of various treatment modalities, is included. The role of the immune system and inflammatory process in response to disease stimuli is detailed. Prerequisite: BIO 114 with a minimum grade of a C; Prerequisite/ Corequisite: BIO 115 with a minimum grade of a C.

Applied Technology

APT 100 Introduction to Applied Technology **2 Credits**

This course is designed to provide students with an overall understanding of the oil and gas industry including career paths in natural gas processing, advanced manufacturing, instrumentation process, and chemical operations. Students will become acquainted with the reasons for the demand for workers with a blend of mechatronics skills and specialized industry understanding.

APT 102 Safety for Industry **3 Credits**

This course introduces basic safety instruction including OSHA and Safe Land requirements in addition to other industrial safety concerns. Emphasis is placed on developing knowledge and skills and reinforcing attitudes and behaviors necessary for safe and enrironmentally sound work habits. Topics include safety, health, personal protective equipment, stewardship of the environment, and regulatory compliance issues. Lecture, 2; lab, 3.

APT 110 Introduction to Print Reading **3 Credits**

This course provides an introduction to reading and interpreting machine shop symbols, welding blueprints, and working drawings used in trades and crafts. Focus is on dimension, shape, fabrication, and assembly. Applies basic mathematics to the solution of print and performance problems. Prerequisites: Satisfactory numerical placement test scores or MATH 086 and satisfactory algebraic placement test scores or MATH 098.

APT 150 Hydraulic and Pneumatic Fundamentals **2 Credits**

This course is an introduction to fluid power principles and components. Basic circuit desing including the use of symbols and schematic diagrams is used to establish the foundation for fluid power technology. Prerequisites: Satisfactory numerical placement test scores or MATH 086 and satisfactory algebraic placement test scores or MATH 098 and APT 102 with a minimum grade of a C. Lecture, .5; lab, 4.5.

APT 155 Electrical and Electronic Fundamentals **3 Credits**

This course covers electrical laws and principles pertaining to DC and AC curcuits. Topics covered include current, voltage, resistance, power, inductance, capacitance, and transformers. Proper use of standard electrical tests, electrical equipment and troubleshooting principles are stressed. Safety procedures are emphasized throughout the course. This course also introduces the principles which describe the operation of DC and AC circuites, covering both steady and transient states, and applies these principles

to filter networks, operational amplifiers, three-phase supplies, tranformers, DC machines and three-phase induction motors. New topics included in this course are a complete update on semiconductor diodes and transistors, and additional material on batteries, fule cells and alternative and renewable energies, relatvie and absolute voltages, number conversions, logic gates, truth tables, virtual test and measuring instruments. In addition, applications in all areas are expanded and emphasized and some new further problems added. Prerequisites: Satisfactory numerical placement test scores or MATH 086 and satisfactory algebraic placement test scores or MATH 098; Prerequisite/Corequisite: APT 102 with a minimum grade of a C and APT 110. Lecture, 2; Lab, 3.

APT 230 Supervisory Control and Data Acquisition 3 Credits

Referred to as SCADA, this comprehensive course covers the essentials of SCADA and PLC systems, which are often used in close association with each other. This course will be an excellent opportunity to network with your peers, as well as to gain significant new information and techniques for your next SCADA/PLC project. Although the emphasis of the course will be on practical industry topics highlighting recent developmens using case studies, the lastest application of SCADA, PLC technologies and fundamentals will be covered. Prerequisite: MEC 140. Lecture, 1; Lab, 6.

Art

ART 100 Drawing I 3 Credits

This course is a beginning course in freehand drawing. Students work with line, shape and volume, value, modeling, space and compositional relationships. Students draw from objects, the human figure and imagination, using a variety of materials. This class is valuable for persons who want to learn how to draw what they see or feel.

ART 125 Photography I 3 Credits

This course covers the basic operation of the camera and deals with photography as technique and craftsmanship, as art and as a medium of communication. It is intended as a beginner's guide, discussing both the how and the why of the medium. In addition, students are introduced to the fundamentals of darkroom procedure and how to develop and print in black and white.

ART 126 Photography II 3 Credits

This course is a continuation of ART 125. Students will further explore photography as a visual communication skill. Assignments will cover photography as visual record, as social commentary and as individual creative expression. Craftsmanship – content issues are explored. Prerequisite: ART 125.

ART 150 Art Appreciation* 3 Credits

This course examines the visual and cultural factors which make up a work of art. The first part of the course concentrates on ways of relating to art as a visual language. The second part deals with art in its historical context. Emphasis is placed upon learning to see how human ideas and values are expressed visually. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

ART 256 Creative Expression in Art and Design 3 Credits

This course is designed as an introductory studio workshop experience in viewing, appreciating, creating, and teaching fundamentals and elements of design for teachers and other individuals who work with children. The class will review the current philosophies of teaching art to children and students of all ages, and the benefits of using artistic and creative expression to enhance the development, health, and self-esteem of children. Students will gain an understanding of and apply the elements of art and design in their

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

creations and self-evaluations. Students will complete a number of projects in a variety of media and will gain confidence in techniques that they will be able to pass along to their own students.

Astronomy

ASTR 125 Introduction to Astronomy * 4 Credits

This course provides a general introduction of the concepts in astronomy. Topics include the scale of the universe, patterns of motion of celestial objects, tools of astronomy, solar system, stellar evolution and galaxies. Prerequisite: Satisfactory reading and writing placement test scores or ENG 097 and satisfactory algebra placement scores or MATH 98.

Biology

BIO 110 Principles of Biology* 4 Credits

This course is an introductory course in general biology stressing a unified approach to biological systems. Emphasis is placed on fundamental processes at the cellular level. Genetics is stressed. Students must register for a lecture and laboratory section. Prerequisites: Satisfactory reading and writing placement test scores or ENG 097. Lecture, 3; lab, 2.

BIO 112 Plant Biology* 4 Credits

This course is an introductory course in plant biology including the structure and functioning of vascular plants and the evolutionary relationships between them, bacteria, algae, fungi and mosses. Throughout the course, uses of various plant structures and the human and ecological relevance of plants is stressed. Emphasis is placed on the importance of plants and related organisms in the environment, their relevance to humans and the quality of life and other current issues. Students must register for a lecture and laboratory section. Prerequisites: Satisfactory reading and writing placement test scores or ENG 097. BIO 110 is not a prerequisite for this course. Lecture, 3; lab, 2.

BIO 113 Animal Biology* 4 Credits

This course is an introduction to the functioning of organ systems including the problems being solved by the system. Both vertebrate and invertebrate animals are considered. Animal development and evolution are included. Animal diversity, evolutionary relationships and the role of animals in their environments are emphasized. Students must register for a lecture and laboratory section. Prerequisites: Satisfactory reading and writing placement test scores or ENG 097. BIO 110 is not a prerequisite for this course. Lecture, 3; lab, 2.

BIO 114 Anatomy and Physiology I 3 Credits

This course is the first semester of a two-semester sequence on the structure and functioning of the human body. Topics include fundamental concepts of cytology, histology and membranes, human development, the skeletal system, the muscular system and nervous system and sensation. Students must register for a lecture and laboratory section. Prerequisites: Satisfactory reading and writing placement test scores or ENG 097. Lecture, 2; lab, 2.

BIO 115 Anatomy and Physiology II 3 Credits

This course is a continuation of BIO 114 with a study of body fluids, blood, circulation, heart action, digestion, respiration, electrolytes and acid-base balance, kidney function, reproductive function and human development. The basic concept of homeostasis is applied throughout and includes endocrine control. Students must register for a lecture and laboratory section. Prerequisite: BIO 114. Lecture, 2; lab, 2.

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

BIO 117 Microbiology* **4 Credits**

This course is a one-semester course on the structure, physiology, reproduction and taxonomy of different microbes. Bacteria and viruses are considered in detail. Control of microorganisms, immunology and diseases caused by pathogenic organisms is also discussed. Students must register for a lecture and laboratory section. Prerequisites: Satisfactory reading and writing placement test scores or ENG 097. Lecture, 3; lab, 1.

BIO 204 Local Flora **4 Credits**

This course explores the identification and classification of local species of plants with introduction to plants found in exclusive habitats in West Virginia and adjacent communities. Emphasis is placed on field work. Students must register for a lecture and laboratory section.

BIO 218 General Ecology* **4 Credits**

This course is designed to acquaint students with the discipline of ecology. It helps students relate living organisms to the influences and pressures of their environment. Theoretical concepts and practical field experience are given approximately equal emphasis. Students must register for a lecture and laboratory section. Prerequisites: Choose any one of the following; BIO 110, BIO 112, BIO 113, BIO 114, BIO 115, BIO 204, CHEM 108, CHEM 109, CHEM 204, CHEM 207, GSC 100, PHYS 104, PHYS 105, or PHYS 115.

Business Administration

BA 090 Keyboarding Skills for Information Processing **1 Credit**

The student will learn the touch technique for alphabetic letters and numbers on a standard keyboard. This course is designed as a preparation for all courses which use computers as an integral part of the course, This course is required of all students whose placement scores in keyboarding are not satisfactory. The course is graded on a credit/no credit basis. No quality points.

BA 100 Introduction to Business **3 Credits**

This course is a survey of the free enterprise system, the United States economy, the economic and social forces (both domestic and global) affecting the business environment, and the social responsibility of business. Emphasis is placed upon the functional areas of business including management, marketing, finance, information management, Human Resources, and the legal environment in which firms operate. Prerequisite: Satisfactory reading and writing placement test scores or completion of ENG 097.

BA 108 Administrative Document Formatting **3 Credits**

This course develops competencies in keyboarding and formatting letters, memos, unbound reports, leftbound reports, and tables. Communication skills in the areas of punctuation, capitalization, number rules, proofreading, grammar usage, spelling, and sentence types are reinforced. Skill building activities utilizing speed and accuracy drills as well as timed writings will be included. In addition students will work independently to apply their keyboarding, formatting, and word processing skills in preparing business documents in a project. Prerequisites/Corequisites: Satisfactory keyboarding test scores or BA 090 and satisfactory reading and writing placement test scores or ENG 097.

BA 240 Business Law I **3 Credits**

This course examines the constitutional and historical foundations of the American court systems, with emphasis on the law of contracts, personal property, bailments, torts, crimes and agencies for enforcement. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

BA 241 Business Law II **3 Credits**

This course is a continuation of BA 240 with emphasis upon the law of commercial paper, sales, security devices, wills, estates and trusts. Prerequisite/Corequisites: BA 240.

BA 265 Business Communications **3 Credits**

This course provides the student with skills needed to communicate effectively and efficiently in today's workplace. Topics include the following: planning, organizing, and formatting business messages; applying the six C's to correspondence; composing messages using the direct, indirect, and persuasive approaches; creating media communications such as newsletters, agendas, and minutes; conducting the job search—resume, cover letter, follow-up letters and interviewing techniques. This course will include brief oral presentations. Prerequisites: ENG 101 with minimum grade of "C" or "K" credit, and CIT 120 with a minimum grade of "C" or "K" credit.

BA 280 Business Internship **3 Credits**

This course allows students to apply classroom knowledge and skills in a business/office setting. Course requirements include 100 hours of work experience within a business setting. Placements are coordinated the semester prior to actual on-the-job training and must be completed during the final semester of the student's program. Students enrolled in the Executive Administrative Assistant, Business Studies program will take the office proficiency assessment tests as part of the course requirements. Executive Administrative Assistant, Business Studies: Prerequisites/Corequisites: ACC 222, BA 175, BA 265, CIT 121, CIT 159. Accounting, Business Studies: Prerequisites: ACC 210, ACC 224; Prerequisites/Corequisites: ACC 222, ACC 225, ACC 240.

Chemical Operator Technology

COT 201 Chemical Process Tech I: Equipment **3 Credits**

This course is an introduction to process technology equipment. Industry related concepts including purpose, components, and the operator's role in operating and troubleshooting equipment is introduced. Prerequisites: MATH 104 or MATH 113; Prerequisites/Corequisites: MEC 122.

COT 210 Process Quality **3 Credits**

This course is an introduction to modern quality control concepts including the definition of quality, statistical distributions, capability measures, quality reliability planning, and quality costs. Customer expectations and continuous improvement methodology are emphasized, as are policies to ensure operational consistency, reduction of process variability, waste reduction, and prevention of safety incidents. Prerequisites: MATH 104 or MATH 113; Prerequisites/Corequisites: COT 201.

COT 230 Chemical Process Tech II: Systems **3 Credits**

This course is an introduction to basic operating fundamentals, including typical plant facilities layout and the interrelationship of process equipment and systems. Purpose and function of specific systems, maintenance, and control of operating parameters, as well as factors that affect them are emphasized. Prerequisites: COT 201; Prerequisites/Corequisites: COT 210.

COT 235 Chemical Process Unit Oper: Simulations **3 Credits**

This course is an overview of fluid mechanics, heat transfer and mass transfer processes and their application to process operations. A range of process equipment used in today's chemical industry will be reviewed. Extensive process simulation will be used. Prerequisites: COT 201; Prerequisites/Corequisites: COT 230. Lecture, 1; Lab, 6.

COT 250 Chemical Operator Technology Seminar 1 Credit

This course is a capstone experience for the Chemical Operator, A.A.S. program. It is designed to reinforce and apply the knowledge and skills learned in communication, mathematics and technical courses, and foster teamwork and problem solving skills. The course covers critical thinking skills, collection and analysis of data, quality control overview, teamwork and problem solving, and decision making techniques as will be needed on site in a chemical plant. The course is intended to be an application of skills learned throughout the Chemical Operator, A.A.S. program. Students who are able to secure an internship will complete the course objectives in a work environment instead of the classroom. Course requirements include but are not limited to demonstration of ability to apply chemical operator knowledge to a simulated process unit. Prerequisites: COT 201; Prerequisites/Corequisites: COT 210, COT 230, COT 235.

Chemistry

CHEM 108 General Chemistry I* 4 Credits

This course is the first semester of a two-semester sequence in general college chemistry. The course is a study of the metric system, scientific mathematics, atomic structure, chemical bonding, gases, solution and chemical equilibrium. Students must register for a lecture and laboratory section. Prerequisites: Satisfactory reading and writing placement scores or ENG 097, satisfactory arithmetic scores or MATH 086, and satisfactory elementary algebra scores or MATH 098. Lecture, 3; lab, 2.

CHEM 109 General Chemistry II* 4 Credits

This course is a continuation of CHEM 108 with an investigation of selected metals and nonmetals, electrochemistry, nuclear chemistry, thermodynamics, ionic equilibria, acids and bases, kinetics and an introduction to organic chemistry. The laboratory includes some semi-micro qualitative analysis as well as experiments on the above topics. Students must register for a lecture and laboratory section. Prerequisite: CHEM 108. Lecture, 3; lab, 2.

CHEM 204 Organic Chemistry I 4 Credits

This is the first semester in a two-semester sequence in organic chemistry. Topics covered are chemical bonding, hydrocarbon classes and properties, reaction mechanisms, organometallic compounds, alcohols, ethers, aldehydes and spectroscopy. Laboratory experiments are concerned with synthesizing and investigating properties of the substances named above. Students must register for a lecture and laboratory section. Prerequisite: CHEM 109.

CHEM 207 Organic Chemistry II 4 Credits

This course is a continuation of CHEM 204 with a study of acids, stereochemistry, carbohydrates, nitrogen compounds, benzoid compounds, phenols and heterocyclic compounds. Chemistry majors must enroll in CHEM 209 concurrently with this course. Students must register for a lecture and laboratory section. Prerequisite: CHEM 204.

CHEM 209 Organic Chemistry Laboratory 1 Credit

This course presents an additional laboratory experiment in organic chemistry for chemistry majors to meet the recommendations of the American Chemical Society. Laboratory experience in preparation and properties of organic compounds is provided. Students must register for a lecture and laboratory section. Prerequisite/Corequisite: ENG 097 or satisfactory placement test scores in reading and writing.

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

Computer Information Technology

CIT 090 Computer Basics **1 Credit**

This course is designed for students with very little (if any) knowledge of computers. The course will teach students the basics of using the computer, including how to turn it on, turn it off, use a mouse and keyboard, open files, save files, browse the Internet and basic word processing. The course is designed to prepare students on a basic level for college level courses which utilize a computer component, such as word processing, Internet searches or e-mail. The course is graded “A,” “B,” “C,” or “R.” No quality points are awarded.

CIT 101 Introduction to Cyber Security **3 Credits**

In this course, students will become familiar with cyber security's core concepts, its terminology, its technologies, along with its skills. The Introduction to Cyber Security course is the beginning guide for anyone interested in information technology and cyber security. Major security topics such as vulnerability assessment, virus attacks, hacking, spyware, network defense, passwords, firewalls, VPNs and intrusion detection are covered. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

CIT 105 Operating Systems **3 Credits**

This course is designed as an introduction to operating systems. It is intended for students with a basic background in computing systems. The first portion of the course presents the basic concepts of operating systems, which are platform dependent. The second portion of the course covers specific issues with operating systems in widespread use today.

The course assumes the readers have some familiarity with computing systems. Second, it assumes they have a working knowledge of an operating system and how it interacts with computing systems. It is recommended that readers be familiar with at least one operating system.

CIT 106 Fundamentals of Hacking/ IT Psychology and Security **3 Credits**

This course offers an in-depth analysis of various methods for attacking and defending an organization's network. It explores network security concepts from the viewpoints of hackers and their attack methodologies. Also included are topics about hackers, attacks, Intrusion Detection Systems (IDS) malicious code, computer crime, and industrial intelligence. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

CIT 107 Excel **3 Credits**

This course provides a comprehensive presentation of Excel and meets the requirements of the Microsoft Certified Application Specialist exam for Microsoft Office Excel. Topics include developing spreadsheets with numeric data, text data and functions, formatting data, creating charts, managing large amounts of data, working with multiple worksheet applications, using data analysis tools, templates and sharing data.

CIT 111 Help Desk Concepts **3 Credits**

This course provides the student with essential topics covering help desk operations, roles and responsibilities of the analysts, help desk processes and procedures, tools and technologies, performance measures and the help desk itself. This course will help students succeed as help desk professionals, developing particular skills required to provide effective customer support. Pre/corequisite CIT 105 and CIT 123 or permission from the instructor.

CIT 112 Access **3 Credits**

This course focuses on design, relationships, reports, forms and queries using Microsoft Access. It will include hands-on building of database tables/files and compound query selection criteria. In addition, it will include sharing data and managing databases. This course provides a comprehensive presentation of Access and meets the requirements of the Microsoft Certified Application Specialist exam for Microsoft Office Access.

CIT 115 Game Design I **3 Credits**

This course provides the student an introduction to the basic concepts of game design utilizing Adobe Flash Software. Topics covered include developing a game idea, prototyping the game idea, basic drawing concepts and tools in Flash, and preparing and presenting a game demo.

CIT 117 Microsoft Applications **3 Credits**

This course is an introduction to the Windows operating system and Microsoft Office applications. Students must be able to use a keyboard, mouse, and have a basic understanding of computers. Students will be presented with an overview of essential computer concepts and Windows. Students will have introductory units in web browsers and general office applications. Students will explore several Microsoft Office applications where they will learn email, word processing, spreadsheet, database, and presentation applications.

CIT 120 Microsoft Word I **3 Credits**

The focus of this course will be to develop word processing skills which students can use in producing documents for their college courses and personal use. The approach used will be brief lectures highlighting concepts covered in the text. Students will spend the majority of their time performing and refining their word processing skills with hands-on computer work. The students will cover the topics required for the WORD (MOS) Specialist tests. Pre/Corequisites: Satisfactory placement test scores in reading and writing or ENG097.

CIT 121 Microsoft Word II **3 Credits**

Microsoft Word is a powerful program that helps you create documents that communicate your ideas clearly and effectively. Students will build upon their basic knowledge of Word. They will learn the intermediate and advanced features of Word in creating business documents. Advanced word processing skills will include the following: creating footnotes/endnotes; adding borders and shading; using bookmarks; merging documents, labels, and envelopes; recording, running, and editing macros; creating fill-in forms; working with shared documents; creating tables of contents and indexes; creating charts; adding visual appeal to documents. Prerequisite: CIT 120 with a minimum grade of a “C.”

CIT 123 A+ Hardware Essentials **3 Credits**

This course covers physical computer hardware terminology and specifications in detail. Students will learn principles of building, repairing, and upgrading computers. Course will include hands-on experience tearing down, documenting, and successfully rebuilding a personal computer.

CIT 124 Photoshop I **3 Credits**

This course provides the student with the concepts and skills to use Adobe Photoshop effectively. Topics covered include layer basics, photo retouching using a variety of tools, imagery acquisition and output, Camera raw, Bridge and basic color theory.

CIT 142 Cisco I - Networking Fundamentals **4 Credits**

This course uses the curriculum developed by Cisco Systems, Inc. to provide the student with an introduction to basic networking technology with emphasis on the physical media used to make network connections, and the OSI Network Model. Lecture/lab 5.

CIT 152 Cisco II - Router Theory and Router Technologies 4 Credits

This course uses the curriculum developed by Cisco Systems, Inc. to provide the student with hands-on knowledge of router configuration, and the basic router and routed protocols. Course methodology makes extensive use of hands-on lab assignments. Prerequisites: CIT 142. Lecture/lab 5.

CIT 159 Microsoft Publisher 3 Credits

This course introduces MS Publisher as a tool to help small business users create and distribute professional business communication and marketing materials. Publisher delivers a comprehensive solution for small business users to create marketing materials for print, Web, and e-mail messages. Publisher features new wizards, such as those for creating marketing e-mail and websites, more new Master Design Sets, enhanced formatting tools, and other new and improved features.

CIT 176 Visual Basic Programming 3 Credits

This course acquaints students with the design, development, testing, and documentation of Visual Basic programs. This course introduces students to the correct ways to design and write programs using Visual Basic. The goal of this course is to provide a rigorous and comprehensive course in computer programming for students with some programming experience. Prerequisite: CIT232 or permission of the instructor. Pre/Corequisites: CIT112 or permission of the instructor.

CIT 182 Power Point Presentations 3 Credits

This course prepares students to create visually appealing business/computer presentations. Topics covered include the following: create, format, and design presentations using color, objects, and text attributes; enhance presentations by integrating clip art, animation, and sound; create slide images as Web pages or online presentations; integrate data from other applications using object linking and embedding.

CIT 184 A+ Networking and Software 3 Credits

This course focuses on the interface of hardware components with PC networks and operating systems. Detail specifications are examined. Hands-on experience includes installation of PC operating systems, PC LAN workstation software, and TCP/IP Internet software. It will also include troubleshooting of network hardware and software components.

CIT 187 HTML/CSS 2 Credits

This course introduces the student to hypertext markup language (HTML) standards to create and modify Web pages. Uploading Web pages to the Internet, linking to the other websites, graphics, tables and forms are included in Web page designs. Emphasis is placed on the use of external style sheets and Web page design that is compatible with different browsers, screen resolutions, and user configurations.

CIT 205 Web Development Tools 3 Credits

In this course, students gain practical experience with the software as they work to develop Web applications that integrate Web page development tools with various tools. Prerequisite: CIT 187 or permission from the instructor.

CIT 207 Computer Applications Support 3 Credits

This course provides everything students need to build the knowledge and skills necessary to support end users and computers running the Microsoft suite of productivity applications. In addition, this course will help students to prepare for one of the Microsoft Certified Desktop Support Technician exams. Prerequisite: CIT 111 Help Desk Concepts or (CIT 105 and CIT 123).

CIT 210 SQL Server Administration 3 Credits

This course focuses on network administration tasks for Microsoft SQL Servers. Prerequisites: CIT 274 or permission of instructor.

CIT 215 Client Side Scripting/JavaScript 3 Credits

This course will enable students to develop interactive websites using JavaScript, with an emphasis upon running processes on client workstations. Various assignments enhance the student's ability in JavaScript, including interaction with the browser, regular expressions and form validation. Students will also compare various client and server side scripting languages. Prerequisites: CIT 187 or permission of instructor.

CIT 220 Unix/Linux 3 Credits

This course teaches students how to utilize command line Unix syntax on a PC with the Linux O/S. Students create directories, copy files, examine a hard drive's contents, and perform other Unix functions on Linux PC's. It also focuses on more advanced Unix/Linux features including editors, log-in scripts, and Linux networks. It includes Linus installation and Unix O/S theory.

CIT 222 Ethical Protocols of Cyber Security 3 Credits

In this course, students will be introduced to the basic ethical protocols of cyber security, giving students an understanding of the threats and vulnerabilities of a cyber landscape, along with other topics relating to the information technology cyber security fields. Prerequisite: CIT 101.

CIT 227 Mobile Applications Development 3 Credits

This course acquaints students with the design, development, testing, and debugging of mobile applications for the Android platform. Android uses the object oriented design of the Jave programming language to create the applications and their interfaces. Multiple mobile user interface elements are used to gather input and drive the application. Prerequisites: CIT 232 or permission of instructor. Corequisite: CIT 272 or permission of instructor.

CIT 232 Introduction to Programming Logic 3 Credits

This course introduces students to a high level programming language and the logic and control structures that are the foundations of computer programming. Variables, assignment, subroutines, data types and basic object oriented programming will be explored and used to develop simple applications.

CIT 235 Introduction to Cloud Computing 3 Credits

This course covers Cloud Computing implementation, security models, and associated challenges that go into the implementation and support of High Performance Computing and Big Data support capabilities on the Cloud. Through hand-on assignments and projects, students will learn how to configure and program IaaS (Infrastructure as a Service) services. They will also learn how to develop Cloud-based software applications on top of various Cloud platforms, how to integrate application-level services built on heterogeneous Cloud platforms, and how to leverage SaaS (Software as a Service) and BPaaS (Business Process as a Service) solutions to build comprehensive end-to-end business solutions on the Cloud. Prerequisite/Corequisite: CIT 222.

CIT 237 Advanced Database Programming 3 Credits

This course covers features of a network based DBMS and will focus on design principles, relationships, normalization, and SQL (Structured Query Language) queries for a moderately complex small scale business application. SQL is utilized to create, modify, and query multi-table database(s) and produce output.

This course will also introduce the student to data control, data environment, and other objects related to database access and updating. It will focus on program statements

and techniques to manipulate database information. It will include interactive processing and batch in an integrated business application with data validation. Emphasis will be placed on Visual BASIC, C#, or Java programming that can be utilized without limitation to a particular database management system,. The course will utilize team and individual programming projects. Prerequisites: CIT 112 and CIT 176 or permission of instructor.

CIT 241 Microsoft Network Administration 3 Credits

This course teaches students how to manage an Microsoft network that has already been installed on a server. It covers setting up user groups, rights, printer sharing, log-in scripts, and other items related to organizational and security issues, including development of a mock business resumption plan should the network server be disabled. Prerequisite/ Corequisite: CIT 105.

CIT 245 Network Security Fundamentals 3 Credits

This course aquaints students with the risks and attacks facing computers and networks today and the tools and mindset necessary to defend against them. Various concepts such as password quality, authentication methods, encryption and network design will be used to illustrate proper security. Students will also learn about vulnerability assessment and risk mitigation.

CIT 247 Windows PowerShell 3 Credits

Students will learn how to use the new Windows command-line shell, PowerShell,, in order to create powerful tools and automate system management tasks. Prerequisites: CIT 274 or permission of the instructor.

CIT 250 IT Analysis, Design, and Career Prep 3 Credits

This course covers a wide range of information technology topics. The course covers topics involving the project and system development life cycles and project management. Students will analyze system and data requirements, develop detailed design documentation, and plan the system implementation. The students create a proposal, design document, or helpdesk document (based on Major). Students create a resume, join an online professional social network, create a cover letter, references and build a “pre-employment’ packet that could be used for their internship. Prerequisites: successful completion of at least one of the following courses: CIT152, CIT176, CIT245, or CIT274.

CIT 253 ASP and E-Business Programming 3 Credits

This course focuses on the development of a Web based business site. ASP, Visual Basic, and/or other Web based tools to produce an interactive website that is supported by a database for the business. Ethical and legal issues relating to e-Business are considered. Prerequisites: CIT 187, CIT 176 or permission of instructor.

CIT 255 Tactical Perimeter Defense in Network Security 3 Credits

This course provides an examination of how software and hardware can be implemented in information technology practices to provide a perimeter of defense in protecting resources, and how security is addressed in both wireless and wired networks. In the duration of this course, topics will include the use of tools such as wireless access points, proxy servers, VPN's, auditing, intrusion detection systems, and firewalls. Prerequisites/ Corequisites: CIT 245 or CIT 184

CIT 265 Virtualization Concepts 3 Credits

This course introduces students to machine virtualization. Students will learn to create virtual machines, virtual desktops and virtual servers, as well as the skills for maintaining, backing up and deployment of virtual systems. Prerequisites: CIT 241. Prerequisite/ Corequisite: CIT 274.

CIT 272 Object Oriented Programming/Data Structures 3 Credits

This course builds on the skills obtained in the Java courses in an object oriented programming environment. Advanced pointers, data structures, file I/O and other techniques are used to develop sophisticated application programs in Java. Prerequisite: CIT 232 or permission of the instructor.

CIT 274 Microsoft Server Setup and Troubleshooting 3 Credits

This course will cover issues involved in the installation, initial setup, troubleshooting, and securing of a Microsoft server. It will include TCP/IP setup for Internet connectivity and disaster recovery/business resumption implementation via server backup and restore. It covers topics likely to be found on Microsoft certification exam 70-642. Prerequisites: CIT 105, CIT 241.

CIT 291 CIT Internship and Certification 3 Credits

This course is designed as an internship and certification course and will vary based on the CIT degree program. The students will be required to perform at least 100 hours of work with an organization utilizing the skills appropriate to the CIT degree program in which they are enrolled. The student will also be required to complete a certification test appropriate to their CIT degree program. Each student will receive an evaluation from their site supervisor. This course is designed as a capstone course. Prerequisites: CIT250 or permission of the instructor.

Criminal Justice

CRJ 104 Introduction to Criminal Justice Systems 3 Credits

This course is a detailed examination of the criminal justice system of the United States. The roles of the police, courts and correctional systems are presented. An analysis of the agencies involved in the administration of criminal justice is also included. Prerequisite/ Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

CRJ 110 Criminalistics—Introduction to Forensic Science 4 Credits

Students will obtain an understanding of what criminalistics entails and will focus on the recognition, collection, preservation and analysis of physical evidence found at crime scenes. This course, presented from a non-science major perspective, will blend classroom lectures and demonstrations with weekly laboratory exercises and will focus on areas of physical evidence including DNA, hair, fiber, paint, bullet comparison and fingerprints. Prerequisites: MATH 098 or satisfactory placement scores; Prerequisites/Corequisites: ENG 097 or satisfactory placement test scores.

CRJ 115 Cyber Crimes Against Children 3 Credits

This course is designed to instruct on the potential dangers of internet use by children. Information relevant to governmental responses to internet safety will be provided on the Local, State, and Federal level. Specific attention will address the scope of the problem, Judicial and Legislative Responses. Information relevant to how individuals can safeguard their computers and protect children who use computers from potential dangers will be provided.

CRJ 175 Principles of Physical, Personal, and Operational Security 3 Credits

The various dimensions of security include physical, personal, and operational measures. Security officers must not only prevent unauthorized access to equipment, installations, material, and documents; and safeguard against espionage, sabotage, damage, and theft, but protect VIPs from kidnapping and assassination and employees from discussing operational plans from the workplace. All public, private, and government agencies face new and complex security challenges across the full spectrum of operations. Globalization

and new security threats challenge security operations, and could include the control of populations, information dominance, multinational and interagency connectivity, antiterrorism or counterterrorism, target hardening, VIP protection and the use of other physical-security assets as a versatile force multiplier. This course will prepare the security and law enforcement professional to operate in any environment that requires a need for security measures.

CRJ 201 Introduction to Corrections 3 Credits

This course is an in-depth examination of the role corrections plays within the criminal justice system. Prison types, the role of classification, care and treatment issues and constitutional requirements are examined. Additionally, the role of probation and parole and how sentencing alternatives impact on the system are addressed. Prerequisite/ Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

CRJ 205 Case Studies and Readings in Criminal Justice 3 Credits

This course is designed to offer the criminal justice major and/or interested individuals an alternative to the traditional lecture pedagogy. Students will have the opportunity to select books in the area of criminal justice generally in the mystery, thriller, murder and crime genres. Students will be required to critique each work in a structured analysis. Students will work closely with the instructor to select acceptable titles and in developing their critiques.

CRJ 206 Criminal Justice Administration and Leadership Principles 3 Credits

This course is a review of administrative and management styles and practices utilized in criminal justice agencies. Generally, the course will analyze current theories of management, organization and communication practices. Emphasis is placed on the application of these principles in local, state and federal criminal justice agencies. The course will also examine the technology currently being utilized in the collection, analysis and dissemination of data used by the criminal justice professional. Prerequisite: CRJ 104.

CRJ 209 Criminal Identification and Investigation 3 Credits

This course covers the theory of the practice in fingerprint development and classification, description of suspects, investigation of criminal scenes and search for and preservation of physical evidence. Modus operandi in its application to individuals, photographic techniques, camera and darkroom procedures are also included. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

CRJ 220 Criminal Law 3 Credits

This course is an introduction to the law of crimes; circumstantial, direct and real evidence; the hearsay rule; the elements of proof; classification of statutory crimes; rights of the convicted; court procedure and techniques of testifying. Prerequisite: CRJ 104 or PAL 101.

CRJ 221 Criminal Law II 3 Credits

This course is a continuation of CRJ 220 - Criminal Law and will provide and overview of American Criminal Law, focusing on Laws of Procedural Due Process on federal and state levels, and various facets of the criminal procedure process. Prerequisites: CRJ 104, CRJ 220.

CRJ 225 Terrorism and Homeland Secuirty 3 Credits

This course will focus upon the social, political, economic and philosophical reasons for the development and spread of terrorism throughout the world, and examines potential dangers inherent in these practices and possible counter measures to combat terrorism. Special attention will be given to domestic and international acts of terror that affect American citizens, interests and policies. Students will also gain an understanding

of the National Strategy which focuses on homeland security, such as intelligence & warning systems, border and transportation security, domestic terrorism, and emergency preparedness and response to prevent terrorist attacks, reduce vulnerability, minimize damage, and provide for recovery from terrorist attacks. Prerequisites: CRJ 104.

CRJ 235 Field Service 3 Credits

This course includes a 120 contact hour onsite field experience (approximately eight hours per week for 15 weeks). Through an appropriate agency for individual students' fields of interest, students will perform the actual duties assigned. Students will also conduct independent study in the area of their choice. Hours are arranged with the appropriate supervisor. Prerequisites: CRJ 104, CRJ 201, and CRJ 245.

CRJ 245 Introduction to Juvenile Justice System 3 Credits

This course examines the cause, conduct and extent of juvenile delinquency and the current methods of prevention, treatment and correction.

CRJ 246 Probation and Parole 3 Credits

This course is a study of the probation and parole processes as related to both adults and juveniles. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

CRJ 251 Problems in Criminal Justice 3 Credits

This course examines the research, writing and discussion of selected subject areas including present day problems in law enforcement, the courts and corrections. Prerequisite: CRJ 104.

Culinary Arts

CART 121 Food Service Sanitation and Safety 2 Credits

Topics addressed in this course include sanitation in food service and the role of food service managers in setting up a program of sanitation; the identification of food-borne illnesses, including the foods commonly involved, and corrective measures for prevention of illness and the application of sanitation concepts in the operation of a food service establishment. Students are required to take the certification exam by the Education Foundation of the National Restaurant Association in sanitation as a part of this course. Prerequiste: Satisfactory reading and writing placement test scores or ENG 097.

CART 124 General Nutrition 3 Credits

This is an introductory course in nutrition. Its topics include definition of the nutrients and will address nutrient requirements and the use of RDA charts. The course includes the sources of nutrients and the effect of nutrient deficiencies. Digestion, absorption and weight control are a part of the course. Prerequiste: Satisfactory reading and writing placement test scores or ENG 097.

CART 125 Essentials of Dining Services 3 Credits

This course is designed to provide an understanding of dining room procedures and principles used for Classic European and Asian cuisine in full service operations and buffet service. Students receive a more in depth study of front of the house operations and professional dining service. Quality service, positive guest relations, and effective communication skills are emphasized. Students actively perform classic plate service. Table side cookery is also included in the course. The course is also an instruction to beverage service. The students will be introduced to identification, production and service of beverages. All local, state and federal laws concerning the establishment and the server will be discussed. Practical application of the principles is accomplished by waiting on tables during the International Cuisines luncheon series. The student must have a server's uniform for this class. Prerequisite/corequisite: CART 121.

CART 131 Bakeshop **3 Credits**

This course is designed for the beginner baker. Topics include baking principles, ingredient function and handling, weights and measures, terminology and formula procedures. Also included are the use and care of bakeshop tools and equipment. Production includes yeast products, cakes, cookies, pies and assorted desserts. Students must register for a lecture and laboratory section. Prerequisite/corequisite: CART 121.

CART 145 Elements of Commercial Food Preparation and Service **3 Credits**

This course is basic cooking skills and front of the house dining services. The course will cover the cooking of fundamental menu items to include breakfast, lunch and dinner items. Both ala care and buffet preparation will be included in the cooking methods in this course. Included in the course are methods of table service, preparation of the dining room for service, personal hygiene, and sanitation and customer relations. Students actively perform standard American Service on a rotating basis. The student will be exposed to cooking and service to customers each week. The student must have a server's uniform and a chef's uniform for this class. This course is to be offered the second nine week period in the first semester and is a continuation of CART 159 Basic Food Science. Prerequisite/corequisite: CART 121, CART 159 or permission of instructor.

CART 151 Meat, Poultry and Seafood Preparation **3 Credits**

This course covers government standards for inspection and grading of meats, poultry and seafood. Emphasis is on the identification of meats – both primal and retail – and on the selection of the proper cooking method for varying cuts/types of meat, poultry and seafood. Production will include the preparation of menu items containing meat, poultry and seafood. Prerequisite/corequisite: CART 121 and CART 159 or permission of instructor.

CART 159 Basic Food Science **3 Credits**

This course is an introduction to basic cooking skills, knife skills and the chemistry of foods. Content includes sandwiches, salad dressings, hors d'oeuvres, stocks, soups, vegetables, egg cookery and beverages. This course also covers basic food decorations and garnishes. Emphasis is on identification, selection, use and handling of ingredients. The course covers the cooking skills and methods used for the successful preparation of fundamental menu items – breakfast, lunch, and dinner. Emphasis is on preparation and handling. Students are required to have a complete chef's uniform for this class. Prerequisite/Corequisite: CART 121.

CART 175 Advanced Food Science **3 Credits**

This course is an expansion of CART 159. The emphasis is on the preparation and presentation of the classical techniques used in the culinary kitchen. The chemistry of foods and their origins will be further explored in this course. This course will cover such areas as vegetable reactions to different cooking techniques and mediums, the classical production of sauces and the uses of herbs and spices. The production of fresh made pastas, corn products, rice and other grains will be explored in this course. Prerequisite: CART 159.

CART 223 Personnel Supervision for the Hospitality Industry **3 Credits**

This course is a study of the supervision of personnel in the hospitality industry. Emphasis is on the role of the first-line supervisor. Topics include dealing with the time demands, people, pace, attitudes, and special problems inherent in the hospitality industry. Prerequiste: Satisfactory reading and writing placement test scores or ENG 097.

CART 231 Pastry Preparation **3 Credits**

This course is a continuation of CART 131. It covers advanced baking and classic pastry preparations. Topics addressed include ingredient handling, terminology, formula procedures and a brief history of classic pastry preparations. Laboratory production includes French pastries, croissants, strudels, tortes, cheesecakes, chocolate confections and specialty desserts. Prerequisite: CART 131 and CART 121.

CART 235 American Cuisines **3 Credits**

This course is designed to research the varied cuisines of the American people. This course will cover all the areas from the Pacific North West to the Deep South and the North Atlantic coast. This course is based around the premise that American cuisine, which has won numerous awards, is worthy of study. Emphasis will be on the similarities in production and service systems. Application of skills to develop, organize and build a portfolio of recipe strategies and production systems. This course is only offered the third semester a student is in the program. Prerequisite: CART 175.

CART 240 Garde Manger **3 Credits**

Students will be introduced to modern and traditional techniques in preparation and presentation of cold food items for the buffet and decorative culinary showpieces. Students will prepare cold entrees, patés and hors d'oeurves, cold sauces and charcuterie and ice carvings. Students plan, organize and set up buffets. This course also concentrates on the practical techniques of showpieces/centerpieces. Students are required to have complete chef's uniform for this class. Students must register for a lecture and laboratory section. Prerequisites: CART 121, CART 131, CART 145, CART 159 and CART 175.

CART 241 Classical Cuisines **3 Credits**

This course is a study of classical cuisines - to include French, German, Asian, Italian, and Spanish. The course is designed to include a history and development of each cuisine. Production will include the preparation and presentation of classical menu items representing each cuisine. Prerequisites: CART 235.

CART 245 Menu, Purchasing and Cost Control **3 Credits**

This course is designed to present menu planning as a guide to managing and cost controls. The emphasis is on the key role menu planning, pricing structures and cost controls play in relation to the entire operation of a food service establishment. Course includes planning various menus and proper pricing structures with regard to food, labor, utility and beverage costs. Students will be expected to understand the overall concept of purchasing and receiving practices in quality food service operations and to be able to apply knowledge of quality standards and regulations governing food products to purchasing function. The student will receive and store food and non-food items properly, using standard strorage practices. This course is designed to teach the management of the monetary dimension of the hospitality industry. Prerequisites: Math Core requirement; CART 175.

CART 251 Culinary Internship **4 Credits**

This course is a field experience with practical and written examinations for certification by the American Culinary Federation. The field experience will require the completion of 500 hours of supervised internship experience that is completed in an approved food service facility. Work evaluations are completed by the supervisor and an end-of-the-semester evaulation is completed jointly by the supervicosr and faculty member during an on-site visit. Students will attend scheduled seminars and submit written reports, work logs of their experience, and recipe reports as part of the portfolio. Prerequisite: CART 145. Prerequisites/Corequisite: CART 151 and CART 175.

CART 275 Senior Seminar **1 Credit**

This course is designed to be the final course the culinarian takes before graduation and certification by the American Culinary Federation. The student will review important concepts through participation in class discussions, demonstrate mastery of all program outcomes through written and practical exams, and will submit a portfolio as part of this course. Prerequisites: CART 251; Prerequisite/Corequisite: CART 241.

Early Childhood: Care and Education

ECCE 100 Foundations of Education **3 Credits**

This course is an introduction to the overall history, philosophy, and theory of education, with an emphasis on early childhood and elementary education. Students become familiar with various types of early childhood programs and the career opportunities they provide. The history and philosophy of education is introduced, as well as unique aspects, current trends, and quality program criteria as they apply to early childhood, elementary, and secondary. Concepts for providing developmentally appropriate practice are introduced. Differences in educational goals and approaches appropriate for young children (Pre-K through 3), and children at elementary (K-5) and secondary levels (6-12), including requirements for children with diverse needs and abilities will also be explored. Prerequisites: HS 147 or PSYC 105 or PSYC 210 or PSYC 218.

ECCE 204 Early Childhood Field Experience **6 Credits**

This course is designed to meet program outcomes to meet standards required for preparation of early childhood paraprofessionals as identified by the National Association for the Education of Young Children (NAEYC). It involves the application of coursework, theories, and practice. It is both a field experience and a seminar which requires a total of 240 contact hours (approximately 15-16 hours per week for 15 weeks) at an appropriate child care agency or educational institution. In the field experience, students are supervised by a West Virginia Northern faculty member and by an agency professional. The corresponding in class meetings occur every other week for 1 1/2 hours to provide students with an opportunity to discuss the field experience with other students, and to monitor and evaluate the student's progress. It is considered the "capstone" course or experience for early childhood students, in which they are to apply, utilize, and demonstrate knowledge, skills, and abilities gained in their technical early childhood courses. Before beginning the field experience, students must apply to and be accepted by the agency in which the field of work will be done Prerequisites: HS 205. Students may also be required to meet other criteria for entry into the field experience that may include: a criminal background check and/or drug screening, letters of recommendation, and a personal interview with a representative of the field experience agency to demonstrate that they possess the knowledge, skills, and abilities necessary to be successful in their field experience.

ECCE 212 Child, Family, and Community **3 Credits**

This course examines the relationships between the young child and other members of the family unit, and the relationship between the family and the early childhood program. The focus is on the child during infancy, toddler, and preschool years. Studies include the diversity of family lifestyle and cultures. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

ECCE 214 Child Observation and Assessment **3 Credits**

This course examines the skills and methods used to observe and assess children in various environments, with an emphasis on early childhood environments. An emphasis will be placed on authentic assessment practices, the appropriate use of assessment and observation strategies to document the development, play, and learning of young

children. It is designed to guide parents, teachers and child care workers in observing and evaluating children in physical, cognitive, social, emotional and language areas of development. Students will need to have access to a child to use as a case study, and they will need to visit child care and educational settings during the semester. Prerequisites: PSYC 105 and PSYC 210.

ECCE 220 Language and Literacy — 3 Credits

This course explores the development of young children in the areas of language, focusing on all aspects of language, including speaking, reading, and writing, and in the areas of literacy development, including vocabulary, comprehension of the rules of language, and reading comprehension. Emphasis is placed on integrating of all dimensions of literacy across early childhood environments. Applying theory and research to practical applications and best practices in teaching are explored. Pre/Corequisites: Satisfactory reading and writing placement scores or successful completion of ENG097.

Economics

ECON 104 Principles of Macroeconomics* — 3 Credits

This course is an introduction to economic analysis, monetary theory, national income theory and international economics. It also covers governmental policies arising out of the problems of the structure of industry, economic stability, and monetary policies, and banking institutions. Prerequisites: Satisfactory reading and writing placement test scores or ENG 097 and satisfactory numerical placement test scores or MATH 086.

ECON 105 Principles of Microeconomics* — 3 Credits

This course covers the major areas of modern economic theory and governmental policies. It also covers laws of supply and demand, product pricing, monopolistic competition, and extensive use of graphs to include creation and interpretations of data points. Prerequisite: Satisfactory reading and writing placement test scores or ENG 097 and satisfactory numerical placement test scores or MATH 086.

ECON 120 International Economics — 3 Credits

This course is designed to strengthen the global knowledge of students through practical experiences with international travel, passports, customs, monetary conversion, the metric systems, banking, stock markets, economic systems, European history, transportation systems, cultural and language barriers, and the logistics of commerce and mercantilism. Participants will meet for five pre-tour sessions and one post tour session. They will travel at their own expense with a College group to Europe. Prerequisite: ECON 104 or permission of instructor.

Electronics

EL 112 Basic Principles of Electricity and Electrical Control Mechanisms — 4 Credits

This course includes basic AC/DC theory and circuits. Motors, servos, relays and switches are covered in lecture as well as lab. Students must register for a lecture and laboratory section. Lecture, 3; lab, 2.

EL 113 Industrial Electricity I — 4 Credits

This course is designed to provide students with a basic understanding of electrical power apparatus commonly used in industry, its functions, installation and protection. Topics covered will include the National Electrical Code and its requirements, motors, motor starting methods, branch circuit calculations, wire sizing and overload protection. Students must register for a lecture and laboratory section. Prerequisites: EL 112 and MATH 086 or permission of instructor. Lecture, 3; lab, 2.

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

English

ENG 097 College Literacy — 5 Credits

This course is designed to develop students' critical reading and academic writing skills. Students will receive comprehensive instruction in basic reading and writing skills, paragraph and essay construction, comprehensive skills, vocabulary development, critical reading, and more. This course will introduce effective strategies to use for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose situation, and length of the assignment. Students will produce several pieces of writing while mastering the reading and writing processes and complete exercises as assigned through our online curriculum. This course blends traditional lecture and activities with a Web-based curriculum used to supplement classroom instruction. The course is graded "A," "B," "C," or "R." No quality points.

ENG 101 College Composition I* — 3 Credits

This course requires the writing of paragraphs and short essays, and students are expected to possess a command of sentence and paragraph structure. Selected essays are read and discussed. Emphasis is placed on acquiring research skills through the process of writing a research paper. Prerequisite: Satisfactory reading and writing placement test scores or ENG 097.

ENG 102 College Composition II* — 3 Credits

This course is a continuation of ENG 101, with an introduction to poetry, short stories and plays. Students write essays based on the literature read, and emphasis is placed on acquiring research skills through the process of writing a research paper. Prerequisite: ENG 101.

ENG 115 Technical Writing — 3 Credits

This course covers various types of practical writing, formal and informal, which can be applied to individual student career goals. Assignments normally include a résumé; letters of inquiry, complaint or application; summaries; memos; proposals; instructions and reports including an oral report. Students identify reporting strategies, methods and forms of presentation. Prerequisite: Satisfactory reading and writing placement test scores or ENG 097.

ENG 200 American Literature Through the Civil War* — 3 Credits

This course includes a study of American writers from Colonial days to the middle of the 19th century, emphasizing major figures, literary types and movements. Prerequisite: ENG 101.

ENG 201 American Literature Since the Civil War* — 3 Credits

This course is a survey of the American writers from the Civil War to the present, focusing upon the rise of realism, naturalism and other intellectual, sociological, political and historical trends. Prerequisite: ENG 101.

ENG 208 Renaissance Drama — 3 Credits

This course is an introduction to English Renaissance drama excluding Shakespeare. Students will read and analyze selected comedies, histories, and tragedies by Thomas Kyd, Christopher Marlowe, Ben Jonson, Thomas Middleton, John Webster, John Ford and other Elizabethan/Jacobean playwrights. Topics for consideration will include dramatic theory: sources, techniques, and themes; critical approaches to Renaissance drama studies; analyses of performances; the life and times of various Elizabethan/Jacobean playwrights, and the intellectual, philosophical, and historical background of the period. Prerequisite: ENG 101.

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

ENG 210 English Literature Through the Eighteenth Century* **3 Credits**

This course is a study of literature from the Old English period through the 18th century, with emphasis on types, movements and major figures. Attention is given to the epic tradition, classical lyrics and satire. Prerequisite: ENG 101.

ENG 211 English Literature Since the Eighteenth Century* **3 Credits**

This course is a continuation of the survey begun in ENG 210, including a study of the Romantic, Victorian and Modern periods with emphasis on major figures, literary types and movements. Prerequisite: ENG 101.

ENG 215 Introduction to Drama* **3 Credits**

This course is an introduction to the major genres of drama. Students read dramas representing tragedy, comedy, realism, expressionism and historical periods; take tests; write short papers and participate in dramatic readings in the classroom. Prerequisite: ENG 102 or permission of instructor.

ENG 225 Shakespeare – Comedies **3 Credits**

This course is an introduction to Shakespearean comedy. Students will read and analyze selected comedies by Shakespeare. Topics for consideration will include drama theory; Shakespeare's sources, techniques and themes; critical approaches to Shakespeare studies and analyses of performances. Prerequisite: ENG 101.

ENG 226 Shakespeare – Tragedies/Histories **3 Credits**

This course is an introduction to Shakespearean tragedy. Students will read and analyze selected tragedies and histories by Shakespeare. Topics for consideration will include drama theory; Shakespeare's sources, techniques and themes; critical approaches to Shakespeare studies and analyses of performances. Prerequisite: ENG 101.

General Science

GSC 100 Science in the Contemporary World* **4 Credits**

This course gives students an introduction to various principles of physical sciences (physics, energy, chemistry, geology and astronomy) as they relate to the environment and environmental concerns. It also introduces them to critical thinking and focuses on the methodologies of scientists and the role of science and scientists in society. Students must register for a lecture and laboratory section. Prerequisites: Satisfactory reading and writing placement scores or ENG 097 and satisfactory numerical scores or MATH 086 and satisfactory algebra placement test scores or MATH 098. Lecture, 3; lab, 2.

Geography

GEOG 205 World Geography* **3 Credits**

This course focuses on world distribution of the various elements of the natural environment and human adjustment to this distribution as well as resultant changes in politics, cultures and economies. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

Health and Physical Education

Students enrolled in Physical Education classes have an opportunity to develop knowledge, attitudes and skills through participation in a variety of individual and team sports. Repeating an activity is not permitted other than for audit or in accordance with the "Repetition of Courses" policy as outlined in this catalog. Students should check individual program study to determine if one or two credit hours of health and physical education are needed. In some cases, students may be required to pay additional activity fees for particular courses.

HPE 100/101 General Program in Physical Education 1 Credit

This course provides instruction and practice in the skills needed for participation in selected lifetime sports or for maintaining physical fitness. Class schedules will indicate class activities. Course is graded on a credit/no credit basis.

HPE 105 Personal Fitness 1 Credit

This course instructs students in the concepts, techniques and methods of personal fitness, stressing the effects of nutrition, weight control and exercise. Demonstration and practice in exercise appropriate for a variety of health conditions are included. Course is graded on a credit/no credit basis.

HPE 110 CPR and First Aid 1 Credit

This course is designed to introduce students to the principles of emergency care for first responders. Students will learn to respond in an emergency situation and provide immediate lifesaving care until more definitive medical care can be provided by health care professionals. Care of the victim will include an initial assessment, administration of first aid and cardiopulmonary resuscitation when needed for adults, children and infants.

Health Information Technology

HIT 100 Health Data Management Systems 3 Credits

An introduction to health care, this course explores the foundation of the health information management profession with emphasis on health care regulators and health care providers. Focus is directed at data collection, quality access and retention. The impact of information systems on the health information technology profession is highlighted. Management strategies are introduced. Prerequisites: Admission to the Health Information Technology program , Prerequisite/Corequisite: AHS 103, CIT 117. Corequisites: HIT 230.

HIT 110 Alternative Care Records 1 Credit

This course is an introduction to health care records and how they differ in the various health care settings. Students explore long-term care records, mental health records, records in correctional facilities, and others for the similarities and differences in handling, storage and content. The role of the HIM professional in these settings is emphasized. Prerequisites: HIT 100, HIT 230. Corequisites: HIT 125, HIT 145.

HIT 125 Medical Coding I 3 Credits

This course introduces the student to the ICD classification system instrumental for health care data collection and reimbursement of health care services. Opportunities are provided in the laboratory setting for students to apply coding conventions applicable to the use of the electronic encoding software. Highlighted are reimbursement issues (inpatient vs. outpatient, MS-DRGs, Medicare, Medicaid, third-party payers). Prerequisites: AHS 103, BIO 114, CIT 117, HIT 100, HIT 230; Prerequisite/Corequisite: AHS 108, BIO 115. Corequisites: HIT110, HIT 145.

HIT 145 HIT Professional Practice Experience (PPE) I 2 Credits

This course is designed to provide the student with the opportunity to apply the basic principles of HIM to the health care setting. Opportunities are provided for students to identify methods of data collection, application of HIM principles, patient records storage, data analysis, and patient confidentiality practices. The student will acquire the basic skills demonstrated by those who access, manage, organize, analyze, and disseminate patient information upon successful completion of this practical experience. Prerequisites: HIT 100, HIT 230. Pre/Corequisite: AHS 108, BIO 115, Corequisites: HIT 110, HIT 125, Lab, 6.

HIT 225 Health Information Systems 2 Credits

This course is designed to provide the student with exploration of electronic health concepts as they relate to planning, implementation, safety and quality of health care, security, and personal health records. These national concerns have brought the electronic health record to the forefront of the health care industry and have initiated several governmental changes toward a goal of national standardization. Prerequisites: HIT 110, HIT 125, HIT 145; Corequisites: HIT 235, HIT 240, HIT 251, Pre/corequisite: MGT 250. Lecture 2.

HIT 230 Medicolegal Aspects 3 Credits

A comprehensive study of health information and the law, this course provides students with knowledge regarding sources of law, civil procedures and trial practice, and security and disclosure of information. The court system is introduced followed by topics focusing on liability, confidentiality, disclosure (release of information) and various consents. Prerequisites: Admission to the Health Information Technology program; Corequisites: HIT 100, Pre/corequisite: AHS 103, Lecture: 3.

HIT 235 Medical Coding II 3 Credits

This course introduces students to CPT coding used in reporting for third-party reimbursement. An understanding of the CPT electronic code book format and coding conventions is emphasized. Students develop skills in procedural operative report abstracting and accurate code assignment. HCPCS II and APCs are highlighted. Students will decipher and apply the codes to a variety of scenarios. Prerequisite: HIT 110, HIT 125, HIT 145, Corequisites: HIT 225, HIT 240, HIT 251, Pre/corequisite: MGT 250. Lecture, 2; lab, 1.

HIT 240 Quality Management and Performance Improvement 3 Credits

Quality management and performance improvement are ongoing activities in health care delivery. Students explore the role of the medical staff, licensing and accrediting agencies, legislation and the health information management profession in the various processes. Prerequisites: HIT 110, HIT 125, HIT 145, MATH core, Corequisite: HIT 225, HIT 235, HIT 251, Pre/corequisite: AHS 108, MGT 250.

HIT 251 Health Care Statistics 3 Credits

This course prepares students to calculate health care related statistics. Focus is on facility statistics, statistical reports, data retrieval, data display, sources and uses of data and formula applications. Prerequisites: HIT 110, HIT 125, HIT 145, MATH Core. Corequisite: HIT 225, HIT 235, HIT 240, Pre/corequisite: MGT 250.

HIT 257 Indexes/Registries 3 Credits

This course provides exploration into the purpose and uses of indexes and registries in health care. Tools for optimum database management are studied. Emphasis is placed on the abstracting, coding, staging and reporting of cancer. The student will also explore a variety of registries, their purpose, data collection techniques and reporting responsibilities. Prerequisites: MGT 250, HIT 225, HIT 235, HIT 240, HIT 251. Corequisites: HIT 260, HIT 263, HIT 265. Lecture, 3.

HIT 260 Medical Coding III **2 Credits**

This course is designed to provide the student hands on experience assigning ICD and CPT codes to actual patient records in various settings. The student will apply coding conventions and guidelines synonymous with each coding system to accurately assign codes to patient charts. Basic HIM applications are utilized to perform both quantitative and qualitative analysis. Association between diseases, pharmacotherapy and medical care is required. Review of LOS and MS-DRG, APC, POA assignment is also performed. Encoder use and various software applications are also required. Prerequisites: HIT 225, HIT 235, HIT 240, HIT 251, MGT 250. Corequisite: HIT 257, HIT 263, HIT 265. Lab, 6.

HIT 263 HIT Seminar **1 Credit**

This course is designed to provide insight into current and future trends in health care and their effects on the health information management profession, as well as provide additional growth in selected topics of interest to the students. Opportunities are provided for resumé writing and interviewing strategies. A comprehensive final is a component of this course. Prerequisites: HIT 225, HIT 235, HIT 240, HIT 251, MGT 250. Corequisites: HIT 257, HIT 260, HIT 265.

HIT 265 HIT Professional Practice Experience (PPE) II **4 Credits**

Under direct supervision of a Health Information Management instructor, the student experiences day-to-day practice operations in health records management. Departmental management including budgeting, human resource management and meeting participation are a component of this course. PPE II is a comprehensive learning experience. The student will study with both the AHIMA Virtual Lab as well as on-site activites in a health care facility during this professional practical experience. Upon completion of this final practical experience, the student will have the skills to function in an entry-level HIM professional position. Prerequisites: HIT 225, HIT 235, HIT 240, HIT 251, MGT 250. Corequisites: HIT 260, HIT 257, HIT 263. Lab, 12.

History

HIST 100 World Cultures I* **3 Credits**

This course examines the history of Western Civilization from the Prehistoric ages to the Middle Ages. It covers the political, social, economic, intellectual and religious aspects as they developed over the centuries. This course provides an understanding of the individuals and events that shaped Western Civilization and cultures. This course investigates essential historical background to our current world and provides information regarding the early origins of our current world problems and issues. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

HIST 101 World Cultures II* **3 Credits**

This course examines the history of Western Civilization from the 1400's to the World Wars and the following Cold War. It presents the political, social, economic, intellectual and religious aspects as they evolved during these eras. This course commences with the Middle Ages and provides an understanding of the individuals and events that impacted our Western Civilization till the present. The course presents the emergence of Modern Europe and its expansion of its colonization and revival of its expanding culture. Prerequisite/ Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

HIST 110 The United States to 1865* **3 Credits**

This course surveys the history of the United States through the Civil War, stressing the origin and development of various attitudes and beliefs about the meaning of the American experience. Prerequisite/Corequisite: Satisfactory reading and writing placement test or ENG 097.

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

HIST 111 The United States Since 1865* **3 Credits**

This course surveys the history of the United States from the Civil War, emphasizing the response of Americans to a maturing technological society which challenges the resilience of traditional values and institutions. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

Human Services

HS 100 Intro to Social Work & Human Services **3 Credits**

This course introduces students to the profession of social work and human services and covers the development, philosophy, and mission of social work services. It illustrates the concepts and values of these helping professions and the roles played by individuals working in human services. It also provides an introduction to professional values & ethics, therapeutic communication skills, and interpersonal skills & abilities needed for individuals to be effective in this field. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

HS 101 Understanding Group Processes and Dynamics **3 Credits**

This course covers aspects of group processes and dynamics as they relate to facilitating service delivery to groups of people in human services settings. Focus is on forming a group, understanding how groups function, elements that affect group processes and developing an understanding of how to effectively assist with the responsibilities of designing and facilitating a therapeutic group. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097. Prerequisite: HS 100.

HS 147 Understanding Human Diversity **3 Credits**

This course examines issues surrounding human diversity, understanding and appreciating differences and exploring the impact that students' values and attitudes have on their interactions with individuals from various groups as distinguished by race, ethnicity, gender or gender identity, LGBTQ orientation, social class, religion, and subculture. The focus is on increasing students' awareness of the impact of diversity on individual development and frame of reference and on the impact that their own values and backgrounds have on their responses and interactions with others, especially as applied to the role of "professional helper." Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

HS 150 Introduction to Substance Abuse **3 Credits**

This course surveys the nature and scope of substance abuse in the United States, with an emphasis on substance abuse and/or addiction related to legal or illegal substances, including alcohol, cocaine, heroin and other opiates, hallucinogens, and synthetic drugs. Course topics include the historical background of substance use, the possible causes of substance abuse problems and diagnosis and evidence-based treatment, including new methods for treating overdoses and withdrawal. This course is not designed to train people to diagnose or treat substance abuse problems. Prerequisite/ Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

HS 200 Social Welfare Institutions **3 Credits**

This course examines the historical development of social welfare institutions in the United States; the organization, administration and funding of these institutions and the effect of political decisions on social policy. Prerequisite: HS 100 or permission of instructor; Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

HS 204 Human Services Field Experience (Internship) 6 Credits

This course is both a field experience and a seminar which requires a total of 240 contact hours (approximately 15-16 hours per week for 15 weeks) at an appropriate social services agency. In the field experience, students are supervised by a West Virginia Northern faculty member and by an agency professional. The corresponding in class meetings occur every other week for 1.5 hours to provide students with an opportunity to discuss the field experience with other students, and to monitor and evaluate the student's progress. It is considered the "capstone" course or experience for human services students, in which they are to apply, utilize, and demonstrate knowledge, skills, and the abilities gained in their technical human services courses. Before beginning the field experience, students must apply to and be accepted by the agency in which the field work will be done. Prerequisites: HS 205. Students may also be required to meet other criteria for entry into the field experience that may include: a criminal background check and/or drug screening, letters of recommendation, and a personal interview with a representative of the field experience agency to demonstrate that they possess the knowledge, skills, and abilities necessary to be successful in their field experience.

HS 205 Human Services/Early Childhood Seminar 1 Credit

This course is a combined lecture and seminar which prepares students in the Human Services, A.A.S. or the Early Childhood: Care & Education, A.A.S. degrees for their internship or field experience the following semester. Students will review important concepts, skills, and abilities necessary for the student to be successful in their field experience and cover topics related to the requirements of the field experience. Students may be required to complete a criminal background check and/or drug screening by the sponsoring agency to determine their eligibility for the field experience. Topics covered will include: codes of ethics for paraprofessionals in human services and early childhood care and education including legal practice issues, professionalism, agency expectations of students, resume writing, interviewing skills, and finding appropriate agency in which to do the field placement. Prerequisites: HS100 or ECCE212. Pre/Corequisites: ECCE100 or HS210 and PSYC208.

HS 210 Intro to Case Management & Counseling 3 Credits

In this course students will gain knowledge of the different theories relevant to the fields of social work, human services, and counseling, and the practices, skills, and techniques used in the helping professions. It will focus on working with different client populations and practice settings, and special considerations involved with providing crisis intervention, behavior management, and other specialized services. It will also focus on record-keeping, documentation, and understanding how to resolve dilemmas involving professional values and ethics. Class format will be lecture, discussion, role play, demonstrations, and experiential activities. Prerequisites: HS 100 or PSYC 105 or permission of the instructor.

Industrial Maintenance Technology

IMT 100 Applied Basic Plumbing and Pipefitting 4 Credits

This course is designed to provide beginning pipefitting students with fundamental knowledge of the use and care of tools necessary for the performance of trade responsibility. Special emphasis is given to the importance of recognizing job safety and health hazards. Topics include soldering and brazing, pressure gauge readings, regulation, adjustment and sizing of pipes, meters, valves, strainers, regulators and related components.

IMT 205 Welding 3 Credits

This course includes theory and safety procedures. Students work to achieve competency in the following shielding metal arc welding procedures: stringer beads,

butt welds and lab welds in the flat and horizontal positions. Students also become familiar with oxyacetylene flame cutting equipment and its application.

Journalism

JOUR 214 Journalism I **3 Credits**

This course includes a study of journalistic techniques: reporting, news, feature and editorial writing and editing procedures. Practical experience on staff of College publications is included. Prerequisite: ENG 101 or permission of instructor.

JOUR 227 Journalism II **3 Credits**

This course includes a study of advanced journalistic techniques including feature and editorial writing and editing procedures. Practical experience on staff of College publications is included. Prerequisite: JOUR 214.

Management

MGT 250 Principles of Management **3 Credits**

This course focuses on the daily operations and duties of the managers with regard to the stakeholders, finances and other motivational resources. Problem solving, decision making, communicating, motivating and delegating skills are emphasized using the "real world" approaches in conjunction with the standard management practices. Students are taught alternatives to situations and the procedure to evaluate and derive these alternatives. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

MGT 253 Small Business Management **3 Credits**

This course explores the significant problems encountered by entrepreneurs who manage their own small business. Solutions are offered to general financial and personal management challenges, capital needs and funding, advertising and markets, credit and inventory controls and pricing accounting problems. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

Marketing

MKT 230 Principles of Marketing **3 Credits**

This course emphasizes the operational and strategic planning aspects of marketing. Customer-driven, value-added strategies, product life cycles, product positioning, logistics, personal selling, and the Marketing Mix [product, price, place, and promotional] are examined. Concepts are applied in a required project. Prerequisites: Satisfactory reading and writing placement test scores, or completion of ENG097.

Mathematics

MATH 086 Developmental Arithmetic Skills **3 Credits**

This course is a developmental course designed to provide instruction in basic mathematics skills needed for developmental algebra. Topics covered include arithmetic of whole numbers; fractions and decimals; ratio and proportion; percent; U.S. and metric measurement systems; area and perimeter; statistical graphs and central tendency measures. The course is graded "A," "B," "C" or "R."

MATH 098 Introductory Algebra Skills **4 Credits**

This course is designed to provide instruction in basic algebra skills needed to prepare students for the concepts and rigor of college-level STEM, S (science), T (technology), E (engineering), M (mathematics) courses. Topics include review of signed numbers, reading, writing, and evaluating algebraic expressions; solving linear equations and inequalities;

manipulation with positive, negative, and rational exponents, addition, subtraction, multiplication, division and factoring of polynomials, graphing linear equations; finding the slope, and writing linear equations. Prerequisite: Satisfactory numerical placement test scores or MATH 86.

MATH 100 Fundamentals of Mathematics 2 Credits

This course is designed to review basic arithmetic, algebra, the real number system and calculator skills and apply these skills to problems in business and finance. Prerequisites: MATH 086 and satisfactory numerical placement test scores and MATH 098 and satisfactory algebra placement test scores; Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

MATH 108 College Algebra with Applications* 4 Credits

This course is a study of college algebra with emphasis on the mathematical concepts needed by students of business, social science and biology. The course includes a review of arithmetic and basic algebra, the real number system, functions and their graphs, the mathematics of finance, matrices, linear systems and linear programming. Prerequisites: Satisfactory numerical placement test scores or MATH 086 and satisfactory algebraic placement test scores or MATH 098. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

MATH 109 Mathematics of Business and Finance 3 Credits

This course is an introduction mainly to develop skills in reaching practical solutions to mathematical problems arising in business operations and in personal finances. Students will learn to solve problems in the following areas: checking accounts, bank statements, payroll, ratios, interest, bank discounts, compound interest, present value, income statements, balance sheets, trade discounts, cash discounts, sales commissions, depreciation, corporate stocks and bonds. Prerequisite: Satisfactory numerical placement test scores or MATH 086. Pre/Corequisites: Satisfactory placement test scores in reading and writing or ENG 097.

MATH 110 Pre-Calculus Mathematics* 5 Credits

This course is an integrated approach to algebra and trigonometry preliminary to the study of calculus. The course includes sets and the real number system, relations and functions, graphs of relations and functions, polynomials, rational functions, exponential and logarithmic functions, trigonometric functions and complex numbers. Prerequisites: Satisfactory numerical placement test scores or MATH 086 and satisfactory algebra placement test scores or MATH 098. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

MATH 113 Technical Mathematics 4 Credits

This is a competency-based lecture course in the development of mathematical skills needed by students in career-technical programs. The course includes a review of number concepts and operations, measurement and data-handling, algebraic expressions and factoring, systems of equations and trigonometry (including graphing). Prerequisites: Satisfactory numerical placement test scores or MATH 086 and satisfactory algebra placement test scores or MATH 098.

MATH 115 Mathematics for Health Sciences 3 Credits

This course intertwines mathematics and the health sciences field. Students will learn the necessary skills to succeed in the health sciences workplace. Students will demonstrate competency in measurement and conversion; dosages; scientific notation; the ability to read and interpret medication labels, graphs, abbreviations, and medical orders; ratios and proportions; the ability to convert between standard and metric measurement, as

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

well as fraction to decimal and decimal to fraction; the ability to solve word problems; the ability to solve statistic problems, including but not limited to mean, median, mode, range, central tendency, standard deviation, and normal distribution; and the ability to create and interpret graphs. Prerequisite/Corequisite: Satisfactory numerical placement scores or MATH 086.

MATH 204 Mathematics for Teachers I (K-9) 4 Credits

This course is recommended for students interested in teaching in grades K-9. The topics include problem solving, algebraic thinking, sets and set operations, functions, operations with whole numbers integers, rational numbers, and decimals, and elementary number theory. Prerequisites: Satisfactory numerical placement test scores or MATH 086 and satisfactory algebra placement test scores or MATH 098. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

MATH 205 Mathematics for Teachers II (K-9) 4 Credits

This course is recommended for students interested in teaching in grades K-9. The topics include probability, statistics, introductory geometry, geometric constructions, congruence, similarity, the Cartesian Coordinate System, solving systems of equations, measurement (English and metric), the Pythagorean Theorem, surface area, mass, temperature, and motion geometry. Prerequisites: Satisfactory numerical placement test scores or MATH 086 and satisfactory algebraic placement test scores or MATH 098. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

MATH 210 Introduction to Statistics* 3 Credits

This course is an introduction to the mathematical principles underlying statistical techniques for application in fields of economics, business, education and the sciences. Course topics covered include basic probability and statistics with emphasis on methods of gathering data, measures of central tendency, variability, correlation, graphical analysis and hypothesis testing. Prerequisites: Satisfactory numerical placement test scores or MATH 086 and satisfactory algebraic placement test scores or MATH 098. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

MATH 279 Calculus I* 5 Credits

This course consists of material typically included in the first semester of a three-semester sequence in differential and integral calculus. The course includes the review of the prerequisite algebra skills, limits and continuity, the derivative of algebraic and trigonometric functions and applications of the derivative. Additional topics covered include the development and application of the differential and of the indefinite and definite integral. Prerequisite: MATH 110 or MATH 104 with permission of instructor.

MATH 280 Calculus II* 4 Credits

This course is a continuation of MATH 279 with a continued study of the applications of the definite integral. Additional topics covered include logarithmic, exponential, trigonometric and hyperbolic functions; techniques of integration; polar coordinates; the conic sections and indeterminate forms. Prerequisite: MATH 279.

MATH 281 Calculus III* 4 Credits

This course is a continuation of MATH 280. Topics covered include infinite series, vector calculus and differential calculus of several variables and multiple integrations. Prerequisite: MATH 280.

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

Mechatronics

MEC 112 Instrumentation I **3 Credits**

An introduction to the field of instrumentation covering process variables and instruments used to sense, measure, transmit, and control those variables. The course introduces control loops and elements found in control loops such as controllers, regulators and final control elements. Instrumentation drawings and diagrams are reviewed and basic troubleshooting techniques for instrumentation will be presented.Prerequisites:MEC 110

MEC 115 Instrumentation I: Mechanical **3 Credits**

Instrumentation I Mechanical is an introduction to the field of process control with a mechanical function covering variables and instruments used to sense, measure, and control pressures, temperature and flow. This course will utilize blue prints and P & ID drawings and diagrams for basic troubleshooting techniques. Also, student will learn fundamentals of instrument calibration and process variables controls. Prerequisites: APT 102 with a minimum grade of a C, APT 110, APT 155 ; Prerequisites/Corequisites: MATH 104 or MATH 113.

MEC 120 Motors and Motor Controls **3 Credits**

The course provides a general understanding of common types of electric motors, extending from small shaded pole fan motors to large three-phase motors. Topics covered will include motor theory, magnetism and its affect on motor rotation, motor starting components and protective devices for motor circuits. Heat dissipation from the motor, motor slippage, wiring used to obtain different speeds, and the effect of capacitors on a motor circuit will be included. Prerequisites/Corequisites: APT 102 with a minimum grade of a C, APT 155.

MEC 122 Machine Maintenance and Installation I **3 Credits**

The course covers basic principles associated with mechanical power transmission systems and examines the procedures for removal, repair, and installation of machine components. Installation techniques, alignment, lubrication practices, and maintenance procedures for industrial machinery are emphasized. Students also learn the techniques involved in the calibrations and repair of mechanical devices and procedures to perform calculations related to industrial machinery. Prerequisites: Satisfactory numerical placement test scores or MATH 086 and satisfactory algebraic placement test scores or MATH 098 Prerequisites/Corequisites: APT 102 with a minimum grade of a C, APT 155.

MEC 125 Introduction to Welding **3 Credits**

The course is designed for the beginning welder. Students learn basic skills and fundamental knowledge of oxy-fuel welding, cutting and brazing, shield metal arc welding, gas metal arc welding and gas tungsten arc welding. Emphasis is placed on safe practices in oxy-fuel and arc welding.

MEC 130 Fluid Power Basics **3 Credits**

The course is an introduction to fluid power principles and components. Basic circuit design including the use of symbols and schematic diagrams is use to establish the foundation for fluid power technology. Prerequisites: Satisfactory algebra placement test scores or MATH 098.

MEC 140 Programmable Controllers I **3 Credits**

The course introduces the basic theory, operation and programming of programmable logic controllers. Programming examples, set-up examples and troubleshooting are demonstrated. Also included is PLC timing, counting, and arithmetic and logic sequences. Prerequisites: APT 102 with a minimum grade of a C, APT 155.

MEC 222 Machine Maintenance / Installation II 3 Credits

The course examines the operation and design of mechanical systems including belt drives, chain drives, gearboxes and bearings. The proper use of portable tools and the study of different metals is presented. Prerequisites: MEC 122.

MEC 230 Fluid Power Systems 3 Credits

The course introduces the student to more complex fluid power circuits including hydraulic and pneumatic systems. Students design, analyze and troubleshoot complex circuits using schematic diagrams. Construction of typical industrial fluid power components is covered. Students disassemble and evaluate fluid power components. Prerequisites: APT 102 with a minimum grade of a C, APT 150. Prerequisites/Corequisites: MATH 104 or MATH 113.

MEC 232 Pumps and Piping 3 Credits

This course provides basic theory of layout of industrial piping systems. A variety of pumps, their components, and service applications will be examined. The course will provide an introduction to pipe fitting and identification of different pipe materials, sizing and connection methods for proper fluid handling. Lab activities stress safety and include experience cutting and threading pipe, laying out a piping system, and connecting the system to working pump units and pump alignment. Prerequisites: APT 102 with a minimum grade of a C, APT 150.

MEC 235 Instrumentation II Electrical 3 Credits

Instrumentation II Electrical is an introduction to the field of process control in an electrical function to base fact on basic devices for measuring and controlling purpose using different kinds of variables in process control. The course shall deal with areas that will explain the role of instrumentation electrically in a closed-loop control and PID functions. Students will work with analog and digital devices and programmable logic controllers (PLC's). Research units of presure and discuss Boyle's and Charles' laws to explain relationships among pressure, volume, and temperature. This course will cover thermal measurement and operation of RTD's (such as Wheat-Stone bridges), thermistors, and thermocouples and thermometers. Discussion on calibration standards, typical calibrating methods, and instrument testing will also be included. Prerequisites: APT 155.

MEC 240 – Programmable Controllers II 3 Credits

The course is a continuation of the field of industrial controls. Students will learn the principles of control systems and their application to production systems to achieve automation. Systems included in the course are stepper motors, programmable logic controllers, microprocessors, computers and feedback systems. Emphasis is placed on programmable logic controllers and the local area networks. Prerequisites: MEC 140.

MEC 250 – Problem Solving & Teamwork Seminar 2 Credits

This course is a capstone experience for the Advanced Manufacturing and Instrumentation Process Technology, AAS, programs. It is designed to reinforce and apply the knowledge and skills learned in communication, mathematics and technical courses and foster teamwork and problem solving skills. The course covers critical thinking skills, collection and analysis of data, quality control overview, teamwork and problem solving and decision making techniques and is intended to be an application of skills learned thoughout the programs. Students who are able to secure an internship will complete the course objectives in a work environment instead of the classroom.. Prerequisites: program director approval.

Medical Assisting

MAS 120 Medical Records **2 Credits**

This course introduces the components and functions of the medical records and reinforces the application of medical terminology and anatomy & physiology to medical reports. Students create medical records, apply proper documentation techniques and HIPAA regulations related to the disclosure of protected health information. Prequisites: Satisfactory reading and writing placement test scores or ENG 097. Pre/Corequisites: BIO 114.

MAS 125 Basic Diagnostic and Procedural Coding **2 Credits**

This course introduces coding skills required for basic medical coding in physicians' offices and other ambulatory care settings. Emphasis is placed on the conventions of ICD diagnostic and CPT procedural coding, and appropriate selection of codes to demonstrate medical necessity. Pre/Corequisites: BIO 114.

MAS 150 Introduction to Medical Administrative Procedures **2 Credits**

This course introduces the Medical Assisting profession with emphasis on the medical administrative competencies. Students explore the role of the Medical Assistant as a member of the health care team, professionalism, therapeutic patient communications, patient education, community resources, office productivity, the application of HIPAA and OSHA Standards and other medicolegal issues. Prerequisites: Satisfactory reading and writing placement tests scores or ENG 097. Pre/Corequisite: MAS 120

MAS 151 Medical Financial Management **2 Credits**

This course includes practical application of financial procedures in the medical practice including manual and computerized financial processes, electronic insurance submission, reimbursement, patient billing, collections, and banking procedures. Prerequisites: Satisfactory reading and writing placement tests scores or ENG 097. Pre/Corequisite: MATH 109.

MAS 153 Medical Insurance and Reimbursement Methodologies **2 Credits**

This course provides students with entry-level skills for completion and processing of medical insurance forms for financial reimbursement. Emphasis is on insurance terminology and the policies and procedures related to completion of insurance claims for private, state, federal, and Worker's Compensation providers. Prerequisites: Satisfactory reading and writing placement tests scores or ENG 09.

MAS 155 Medical Billing and Coding Applications **3 Credits**

This course is an applications capstone course for the Medical Billing and Coding Specialist C.A.S. program. Students review theory and participate in a virtual office simulation with application of medical insurance claim processing, paitent billing, procedural and diagnostic coding in a simulated office program. Prerequisite/Corequisites: MAS 125 and MAS 151 and MAS 153.

MAS 201 Clinical Medical Assistant I **3 Credits**

This course introduces students to the clinical competencies required for medical assistants. Attention is given to patient preparation, assisting with patient care, medication administration, basic specimen collection and testing, phlebotomy skills, and universal precautions. Emphasis is placed on working within the Scope of the Medical Assistant. Prerequisites: Admission to the program. Pre/Corequisites: PSYC 105 and MATH 115. Corequisites: MAS 202 and MAS 220.

MAS 202 Clinical Medical Assistant Skills Lab **2 Credits**

This course provides campus lab experience for application of theory learned in MAS 201. Students apply skills related to handwashing, autoclaving, sterilization techniques, and the handling of biohazardous materials. Additional emphasis is placed on assisting with direct patient care, phlebotomy skills, and medication administration. Theory taught in MAS 201 is applied in the campus lab setting. Prerequisites: Admission to the program. Pre/corequisites: PSYC 105 and MATH 115. Corequisites: MAS 201 and MAS 220.

MAS 210 Clinical Medical Assistant II **3 Credits**

This course is a continuation of MAS 201 and progresses to more advanced patient care in the physician's office or ambulatory care settings. Focus is on additional clinical skills required in the Medical Assisting Practicum. Prerequisites: MAS 201 and MAS 202 and PSYC 105 and MAS 220 and MATH 115. Pre/Corequisites: SPCH 101 or 105 and PSYC 208. Corequisites: MAS 211 and MAS 221.

MAS 211 Clinical Medical Assistant Practicum **4 Credits**

This course provides students with a 160-hour supervised, unpaid practicum experience required for certification as a Medical Assistant. Students observe and/or practice skills in the physician's office or other ambulatory care settings. Students practice specimen collection, patient education, phlebotomy skills, medication administration and other diagnostic testing as permitted within the scope of practice of the clinical medical assistant at Practicum sites. Prerequisites: MAS 201 and MAS 202 and MAS 220 and PSYC 105 and MATH 115. Pre/corequisites: SPCH 101 or 105 and PSYC 208. Corequisites: MAS 210 and MAS 221.

MAS 220 Medical Assisting Seminar I **2 Credits**

This Seminar course reinforces administrative skills for Clinical Medical Assisting AAS students preparing for the Practicum Experience in a physician's office or other ambulatory care setting. Focus is on both theory and application of administrative procedures. Prerequisites: Admission to Clinical Medical Assisting, AAS Program. Corequisites: MAS 201 and MAS 202.

MAS 221 Medical Assisting Seminar II **2 Credits**

This seminar course reinforces clinical skills for Clinical Medical Assisting AAS students participating in Clinical Practicum and preparing for the Certified Medical Assistant certification examination. Focus is on both theory and application of clinical procedures. Prerequisites: Prerequisites: MAS 201 and MAS 202 and MAS 220 and PSYC 105 and MATH 115. Pre/corequisites: SPCH 101 or 105 and PSYC 208. Corequisites: MAS 210 and MAS 211

Music

MUS 105 Music Appreciation* **3 Credits**

This course provides an introduction to musical terminology and significant music compositions of various styles and periods with emphasis upon intelligent listening habits and assigned listenings. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

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Nursing

NURS 112 Nursing Concept Care Map Construction 2 Credits

This course is designed to facilitate the analysis of assessment data, selection of appropriate nursing diagnoses and patient-centered outcomes, and the development of a patient-centered nursing concept care map plan of care. Prerequisites: Admission to Nursing Program, Licensed Registered Nurse, or Licensed Practical Nurse.

NURS 132 Drug and Dosage Calculations I 1 Credit

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. Prerequisites: Admission to nursing program. Prerequisites/Corequisites: BIO 114. Corequisites: NURS 134, NURS 133.

NURS 133 Health Assessment and Diagnostics I 2 Credits

This course is designed to introduce the nursing student to the knowledge and skills required to perform a health assessment across the lifespan and to document appropriate findings. The nursing student will be introduced to normal lab values and basic diagnostic procedures. Prerequisites: Admission to nursing program. Prerequisites/Corequisites: BIO 114. Corequisites: NURS 134, NURS 132.

NURS 134 Introduction to Nursing Concepts 8 Credits

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 judgement and decision making. Prerequisites: Admission to nursing program. Prerequisites/Corequisites: BIO 114, PSYCH 105. Corequisites: NURS 132, NURS 133.

NURS 142 Drug and Dosage Calculatoions II 1 Credit

This course expands the nursing student's ability to read, interpret, and solve increasingly complex dosage calculation problems. Critical thinking skills are applied to age and acuity specific variations in select populations. Prerequisites: BIO 114, NURS 132, NURS 133, NURS 134. Prerequisites/Corequisites: BIO 115. Corequisites: NURS 144, NURS 143.

NURS 143 Health Assessment and Diagnostics II 1 Credit

This course is designed to focus on abnormal assessment and diagnostic findings. Modifications of assessment for select populations will be addressed. Prerequisites: BIO 114, NURS 132, NURS 133, NURS 134. Prerequisites/Corequisites: BIO 115, NURS 142. Corequisites: NURS 144.

NURS 144 Nursing Concepts of Health and Illness I 9 Credit

This course is 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. Prerequisites: NURS 134. Prerequisites/Corequisites: BIO 115. Corequisites: NURS 142, NURS 143.

NURS 234 Nursing Concepts of Health and Illness II 9 Credits

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. Prerequisite: NURS 144; Prerequisites/Corequisites: ENG 101, Humanities Core Requirement.

NURS 244 Synthesis of Nursing Concepts 9 Credits

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. Prerequisite: NURS 234; Corequisites: NURS 245.

NURS 245 Professional Nursing and Health Systems Concepts 3 Credits

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. Prerequisite: NURS 234; Corequisites: NURS 244.

Orientation

ORNT 090 First-Year Seminar: Success Strategies 1 Credit

Success Strageties (ORNT) 090 is a foundational, workshop based course designed to provide on-going support and resources for students as they transition to post-secondary education and the WVNCC experience. It is intended to connect students to the college community, programs, faculty, staff, and peers. It provides an introduction to college expectations and emphasizes the knowledge, skills, and attitudes necessary for personal growth, college success, and professional attainment. Required of all first-time (freshman) college students. Graded on a credit/no-credit basis. Students receiving no-credit ("N") must retake the course until credit ("K") is earned. No quality points. REQUIRED FOR GRADUATION.

ORNT 100 College Success 1 Credit

This course focuses on developing knowledge and understanding of techniques proven to help in college success and in personal development. Topics such as study skills, time management, test and note taking skills, test anxiety and college services are studied. In order for the student to be more successful in academic pursuits, additional topics of this course include life planning, career planning, critical thinking, decision making, teamwork, job search, sexual harassment, and diversity issues.

ORNT 101 College Transition 1 Credit

This course is designed to develop confidence and improve chances of student success and retention. This course will provide students with active participation in the assessment and development of abilities in line with college expectations including an orientation to college services and activities, learning and test taking skills, using traditional and electronic resources, problem solving, people skills, self-management skills, and career/life planning strategies.

ORNT 106 Volunteering and Community Service 1 Credit

This course is designed to prepare students to be citizens in a participatory democracy and to understand the dilemma and paradoxes of an individualistic culture. Students develop an understanding of the need for volunteers, the history of volunteering, reasons individuals volunteer and benefits of community service. Students also are introduced to agencies and organizations in the community that are in need of volunteer services. This course is a field experience combined with related lectures. The field experience is coordinated in conjunction with the College's Student Senate Community Outreach Opportunity Program (COOP) and class projects.

ORNT 115 Financial Literacy and Student Success 2 Credits

This course is designed to educate on a variety of topics including but not limited to financial aid and student loan issues, time management skills, study skills, and financial management skills. This course will help further civic interests in educating students in fundamental concepts of being a responsible student in becoming conscientious working citizens by practicing fiscal responsibility. The lessons taught in this course will encourage better educational and financial habits.

Paralegal

PAL 100 Drafting Legal Documents 3 Credits

This course will provide students with an understanding of the types of legal documents used in state and federal civil proceedings and how to draft them. In addition, the course will provide students with an understanding of legal terminology with their appropriate definitions and pronunciations. Prerequisites: Satisfactory reading and writing placement test scores or ENG 097 or permission of program director.

PAL 101 Introduction To Paralegal Studies 3 Credits

This course will provide students with an understanding of the skills and the job demands required of a paralegal. Topics will cover such areas as paralegal careers, ethics, civil litigation, interviews and investigation, legal research and writing, and the structure of a law office. Prerequisites: Satisfactory reading and writing placement test scores or ENG 097 or permission of program director.

PAL 110 Legal Ethics 3 Credits

This course will provide students with an understanding of the intricacies of the ethical codes that govern the behavior of both attorneys and paralegals in the practice of law. The course will examine how attorneys and paralegals are linked and why a paralegal needs to understand the ethical codes of both professions. Topics will include the unauthorized practice of law, competency, confidentiality, conflicts of interest and paralegal licensure. Prerequisites: Satisfactory reading and writing placement test scores or ENG 097 or permission of program director.

PAL 150 Civil Litigation 3 Credits

This course will provide students with an understanding of the litigation process and the role of the paralegal. Topics will cover such areas as the courts; the litigation process including investigation, pleadings and motions; the discovery process and the tools used in this process, settlement process, and pretrial as well as posttrial preparations. Prerequisite: At least a “C” in PAL 100 and PAL 101 or permission of program director.

PAL 155 Law Office Administration 3 Credits

This course prepares students to develop the necessary skills to work both independently and dependently in the 21st century law office. Topics covered include the following: legal timekeeping and billing procedures, creating and formatting legal memos and correspondence, communication etiquette in a law office setting, time management, file and document management procedures in a law office setting. Prerequisites: At least a “C” in PAL 101 or permission of program director.

PAL 160 Legal Research and Writing I 3 Credits

This course will provide students with an understanding of the fundamentals of legal writing and legal research source materials. Topics will cover the process of legal writing, an overview of the legal research and writing process, primary authority, secondary authority, statutory and case law. Prerequisites: Satisfactory reading and writing placement test scores or ENG 097 or permission of program director.

PAL 170 Constitutional Law **3 Credits**

This course will provide students with an understanding of the formation of the U.S. Constitution, the powers of the government under the U.S. Constitution and the case law addressing the powers of government under the U.S. Constitution. The course will also provide students with an understanding of the rights of the states as well as individuals under the U.S. Constitution and the case law addressing those rights. Prerequisites: Satisfactory reading and writing placement test scores or ENG 097 or permission of program director.

PAL 201 Legal Research and Writing II **3 Credits**

This course will provide students with an understanding of the fundamentals of legal research, analysis, and writing. Topics covered will include legal analysis and the IRAC analytical process, legal research and the research process. Prerequisite: At least a “C” in PAL 160 and ENG 101 or permission of the program director.

PAL 210 Wills, Estates, and Trusts **3 Credits**

This course will provide students with an understanding in estate planning, drafting the last will and testament, creation of trusts, estate administration, and the probate process. Prerequisites: At least a “C” in PAL 201 or permission of the program director.

PAL 215 Paralegal Seminar **1 Credit**

This course will provide students with an understanding of their paralegal internships as well as the ALS certification examination. Topics will include: resume preparation, cover letter writing, interview techniques, professionalism and the ALS exam preparation. At least a “C” in PAL 201 or permission of the program director.

PAL 250 Family Law **3 Credits**

This course will provide students with an understanding of the law as it relates to domestic relations. Topics will cover such areas as premarital agreements, annulment, divorce proceedings, spousal support, child custody, paternity proceedings, adoption, and the new status of motherhood. Prerequisites/Corequisites: At least a “C” in PAL 160 or permission of the program director.

PAL 265 Real Estate Law **3 Credits**

This course will provide students with an understanding of the intricacies of real estate, both residential and commercial. The course will examine the technology used in the real estate market and give the student a step-by-step formula to transactions used. Additional topics covered will be residential closing forms and processes, adverse possession, and personal property coverage of fixtures, loans, surveys, title insurance, and leasing. Prerequisites: At least a “C” in PAL 201 or permission of the program director.

PAL 280 Paralegal Internship **3 Credits**

This course is a field experience which requires 135 contact hours in a law office or legal related setting. Students are required to submit a resume and apply to an agency and will be supervised by West Virginia Nothern faculty as well as agency professionals. Upon receiving an internship, students are required to fulfill all agency and course requirements detailed in their internship packet and are expected to exhibit ethical and professional behavior. This course has an external assessment. There is a fee for this assessment that is charged to the student’s account. This fee is financial aid eligible. This assessment is required for completion of this course, completion of the degree program, and is required for graduation from WVNCC. Prerequisite: At least a “C” in PAL 201 and PAL 215 or permission of the program director.

Patient Care Technician

PCT 101 Patient Care Technician I **5 Credits**

This course is designed to prepare students for the Nursing Assistant-Direct Care Worker role in health care settings. The learner is introduced to basic nursing care, basic home health care, resident rights, safety and emergency nursing procedures. Principles of therapeutic relationships and client care are presented as well as the legal/ethical issues related to the nursing practice. Emphasis is on the personal qualities, knowledge, and skills needed by the nurse assistant to give quality basic nursing care under supervision of registered nurses and independent assistant to the patient in home setting. This course provides instruction in basic nursing skills through lecture, campus laboratory and supervised clinical experiences in a long term care facility and preceptor experience in the patient home setting. Major topics include legality and promotion of patient rights, communications, infection control, measurement of basic body functions, effect of aging and disease on body systems, measures to promote independence and rehabilitation, specimen collection, nutrition, and elimination assistance. Because this is a skills-based course, classroom and laboratory attendance is mandatory. Upon successful completion of the program the student is eligible to take the Direct Care Worker written and skill evaluation exam. This exam will be taken the last week of the course. Prerequisite/ Corequisites: English 101, HPE 110.

PCT 151 Patient Care Technician II **7 Credits**

This is a course that prepares the student for the phlebotomist and EKG technician role in a healthcare situation. The student will be instructed on techniques and skills related to preparing and monitoring patients for relevant procedures and gain understanding of infection control measures. Within this course the students are required to successfully complete 48 hours of preceptorship experience, in which they must demonstrate adequate skills related to phlebotomy and EKG techniques, which is required for the student to be eligible to take the Patient Care Technician Certification Exam. This exam will be takemn in the last week of the course. Prerequisites: PCT101; Prerequisites/Corequisites: ENG 101.

Petroleum Technology

PTRM 100 Appalachian Petroleum Industry & Career Options **3 Credits**

This course introduces the student to the Appalachian petroleum industry from its birth along the banks of Oil Creek in 1859 to the current emphasis on the Marcellus Shale gas play and the Utica Shale oil play. The relationship of upstream, midstream and downstream industries is discussed. Careers in the oil and gas industry are explored. Prerequisites: Satisfactory reading and writing placement scores or ENG 097.

PTRM 102 Health, Safety, & Environment - Hazard Recognition **3 Credits**

This course covers a foundational overview of best industry practices and guidelines for health, safety, and environmental issues facing the petroleum industry. OSHA standards and regulations applicable to the oil and gas industry and IADC Rig Pass® /SafeLand USA training are included in the course. Prerequisites: Satisfactory reading and writing placement scores or ENG 097. Prerequisite/corequisite: MATH 103 with a grade of “C” or better.

PTRM 104 Production Technology with Hands-On Lab **3 Credits**

This course trains the student in tasks, methods, and procedures commonly used in the production of oil and gas in the Appalachian Basin. Topics include two, three, and four phase flow, use and maintenance of production surface equipment, artificial lift, gauging tanks, thieving tanks, preparing oil to be run, gas dehydration, and gas measurement.

PTRM 105 First Aid/CPR for the Petroleum Industry 1 Credit

This course covers standard First Aid/CPR with specific topics applicable to the upstream gas and oil industry based on Medic First Aid/CPR with AED. The first portion of the course covers incidents which are particularly relevant to the drill site such as amputations, impalement, eye injuries, severe burns, and snake, mammal, and insect stings and bites. Prerequisites: Satisfactory reading and writing placement scores or ENG 097. Prerequisite/corequisite: MATH 103 with a grade of "C" or better.

PTRM 107 Rigging for Land-Based Oil and Gas Operations with Hands-On Lab 2 Credits

This course trains the student in proper and safe ways to use lifting equipment and rigging hardware in the handling of machinery, supplies, and loads. This course uses the Crosby Rigging Training Manual. Students receive the Crosby Rigging Certification for Land-Based Oil and Gas Applications upon successful completion of the class. Prerequisites: Satisfactory reading and writing placement scores or ENG 097 and MATH 103 or Math 113 with a minimum grade of C .

PTRM 109 Drilling Technology with Hands-On Lab 3 Credits

This course trains the student in the tasks, methods, and procedures commonly used in drilling for oil and gas in the Appalachian Basin. It covers fluid and air drilling. Fluid drilling includes water, oil, and synthetic based fluid systems. Emphasis is placed upon safe operation of the systems. Hands-on training provides experience in the proper and safe use of equipment used in the drilling operation.

PTRM 113 Free Plunger Lift 3 Credits

This course trains the student in the operations and troubleshooting of Free Plunger Lift (FPL) wells. Students learn terminology and principles associated with FPL systems and have the opportunity to apply principles to a simulated system. Prerequisites: MATH 103 with a grade of C or better, PTRM 104.

PTRM 115 Sucker Rod Pumping 3 Credits

This course trains the student in the operation of sucker rod pumping (SRP), also called beam pumping, for the purpose of extracting liquids from oil, gas, and/or water wells. Students learn about the applicability and applications of SRP technology. Components of the SRP are discussed and students practice operation of a SRP with a simulator. Prerequisites: MATH 103 with a grade of C or better, PTRM 104.

PTRM 120 Internship/Cooperative Work-Based Experience 2 Credits

A summer internship is typically employment of a student by a petroleum company for the purpose of gaining experience while working as a temporary employee of the company. The student must work with the program director to arrange for an internship. The student must be approved by the company providing the internship so there are a number of requirements which must be met. Prerequisites include 24 hours in the program with a 2.5 or higher GPA, PTRM 102, PTRM 105, and director permission.

PTRM 202 Well Completions Design and Operations with Hands-on Lab 3 Credits

This course provides instructions in considerations that go into designing a well completion. Students will learn about casing program design, methods for accessing petroleum reserves, stimulating reservoirs, effective design to protect the environment. The lab will focus on applying principles of well completion design for specific applications. Prerequisites: PTRM 109.

PTRM 206 Applied Chemistry for Petroleum with Hands-on Lab **4 Credits**

This course presents basic concepts of chemistry and applies them to upstream oil and gas operations. Molecular structure, gas laws, acids and bases, red-ox reactions, and basic organic chemistry are all included in the course. A key component is chemistry as it relates to personal and environmental safety and health. Students learn the critical role that chemistry plays in all aspects of the production, drilling and services industries. Prerequisites: MATH 103 with a minimum grade of a C or MATH 113 with a minimum grade of a C.

PTRM 208 Artificial Lift with Hands-on Lab **3 Credits**

This course is designed to familiarize students with various types of functions of artificial list equipment. Plunger lift, sucker rod pumping and gas lift will be emphasized. Also included will be electric submersible pumps, progressing cavity pumps, velocity strings and hydraulic lifts. Prerequisites: Satisfactory numerical placement test scores or MATH 086 and satisfactory algebraic placement test scores or MATH 098, and satisfactory reading and writing placement test scores or ENG 097

PTRM 210 Introduction to Midstream Gas Operations **3 Credits**

This course introduces the student to midstream gas operations including handling, processing, transportation, and storage of gas after it leaves the well. The course includes the basics of gathering system design, gas conditioning, gas processing concepts, transmission, and storage.

PTRM 211 Well Control with Hands-on Lab **3 Credits**

This course trains the student in the tasks, methods, and procedures commonly used in well control for drilling, workover, and completion operations. The course covers the behavior of various types of drilling fluid and focuses on gas kicks and application of the general gas laws to well control. Included in this course is a lab using an IADC-approved computerized drilling simulator. Prerequisites: PTRM 109, and MATH 103 with a minimum grade of a C or MATH 113 with a minimum grade of a C.

PTRM 213 Gas Measurement with Hands-on Lab **2 Credits**

This course trains the student in use of orifice measurement to meter gas with applications for field production and operations that are further downstream. Students learn about orifice measurement hardware and techniques for installation, maintenance and troubleshooting. Measurement charts and digital recorders are also presented. Prerequisites: Satisfactory reading and writing placement test scores or ENG 097, and MATH 103 with a minimum grade of a C, or MATH 113 with a minimum grade of a C, and APT 102 with a minimum grade of a C.

PTRM 215 Electrical, Analog, & Digital Applications for Petroleum **3 Credits**

This course covers fundamentals of electrical, analog, and digital theory and applications used in the petroleum industry. Topics include DC and AC circuit analysis, electromagnetism and analog circuits that are converted to digital inputs. Applications of PLC's and remote monitoring are presented as they relate to the petroleum industry. Prerequisites: PTRM 104, PTRM 109.

PTRM 217 Petroleum Geology of Appalachia **2 Credits**

This course introduces the student to the geological theory and science of the Appalachian Basin which not only is the birthplace of the world's commercial petroleum industry but possibly the most significant source of natural gas and oil in the US for the 21st century. Basic geology concepts are presented including stratigraphy, petroleum formation and reservoirs, and characteristics of various geological structures.

PTRM 219 Hydraulic & Pneumatic Applications for Petroleum with Lab **3 Credits**

This course trains the students in the basic components and functions of hydraulic and pneumatic systems applicable to the drilling, production, and services industries. The basic concepts of fluid power are presented and students learn about components of hydraulic and pneumatic systems, schematics, and how the components relate to each other in a system. Prerequisites: PTRM 104, PTRM 107, PTRM 109.

PTRM 221 Advanced Internship/Cooperative Work-Based Experience **2 Credits**

This advanced internship builds upon the PTRM 120 course. This course allows students who work within an ongoing internship to gain further skills and retain employment while accumulating additional credit for the experience. The student must work with the program director to arrange for an internship. The student must be approved by the company providing the internship so there are a number of requirements which must be met. Prerequisites include 24 hours in the program with a 2.5 or higher GPA, PTRM 102, PTRM 105, and director permission.

PTRM 223 Well Log Interpretation Lab **2 Credits**

This course trains the student in well logging and log interpretation. It also covers maps derived from logging data. The course covers the purpose of logging, various types of logs, and tools used in logging. Students learn to read and interpret logs. Prerequisites: PTRM 104, PTRM 109.

PTRM 225 Well Servicing with Hands-On Lab **2 Credits**

This course trains the student in knowledge and skills used in well servicing. The course presents various types of servicing rigs and explains the components and processes used with each. Safety hazards and processes and controls to protect worker safety and integral to the course. Prerequisites: PTRM 104, PTRM 109.

PTRM 227 Pressure Pumping Operations **3 Credits**

This course discusses the technology of pressure pumping operations as used by the Appalachian petroleum industry for cementing and well simulation. Equipment and techniques commonly used for cememnting and resrvoir stimulations are presented. The course also explores public perceptions about well stimulations. Prerequisites: PTRM 104, PTRM 107, PTRM 109.

PTRM 229 Off-Road Diesel Forklift/Manlift Operations for Petroleum with Hands-on Lab **2 Credits**

This course provides classroom instruction as well as practical hands-on and one-on-one evaluations necessary to comply with the OSHA Standards for a person approved to operate an off-road diesel powered industrial lift truck, that is, a forklift. It also includes training on manlifts, also known as aerial platform lifts. General forklift safety, types of forklifts, and forklift operations are covered and students learn about lifting, moving, and placing loads, with emphasis on rig moves, routine drilling support, and tool yard load handling.

PTRM 235 Petroleum Technology Seminar **2 Credits**

Thie course is a capstone course for the Petroleum Technology program and is designed to reinforce and apply the knowledge and skills learned in safety, petroleum, communication, mathematics, and technical courses throughout the course of the program Options include an approved internship within the Petroleum industry, or a capstone class. Prerequisites: APT 102 with a minimum grade of a C, HPE 110, and approval of program director.

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

Philosophy

PHIL 200 Introduction to Philosophy **3 Credits**

This course is a critical examination of basic philosophical problems in metaphysics, epistemology, ethics and philosophy of religion. Prerequisite: ENG 101 or permission of instructor.

Physics

PHYS 104 General Physics I* **4 Credits**

This course is a general introduction to the fundamental concepts in the kinematics and dynamics of translational and rotational motion, vibrations, wave motion, fluids, thermodynamics, heat and energy. Students must register for a lecture and laboratory section. Prerequisites: Satisfactory reading and writing placement scores or ENG 097. and (MATH 104 or MATH 110) or permission of instructor. Lecture/lab.

PHYS 105 General Physics II* **4 Credits**

This course is a continuation of PHYS 104 with a treatment of the fundamentals of electricity, magnetism, electromagnetic waves and geometrical and physical optics. Selected topics in modern physics are introduced. Students must register for a lecture and laboratory section. Prerequisite: PHYS 104 or permission of instructor. Lecture/lab.

PHYS 115 Applied Physics **4 Credits**

This course is a study of the basic laws of physics in mechanics and electricity. Emphasis is placed upon the solution of problems relating to statics, dynamics, fluids, circuitry and electrical instruments. Problems are drawn from biology, medicine and engineering. Students must register for a lecture and laboratory section. Prerequisites: Satisfactory reading and writing placement scores or ENG 097, satisfactory numerical placement test scores or MATH 086, and satisfactory algebra placement test scores or MATH 098. Lecture, 3; lab, 2.

Political Science

POLS 102 American National Government and Politics* **3 Credits**

This course is a study of the development and performance of the American political system. It is concerned with the policy-making process, the distribution of political power, the system of checks and balances and major political institutions. Particular attention is devoted to the subjects of civil liberties, civil rights, congressional-presidential relations and the role of the Supreme Court. The electoral process, public opinion and political behavior also are considered in light of current political events. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

Psychology

PSYC 105 Introduction to Psychology* **3 Credits**

This course is a survey of psychology. Major topics include emotion, motivation, perception, learning, personality development, cognition and normal and abnormal behavior. Current therapies, changes throughout the life span and biological states as they affect behavior also are studied. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

PSYC 155 Human Relations **3 Credits**

This course examines psychological principles used in creating effective human relationships. Students investigate the areas of needs, values, perceptions, group

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

dynamics and active listening. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

PSYC 200 Abnormal Psychology **3 Credits**

This course exposes students to past and current research regarding concepts of "abnormal" behavior and the processes of clinical assessment and diagnosis. Topics covered include the etiology, treatment and management of developmental, anxiety, mood and personality disorders, schizophrenia and mental retardation. This course is not designed to train people to diagnose or treat psychological disorders. Prerequisite: PSYC 105.

PSYC 208 Developmental Psychology* **3 Credits**

This course examines the significance of physiological, sociological and psychological forces as they influence the human organism throughout the life cycle. It also looks at some of the problems involved in critical phases throughout the developmental sequence. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

PSYC 210 Child Development **3 Credits**

This course will explore the milestones that children typically achieve by ages of 6-12, with particular emphasis on the early childhood years (2-6). This course will give a working definition of child development and let educators investigate appropriate practices that impact the caring and teaching of young children. The principles of child development that are emphasized include language acquisition, creative expression, physical, cognitive, and social/emotional development. Educators will learn from the influences of genetic and encironmental factors, the importance of the learning environment and the importance of intentional planning, and to build positive, supportive relationships with children. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

PSYC 218 Exceptional Children **3 Credits**

This course studies exceptional children, including the mentally impaired, visually impaired, orthopedically disabled, learning disabled, behaviorally disabled and gifted. Intellectual, physical, social and emotional factors are examined. Meeting the needs of exceptional children at home and at school are emphasized. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

Radiography

RAD 100 Introduction to Radiography **2 Credits**

This course will give a history of Radiography as well as aspects of hospital organization and accrediting agencies. It will define credentialing and professional organizations, discuss medical ethics and law, and identify members of the healthcare team. Basic radiation protection and specific radiographic terminology will be explained, along with cultural diversity, Maslow's Hierarchy, and the Grieving Process. Prerequisites:
Admission to Radiography Program. Corequisites: RAD 105, RAD 110, RAD 115 and RAD 120. Pre/Corequisites: BIO 114, MATH Core Requirement.

RAD 105 Radiography **2 Credits**

Image formation and x-ray beam production will be explained in this course. The basics of Density, Detail, Contrast, and Distortion will be thoroughly covered, as well as their controlling factors. Basic problem solving will also be practiced. Prerequisites: Admission to Radiography Program. Corequisites: RAD 100, RAD 110, RAD 115, and RAD 120. Pre/Corequisites: BIO 114, MATH Core Requirement.

RAD 110 Radiation Protection/Radiobiology I **2 Credits**

This course explains the fundamental principles of radiobiology. Students will review molecular and cellular biology. The radiosensitivity and response of tissues will be taught. Early and late effects of radiation will be covered. Prerequisites: Admission to Radiography Program. Corequisites: RAD 100, RAD 105, RAD 115, RAD 120. Pre/Corequisites: BIO 114, MATH Core Requirement.

RAD 115 Clinical Fundamentals I **1 Credit**

This course will introduce the new healthcare student to general information necessary to enter the clinical setting. The following entry level clinical skills will be explained in both theory and practice: proper patient transfer, proper body mechanics, retrieving patient history, communication techniques, and basic radiographic terminology and anatomy. Critical thinking skills will be introduced. Prerequisites: Admission to the Radiography Program. Corequisites: RAD 100, RAD 105, RAD 110 and RAD 120. Pre/Corequisites: BIO 114, MATH Core Requirement.

RAD 120 Radiography Procedures I **3 Credits**

This course will introduce the radiology student to basic body planes, positions, equipment, patient preparedness, and terms associated with performing exams on patients in the clinical setting. Anatomic areas to be studied include the following: chest, abdomen, extremities, and pediatric imaging. Students will study and review topics in the classroom setting, along with practice simulations and grading in the campus lab setting. Basic positioning proficiency will also be tested at the conclusion of this course. Prerequisites: Admission to the Radiography Program. Corequisites: RAD 100, RAD 105, RAD 110 and RAD 115. Pre/Corequisites: MATH Core Requirement, BIO 114.

RAD 125 Clinical Practice I **1 Credit**

This course introduces and incorporates practical experience in a variety of clinical settings such as offices, hospitals, and clinics. The student will begin to acquire competencies in general patient care activities, mandatory and elective radiologic procedures, and general clerical procedures necessary in each setting. Students will observe, assist, and then perform basic procedures. Competencies will be limited to only material covered in current or past RAD courses. Prerequisites: BIO 114, MATH Core Requirement, RAD 100, RAD 105, RAD 110, RAD 120, RAD 115. Corequisites: RAD 155 I, RAD 160, RAD 170, RAD 165. Pre/Corequisites: BIO 115, ENG 101.

RAD 155 Radiography II **3 Credits**

This course is a continuation of RAD 105 Radiography I. Beam filtration and beam-limiting devices such as collimators will be described. Grids, manual settings vs. AEC, H & D Curves, and technique charts will be explained. This course will discuss screen/film techniques, as well as processing and darkroom issues. The fundamentals of radiologic science will be discussed in this course, along with the structure of matter and atoms, and electromagnetic energy and electromagnetism. X-ray production, the interactions of photons with matter, and the basics of the x-ray tube will be taught. Prerequisites: BIO 114, MATH Core Requirement; RAD 100, RAD 105, RAD 110, RAD 115 and RAD 120. Corequisites: RAD 125, RAD 160, RAD 165 and RAD 170. Pre/Corequisites: BIO 115, ENG 101.

RAD 160 Radiation Protection/Radiobiology II **2 Credits**

As a continuation of Radiation Protection/Radiobiology I, this course will expand on radiation units and the types and sources of radiation. Effective absorbed dose equivalents will be identified. Health physics and the cardinal principles of protection will be explained. Surveys and regulations, regulatory and advisory agencies, patient and occupations radiation dose management, as well as personnel monitoring will be

covered. Prerequisites: BIO 114, MATH Core Requirement, RAD 100, RAD 105, RAD 110, RAD 115 and RAD 120. Corequisites: RAD 125, RAD 155, RAD 165 and RAD 170. Pre/Corequisites: BIO 115, ENG 101.

RAD 165 Clinical Fundamentals II **1 Credit**

This course will enforce the basic skills previously learned in RAD 115. Clinical Fundamentals I, and build on the clinical skills necessary for students to grow in the clinical setting. The following new information will be introduced: portable radiography and its challenges, radiography in the operating room setting, infection control / isolation, along with tubes, catheters, and ostomies. General information regarding trauma patients in the radiographic setting will also be introduced. Continuation of radiographically pertinent terminology and anatomy will be further discussed along with additional critical thinking skills. Prerequisites: BIO 114, MATH Core Requirement, RAD 100, RAD 105, RAD 110, RAD 120 and RAD 115. Corequisites: RAD 125, RAD 155, RAD 160 and RAD 170. Pre/Corequisites: BIO 115, ENG 101.

RAD 170 Radiography Procedures II **3 Credits**

This course will continue the progression of radiographic exams and the proper patient positioning necessary to obtain acceptable radiographic images learned in RAD Procedures I. Mobile and trauma radiography will be studied, as well as the following anatomic areas: pelvic girdle, long bone measurement, bony thorax, and vertebral column. Students will study and review topics in the classroom setting along with practice simulations and grading in the campus lab setting. Basic image evaluation proficiency will be tested at the conclusion of this course. Prerequisites: BIO 114, MATH Core Requirement, RAD 100, RAD 105, RAD 110, RAD 120 and RAD 115. Corequisites: RAD 125, RAD 155, RAD 160 and RAD 165. Pre/Corequisites: BIO 115, ENG 101.

RAD 175 Clinical Practice II **1 Credit**

This course is a continuation of clinical experience; increased performance expectations while dealing with patients is gained by this course. The student will continue the competencies for both general patient care activities and radiologic procedures. Competencies will be limited to only material covered in current or past RAD courses. Prerequisites: BIO 115, ENG 101, RAD 155, RAD 160, RAD 170, RAD 165.

RAD 195 Clinical Practice III **1 Credit**

This course is a continuation of clinical experience; increased performance expectations while dealing with patients is gained by this course. Increased clinical time will allow student to gain much needed experience and the opportunity to acquire the necessary competencies. With a smaller RAD course load during this semester, students will have ample time to complete this increased clinical experience. This increase in clinical experience will allow the student to gain much needed exam practice, exam competencies, and improve upon clinical skills. Competencies will again be limited to only material covered in current or past RAD courses. Prerequisites: RAD 175. Corequisites: RAD 205, RAD 210, RAD 215, RAD 220. Pre/Corequisites: SPCH 101 or SPCH 105.

RAD 205 Radiography III **3 Credits**

The third course in this four part series will focus on the principles of imaging and display of Computed Radiography and Digital Radiography. Quality Assurance, maintenance, types of image receptors, image acquisition errors, and software processing will all be identified in the course. This course will focus primarily on the x-ray circuit and radiographic equipment. Single and three-phase circuitry, along with image-intensified fluoroscopy will be studied. This course will also allow time for the student to take the monthly DTP Review Test. Prerequisites: RAD 175. Corequisites: RAD 195, RAD 210, RAD 215, RAD 220. Pre/Corequisites: SPCH 101 or SPCH 105.

RAD 210 Advanced Imaging Modalities 2 Credits

This course will explore the modalities of MRI, PET, Tomography, Ultrasound, Nuclear Medicine, PACS, HIS, RIS, and Mammography. Prerequisites: RAD 175. Corequisites: RAD 195, RAD 205, RAD 215, RAD 220. Pre/Corequisites: SPCH 101 or SPCH 105.

RAD 215 Clinical Fundamentals III 2 Credits

This course will reinforce basic clinical fundamentals while giving the student more complex clinical knowledge and hands on skills. This course will address the following information: vital signs, patient lab information, contrast media, and venipuncture in relation to radiographic examinations. Venipuncture will be practiced and performed utilizing a "dummy" arm as well. This course will again reinforce critical thinking, terminology, and anatomy as it specifically pertains to radiography. Prerequisites: RAD 175. Corequisites: RAD 195, RAD 205, RAD 210, RAD 220. Pre/Corequisites: SPCH 101 or SPCH 105.

RAD 220 Radiographic Procedures III 3 Credits

This course will continue the progression of radiographic exams. More complex anatomic areas will continue to be studied such as the following: vertebral column, headwork, alimentary canal, as well as the urinary and reproductive systems. Students will be encouraged to independently study information regarding the various ancillary areas of the radiology field such as Ultrasound, Nuclear Medicine, CT Scanning, MRI, Radiation Oncology, and Cardiac Catheterization in preparation for clinical rotations in these areas during their final semester. Advanced positioning proficiency will be tested at the conclusion of this course. Prerequisites: RAD 175. Corequisites: RAD 195, RAD 205, RAD 210, RAD 215. Pre/Corequisites: SPCH 101 or SPCH 105.

RAD 225 Clinical Practice IV 2 Credits

A continuation of clinical experience with increased performance expectations while dealing with patients is gained by this course. The student will complete the competencies for both general patient care activities and radiologic procedures. Competencies will be limited to only material covered in current or past RAD courses. Students will be introduced to more complex exam procedures, specific ancillary areas, and afternoon shift rotations. Prerequisites: SPCH 101 or SPCH 105, RAD 205, RAD 210, RAD 215, RAD 220, RAD 195. Corequisites: RAD 255, RAD 260, RAD 265, RAD 270. Pre/Corequisites: PSYC 105.

RAD 255 Radiography IV 2 Credits

The final installment in this continuing course will explore Radiographic Pathology and how it affects technique. QA/QM of the equipment will be discussed, as well as an overview of mathematical applications. This course will also explain the principles of Computed Tomography, including generations, components, operations, processes, and radiation protection. Time will be allotted for the student to take the monthly DTP Review Test. Prerequisites: RAD 195, RAD 205, RAD 210, RAD 215, RAD 220, SPCH 101 or SPCH 105. Corequisites: RAD 225, RAD 260, RAD 265, RAD 270. Pre/Corequisites: PSYC 105.

RAD 260 Radiography Seminar 3 Credits

This course is designed for the student who is preparing to graduate and enter the workforce. Resume and interview tips will be part of the discussion, along with state license requirements. A thorough Registry Review will be conducted during the course. The student will be allotted time to work on an Online Registry Review Program. In addition, a research paper will be part of the course requirement. Prerequisites: RAD 195, RAD 205, RAD 210, RAD 215, RAD 220, SPCH 101 or SPCH 105. Corequisites: RAD 225, RAD 255, RAD 265, RAD 270. Pre/Corequisites: PSYC 105.

RAD 265 Clinical Fundamentals IV 1 Credit

This course will summarize all previously taught material that is necessary for an entry level technologist. It will promote cooperation between all healthcare fields for superior

patient care in the clinical setting. This course will also discuss pharmacology in the radiographic setting, as well as medical emergencies such as shock, CVA, diabetes, MI, etc. A general review of clinical skills, critical thinking, terminology, anatomy, and a continuation of venipuncture with additional practice on the "dummy" arm, as well as "live" venous access.This course will also prepare the student for the radiography registry exam and reaffirm all theories relating to clinical fundamentals and clinical practice. Prerequisites: SPCH 101 or SPCH 105, RAD 195, RAD 205, RAD 210, RAD 215, RAD 220. Corequisites: RAD 225, RAD 255, RAD 260, RAD 270. Pre/Corequisites: PSYC 125.

RAD 270 Radiographic Procedures IV **3 Credits**

This course will introduce more complex radiographic procedures such as the following: interventional studies, arthrography, CNS, as well as a follow-up to the ancillary areas discussed in RAD Procedures III. Completion of any remaining radiographic anatomy will also be studied. A comprehensive review of all previously learned material since the initial semester of study will occur in order to prepare them for the registry exam. Advanced image evaluation proficiency will be tested at the conclusion of this course. Prerequisites: SPCH 101 or SPCH 105, RAD 195, RAD 205, RAD 210, RAD 215, RAD 220. Corequisites: RAD 225, RAD 255, RAD 260, RAD 265. Pre/Corequisites: PSYC 105.

Refrigeration, Air Conditioning and Heating Technology

RAH 100 Basic Refrigeration I **4 Credits**

This course is a study of basic physical laws pertaining to states of matter, temperature, heat energy and refrigeration theory. Topics covered include refrigeration systems and cycles, refrigerants, compressors, condensers, evaporators, metering and control devices, electric motors and controls, basic servicing and use of tools, equipment and instruments.

RAH 101 Basic Refrigeration II **4 Credits**

This course is a continuation of RAH 100 and includes the study of advanced systems, cycles and components of domestic and commercial systems. It covers advanced system servicing and maintenance, which includes equipment, tools, materials and instruments. Prerequisite: RAH 100. Lecture; lab, 1.

RAH 102 Refrigeration Controls **4 Credits**

This course is a study of all primary and secondary refrigeration controls. This course covers installation, preventive maintenance, servicing and troubleshooting techniques. Emphasis is placed on atmospheric and modification conditions as they relate to tables, psychometric charting and instrumentational breakdown for desired cooling effect.

RAH 204 Climate Control **4 Credits**

This course is a study of thermodynamics, heat transfer and load calculations for heating and cooling. Atmosphere, stratosphere, cloud formations and greenhouse effects are studied as they relate to climate control for heating and cooling at specific temperatures. The course covers estimating draft calculations, fuel consumption, building material "resistance" factors and service. Prerequisites: RAH 100 and RAH 101.

RAH 206 Heating Systems I **3 Credits**

This course is a study of the basic design and construction of the popular keyboards of domestic heat sources – gas, oil and electric furnaces. It covers the operation of controls – electric, pneumatic, electronic, fluidic and combination. It also covers the operation and maintenance of basic heating systems.

RAH 207 Heating Systems II **3 Credits**

This course is a continuation of RAH 206. It includes the study of gravity warm air systems, forced warm air systems, steam heating systems, radiators and convectors, panel heating, unit heaters and unit ventilators. Commercial and industrial systems, solar heat, maintenance, troubleshooting and servicing of all systems are covered. Prerequisite: RAH 206.

RAH 209 Duct Layout and Prints **3 Credits**

This course is a study of design of central systems for air conditioning, both for heating and cooling. It emphasizes air distribution and duct design. Heating and cooling loads for domestic and commercial systems are calculated. Prerequisite: RAH 206.

RAH 211 Air Conditioning **4 Credits**

This course deals with the fundamentals of air conditioning service. Students test, repair and troubleshoot window air conditioners and residential and commercial systems. Topics covered include properties of air psychrometry, the psychrometric chart, piping of residential and commercial systems and controls in air conditioning. Students become familiar with proper air distribution, wiring of low voltage thermostats and proper procedures in both residential and commercial air conditioning.

Social Science

SS 207 West Virginia and the Appalachian Subculture **3 Credits**

This course examines the interaction of physical and personal factors which have shaped the ways of life of West Virginia's citizens. The course treats history, government, the economy, religious and educational attitudes and other societal attributes as part of the regional subculture.

SS 255 The Global Community* **3 Credits**

This course is an introduction to intercultural communication; to global problems associated with such topics as security, trade and the environment; to world geography; and to recent changes in the political and economic systems of Europe. Students should take this course in the second year of their program. Prerequisite: ENG 101 or ENG 115.

Sociology

SOC 125 Introduction to Sociology* **3 Credits**

This course is an introduction to basic sociology concepts, to sociology as a discipline and to the techniques of social research. Included for study are social structure, social relationships, culture, major social institutions and sources of social change. Prerequisite/ Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

SOC 126 Social Problems* **3 Credits**

This course surveys current problems threatening the social order which arise from the social structure, from social institutions or from deviance or social change. Prerequisite: SOC 125.

SOC 255 Marriage and the Family **3 Credits**

This course investigates recent sociological literature concerning marriage and the institution of the family and crisis within it. It surveys literature on customs and processes, structures across several cultures and the implication of these on recent social changes. Prerequisite: SOC 125.

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

SOC 276 Criminology **3 Credits**

This course is a survey of major theories of criminology, of the criminal justice system and of major correctional treatment methods. Prerequisite: SOC 125.

Spanish

SPAN 101 Spanish I **3 Credits**

This course is an introduction to Spanish. Students develop basic listening, speaking, reading and writing skills. Grammatical structure, pronunciation and basic vocabulary are important aspects of the course. SPAN 101 and SPAN 102 are only offered the fall and spring semesters, respectively. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

SPAN 102 Spanish II **3 Credits**

This course is a continuation of SPAN 101. SPAN 101 and SPAN 102 are only offered fall and spring semesters, respectively. Prerequisite: SPAN 101 or permission of instructor.

Speech

SPCH 101 Interpersonal Communication **3 Credits**

This course provides an introduction to the process, effects and variables involved in interpersonal communication. The primary focus is on verbal and nonverbal skills in two-person and small group interactions, particularly within an organizational environment. The major concern is with conflict management, interviewing and dyadic relationships. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

SPCH 105 Fundamentals of Speech Communication* **3 Credits**

This course includes a study of the elements of oral communication and practice in organizing and delivering short speeches. Emphasis is on the development of effective communication skills and self-confidence. Prerequisite/Corequisite: Satisfactory reading and writing placement test scores or ENG 097.

Surgical Technology

ST 105 Surgical Technology I **4 Credits**

This course is designed to introduce students to the surgical environment, the history of surgery and the legal, ethical, moral and psychological responsibilities of the surgical technologist. Emphasis is placed on the principles of asepsis, safety and the importance of teamwork. Common surgical and diagnostic procedures are introduced. Students must register for a lecture and laboratory/clinical section for this semester. Prerequisites/Corequisite: AHS 103, BIO 114; Corequisite: ST 115.

ST 115 Clinical Practice I **3 Credits**

This course provides campus laboratory practice of basic surgical skills, asepsis and sterile technique. Pre/corequisites: AHS 103, BIO 114. Corequisite: ST 105.

ST 125 Anesthesia/Pharmacology for the Surgical Technologist **3 Credits**

This course is designed to focus on the medication process in the fole of the Surgical Technologist and drug handling. The class will emphasize medications used in the surgical field which includes selection of the correct drug, measurement and mixing, distribution and dispensing, administration, and assessment of the patient and documentation. Corequesites: ST 150, ST 155.

** See Core Coursework Transfer Agreement information in General Education, Academic Programs section.*

ST 150 Surgical Technology II **4 Credits**

This course builds on the knowledge an skills acquired in ST 105. Emphasis is placed on orthopedic, plastic and reconstructive, genitourinary and vascular surgical skills. Emphasis continues to be placed on the principles of asepsis and their Prerequisites: ST 105, ST 115. Pre/corequisites: BIO 115, Corequisites: ST 155.

ST 155 Clinical Practice II **4 Credits**

This course is a cotinuation of Clinical Practice I. Students build on their knowledge and expertise and are introduced to more surgical specialties in the Operating Room. Prerequisites: ST 115, ST 105; Corequisite: ST 150.

ST 175 Pathophysiology for the Surgical Technologist **3 Credits**

This course is designed to provide general knowledge and functions of the human body in disease and illness. The main focus topics will be understanding cell structure as it correlates to disease and pathologies as they relate to each body system. Prerequisites: ST 125, ST 150, ST 155.

ST 200 Surgical Technology III **4 Credits**

This course is a continuation of ST 150. Students build on their knowledge and expertise and are introduced to more complex surgeries in the Operating Room. Prerequisites: ST 150, ST 155. Corequisite: ST 210.

ST 210 Clinical Practice III **4 Credits**

This course is a continuation of Clincial Practice II. Students build on their knowledge and expertise and are introduced to more surgical specialties and take a more advanced role in the Operating Room. Prerequisite: ST 155, ST 150. Corequisites: ST 200.

ST 250 Surgical Technology IV **4 Credits**

This course is a continuation of ST 200. Students build on their knowledge of advanced surgical procedures, trauma and emergency surgeries. Prerequisites: ST 200, ST 210. Corequisites: ST 255, ST 260.

ST 255 Clinical Practice IV **4 Credits**

This course is a continuation of Clinical Practice III. Students build on their knowledge and expertise they have acquired throughout this program. Prerequisites: ST 200, ST 210. Corequisite: ST 250.

ST 260 Surgical Technology Seminar **2 Credits**

This course is designed for advanced surgical technology students in the professional role of the Surgical Technologist in the Operating Room with special emphasis placed on preparation for the National Certification Examination. Corequisites: ST 250, ST 255.

Welding

WELD 101 Oxyacetylene Welding **1 Credit**

This course presents basic principles of oxyacetylene welding, cutting, and brazing. The course will focus on proper selection and use of equipment, safety, proper welding techniques, and setup. Lecture, .5; lab, 1.5

WELD 102 Basic Shielded Metal Arc Welding **6 Credits**

This course presents the nomenclature and setup procedures for the shielded metal arc welding (SMAW) process and teaches basic processes. Students weld on pads in each of the four welding positions using different electrodes. Lecture, 4; lab, 6

WELD 110 Intermediate Shielded Metal Arc Welding **3 Credits**

This course is a continuation of WELD 102. Students become proficient at groove welding with and without backing. Prerequisite: WELD 102. Lecture, 2; lab, 3

WELD 112 Advanced Shielded Metal Arc Welding 6 Credits

This course continues shielded metal arc welding (SMAW) to help students become proficient in 2G, 5G, 6G, and pipe. Prerequisite: WELD 102. Prerequisite/Corequisite: WELD 110.

WELD 202 Beginning MIG (GMAW) Welding 3 Credits

This course introduces students to the safety, nomenclature, and set up procedures for gas metal arc welding (MIG). Students will perform open route welds on plate without backing. Students will weld in all four positions. Additional topics include wire specifications, joint design, shielding gases, and production of beads and joints.

WELD 204 Advanced MIG (GMAW) 3 Credits

In a continuation of WELD 202, students will continue to develop advanced skills in MIG welding. Students will perform welds in all four positions on plate without backing and aluminum. Welds will be tested to AWS non-destructive standards. Prerequisite: WELD 202. Lecture, 2; lab, 3

WELD 206 Beginning TIG 3 Credits

Students will be introduced to gas tungsten arc welding (GTAW or TIG) with an emphasis on safety, machine set up, filler rods, and shielding gasses. Students will produce beads, bead patterns, and joints in all four positions. Students will perform open route welds on plate without backing. Lecture, 2; lab, 3

WELD 208 Advanced TIG 3 Credits

In a continuation of WELD 206, students will continue to develop advanced skills in TIG welding. Students will perform welds in all four positions on plate with backing and on pipe. Welds will be tested to AWS standards. Prerequisite/Corequisite: WELD 206. Lecture, 2; lab, 2

WELD 210 Flux Core Welding 3 Credits

Students will learn the safety, nomenclature, set up procedures, and techniques associated with flux core arc welding. Students will weld on pads in each of the four positions. Techniques will include beads, lap joints, tee joints, and butt joints. Prerequisities: WELD 202 and WELD 204. Lecture, 2; lab, 3

WELD 215 Metallurgy 2 Credits

This course presents basic principles of metallurgy as they relate to welding and fabrication. Students will study properties of both ferrous and non-ferrous metals. Topics will include manufacture, weld preparation, surface preparation, heat treatment before and after welding, alloys of special steel, and classification of steels.

WELD 220 Layout and Fabrication 3 Credits

Students will perform fitup procedures to set up and align parts for fabrication according to blueprint design and specifications. Students will apply mathematics for layout. The course includes estimation, structural and pipefitting techniques, and making templates and jigs. Prerequisites: APT 110, WELD 112, WELD 204.

WELD 225 Downhill Pipe Welding 3 Credits

The course will provide the students with a thorough understanding of downhill pipe welding procedures and weld quality. It provides training to develop the skills necessary to produce quality welds on open root carbon steel pipe in the 5G and 6G positions, using E6010 and E8010 electrodes. Prerequisites: WELD 102, WELD 110, WELD 112..

The Center for Economic and Workforce Development contributes to economic development of the area by enhancing the regional workforce through training, continuing education and consulting for individuals and employers. Relying upon partnerships and a flexible learning methodology which allows for customized solutions, the Center addresses workforce development needs of the emerging, existing, entrepreneurial and developmental workforces through specific programs in Continuing Education, technical education partnerships, the Small Business Development Center, and customized training. In addition, the Center is responsible for the College's Flexible Degree programs. Major partnerships include those with EDGE and the Northern Panhandle Technical Education and Training partnership with six county school systems.

- **Workplace Skill Credential Programs**
- **Flexible Degree Programs**
- **EDGE**
- **Joint Technical Programs**
- **Economic and Workforce Development Services**
- **Continuing Education/ Life-long Learning**
- **Community Education**

Center for Economic and Workforce Development

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Workplace Skill Credential Programs

Workplace skill credential programs are short-term programs designed to give individuals skills needed for success in the workplace in specific employment areas. These programs include only the specific skills needed for employment and thus require less time for completion than a traditional degree or certificate program. However, most of these programs are designed so that they can be used as part of the requirements for a degree program, thus creating a career pathway for interested individuals.

Because these programs are designed to meet the needs of the local workforce, the programs which are available will vary. Programs which are available at the time of publication include: *Interpreter Training for the Deaf; AAPC Medical Coding Credentialing; Computer/Office Applications in Word Processing, Spread Sheets, Data Bases, and Presentations; Paramedic Certification; Phlebotomy, Real Estate,* and *Casino Table Game Dealers*. Interested persons are encouraged to contact the Vice President of Economic and Workforce Development or the College Counselors about availability of programs and the sequence of courses required in each program.

Flexible Degree Programs

Northern offers three flexible degree programs which are designed to credential training and education which individuals obtain outside a normal degree program or from non-collegiate providers. These programs are customized so that they include skills specifically required by employers. Descriptions of the Board of Governors Associate in Applied Science Degree Completion, Individualized Career Studies, Occupational Development, and Technical Studies programs are detailed on the following pages.

Board of Governors Associate in Applied Science Degree Completion Program

The Board of Governors Associate in Applied Science degree program is a nontraditional, degree completion opportunity at the associate degree level specifically devised for adult learners to meet occupational goals or employment requirements, establish professional credentials, or achieve personal goals. This degree program provides the opportunity for adult learners to utilize credit for prior learning experiences via licenses, certificates, military credit, and other non-collegiate sources while assuring maximum credit transferability.

Through the Board of Governors Associate in Applied Science degree program, adult students can establish deserved credentials, achieve a personal sense of accomplishment, and position themselves for advancement into a baccalaureate program. The Board of Governors Associate in Applied Science degree increases educational access and degree opportunities for adults who have deferred or interrupted their educational plans. Such a program provides the base of the educational ladder for adults to accomplish the first level of educational advancement as well as develop the self-confidence and incentive to move toward the completion of a baccalaureate degree. The Board of Governors Associate in Applied Science degree program is designed to articulate with the WV Board of Regents Bachelor of Arts Degree.

Curriculum-The Board of Governors A.A.S. requires 60 credit hours which include a general education core of 21 credit hours and 39 credit hours of general electives. An optional capstone experience and an optional defined area of emphasis encompassing a broad range of content areas may be included. 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. The general electives, with the opportunity for a defined area of emphasis, allow students to demonstrate and document a defined occupational proficiency. Students are encouraged to explore various options for obtaining credit for prior learning experiences including course articulation, standardized exams, challenge exams, credential validation and portfolio credit. Students who choose to earn credit for college-level learning acquired through professional work experience or other life experiences must complete the portfolio development course and submit a portfolio. The portfolio provides the opportunity for equating documented, college level, experiential learning to college credit. College courses successfully completed at regionally accredited institutions may be transferred into the program and applied toward the 60 credit requirement.

A student may apply any or all methods of extra-institutional credit toward the completion of the Board of Governors A.A.S. degree. Further details can be obtained by contacting the Vice President of Economic and Workforce Development.

Summary: Program Requirements

Total Credit hours:	60	
General Education:	21	
Communications:	6	
Mathematics/Sciences:	6	
Social Sciences/Humanities:	6	
Computer Literacy:	3	
General Electives:	39	Includes credit hours for optional area of emphasis, portfolio course, and capstone course.
Graduation Grade Point Average:	2.0	
Residency Requirement:	12	credit hours from a regionally accredited higher education institution. A minimum of 3 credits may be required at the host institution. Petition for exception to the residency requirement may be made to the Chief Academic Officer of the host institution.
Academic Forgiveness:		All F's earned in College courses earned four or more years before admission to program are disregarded from the computation of the graduation grade point average. The "F" grades will not be deleted from the transcript.
Grades and Grading:		Grading will follow the institution's current grading policy.
Admission Requirements:		Students are eligible for admission to the program two years after graduation from high school. In case of those passing a high school equivalency examination, admission must be two years after their high school class has graduated.

Occupational Development (A.A.S.)

Northern recognizes training from approved U.S. Department of Labor Bureau of Apprenticeship Training (BAT) programs towards an associate degree. Required courses of study for eligible programs are determined by agreements between the College and the apprenticeship program. Individuals must be enrolled in or have completed the approved apprenticeship program in order to be eligible to enroll in this program.

Those BAT apprenticeship programs which are currently available for the occupational development program are:

- Building and Construction Trades with the Upper Ohio Valley Building and Construction Trades Council AFL-CIO

- Child Development Specialist with Northern Panhandle Apprenticeship Council
- Firefighters with Wheeling Fire Department Joint Apprenticeship Committee
- Plumbers and Steamfitters with Wheeling Plumbers and Steamfitters Joint Apprenticeship Committee

Upon completion of the program, graduates will be able to:

- Effectively use both written and verbal communication skills in the workplace
- Demonstrate knowledge of interpersonal skills and their application in the workplace
- Apply principles of mathematics and science to contemporary issues in society and in the workplace
- Demonstrate an understanding of technical skills required in the specific occupational area through the successful completion of an approved apprenticeship training program

There are four components to the program. General education courses are offered by the College. Technical core courses and technical specialty courses are included within classroom instruction which is part of the apprenticeship program and may be supplemented by college courses in some cases. On-the-job training which is part of the apprenticeship program is awarded credit under agreements negotiated by the partners. Specific agreements which list course requirements for each component are available from the College Counselors or the Vice President of Economic and Workforce Development.

Technical Studies (A.A.S.)

Northern works with employers or agencies to develop programs which incorporate training from the sponsor and combine it with 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.

A Technical Studies program which is currently available is Child and Family Specialist with Northern Panhandle Headstart of West Virginia.

Upon completion of the program, graduates will be able to:

- Effectively use both written and verbal communication skills in the workplace
- Demonstrate knowledge of interpersonal skills and their application in the workplace
- Apply principles of mathematics and science to contemporary issues in society and in the workplace
- Demonstrate an understanding of technical skills required in the specific occupational area

The Technical Studies program generally has three components: general education core; technical core; and technical specialty. For some programs, there may be an on-the-job training component. Specific agreements which list course requirements for each component are available from the College Counselors or the Vice President of Economic and Workforce Development.

Learn and Earn

The Learn and Earn program partners with area companies and businesses to employ both traditional and non-traditional college students thus helping meet their company production goals. In return, those students work for wages. Contact the Vice President of Economic and Workforce Development at 304-214-8967 for additional information.

Joint Technical Programs - Technical Education and Training Partnership Programs

To better serve the technical education needs of the region, West Virginia Northern Community College and the six county school systems of the Northern Panhandle have joined together to form the Northern Panhandle Technical Education and Training Partnership. Through this partnership, a number of joint Associate in Applied Science programs are offered. These programs combine technical courses available through the school systems with support courses and advanced courses at the College.

A list of the programs and the counties participating in each program is detailed on the following page. New programs are being added to the agreement so interested persons should check with the College or the local high school for the most current list. Interested high school students should check with their high school counselors regarding enrollment information. Many of the programs permit post secondary students to enroll so adult students should check with College counselors about program availability and admissions procedures. The subsequent table outlines course requirements for each program.

Programs	Brooke County	Hancock County	Marshall County	Ohio County	Tyler County	Wetzel County
Automotive Technology	X	X	X	X	X	
Building Construction Technology	X	X	X	X	X	X
Cisco/WVNCC CIT Program		X	X			X
Collision Repair Technology	X	X	X	X	X	
Electronics Technology	X	X		X	X	
Welding Technology	X	X	X	X	X	

WVNCC Courses	Automotive Technology	Aviation Maintenance Technology	Building Construction Technology	Collision Repair Technology	Electronics Technology	Welding Technology
General Education Core						
ENG 101	X	X	X	X	X	X
ENG 115 or SPCH 105	X	X	X	X	X	X
PSYC 155	X	X	X	X	X	X
SS 101	X	X	X	X	X	X
MATH 102	X	X	X	X	X	X
PHYS 115	X	X	X	X	X	X
CIT 117	X	X	X	X	X	X
Technical Core						
MGT 253	X	X	X	X	X	X
MATH 103					X	
MATH 104					X	
Business elective (see list below)	X	X	X	X	X	X
Business elective (see list below)	X		X	X		X
Technical Specialty Each program has required technical courses which are offered at the technical center or high school. Lists of these courses are available from counselors at the College or the high school.						
Practicum	X		X	X	X	X

Restricted Business Electives: ACC 122, ACC 123, BA 240, MKT 230, MGT 250

Economic and Workforce Development Services

As an educational resource center, West Virginia Northern Community College has made a commitment to programs and services which respond to the community, economic and business development needs of the Northern Panhandle. Economic and workforce development services include a broad spectrum of continuing education services, cultural programs and custom-designed instructional services coordinated at each campus. The Vice President of Economic and Workforce Development works with the Campus Dean to address the needs of each campus region. For information about these programs or to request other services, contact the Vice President of Economic and Workforce Development or the Campus Dean.

Center for Excellence in Workplace Education (CEWE) - CEWE is a unique workforce delivery mechanism for the Northern Panhandle formed through a partnership between West Virginia Northern and local manufacturing companies. CEWE provides customized training for the current workforce across all industry sectors. To inquire about programs and services available through CEWE, contact the Vice President of Economic and Workforce Development.

Customized Contracted Instruction - The College will customize credit and non-credit courses, short-term workshops, seminars and courses according to the needs of employers and employees. The instruction can cover a broad array of topics provided on-site or at the campus. Instructors are members of the full-time faculty or field professionals. Employers realize significant savings since costs are directly related to instruction. Instruction can be designed to permit application between sessions and follow-up consultation. For information, contact the Vice President of Economic and Workforce Development.

Testing Center - In order to enhance its ability to provide online training to individuals and businesses, West Virginia Northern Community College has formed a Testing Center at the College. Through the Center, individuals can access over 2,500 course modules in Adult Literacy/Employability Skills, Computers and Information Technology, English as a Second Language (ESL), Industrial Technology and Safety Skills, Management, Leadership and Small Business Operation, and Professional and Personal Development. For employers, Northern can enhance the value of the computer-based instruction by offering a variety of supporting activities. The Testing Center makes training available any time, any place, at any pace. For information about the Testing Center, please contact the Program Assistant for Continuing Education or the Vice President of Economic and Workforce Development.

Online Continuing Education Courses - Northern offers online continuing education courses through partnerships with Education2Go, ACT, and other providers. Students may take the courses at times that are convenient for their personal schedule from any location. Each ed2go course comes equipped with a patient and caring instructor, lively discussions with fellow students, and plenty of practical information that can be put to immediate use. The college offers hundreds of courses covering every topic from anatomy to Web design. For more information, please contact the Program Assistant for Continuing Education or go to Workforce Development Web page by clicking on the Business/Industry Development button on the College's Web page.

Small Business Development Center (SBDC) - The SBDC provides consultation, training, and problem-solving services to existing, potential and start-up small businesses within the College's six-county district. Services provided by the Center include assistance with business plans and loan applications and networking with local and state agencies and businesses to access resources which are available to small business. The SBDC office is located on the Wheeling Campus, but the Program Manager and Financial Analyst regularly meet with clients in Weirton and New Martinsville and in other communities throughout the district.

Workforce Investment Act (WIA) - Federally funded job training programs are now administered by the Northern Panhandle Workforce Investment Board (NPWIB). West Virginia Northern is an approved WIA provider and can assist participants with career counseling as well as short-term training and degree programs. The West Virginia Higher Education Adult Part-time Student grant program now pays for some workforce development programs; for example, phlebotomy. Contact the Center for Economic and Workforce Development or the Financial Aid Office for more information.

Continuing Education/Life-Long Learning

Courses in continuing education for professional growth and personal enrichment are offered through the College. These courses are designed for the non-degree-seeking student and provide lifelong learning opportunities for area residents. The specialized courses of continuing education are generally of short duration and are designed to meet the specific needs and interests of area residents for job skills enhancement, certification requirements, cultural enrichment, recreation and personal empowerment.

Some courses are noncredit, while others offer regular academic credit or continuing education units (CEUs) upon successful completion. Generally, continuing education units are not to be used as college credits applicable to a degree.

Continuing education courses are offered throughout the year. Course offerings are included in the College's fall and spring schedule of classes and in special brochures or flyers.

The continuing education program strives to meet the community's needs for lifelong learning. Please contact the Campus Dean or Program Assistant for Continuing Education if training or instruction is needed in areas not included in College publications.

Community Education

Northern offers courses and seminars for personal enrichment, cultural interests, and educational pursuits through community education programming. Community education offerings are arranged on each campus to meet local needs. Courses are short-term and noncredit. For information about courses or to request specific offerings, contact the appropriate Campus Dean or the Center for Economic and Workforce Development.

Academic Student Support

WVNCC Academic Support Centers (ASC) seek to motivate and empower students to become successful and independent learners. The ASC believes success and independence are fostered through: critical thinking, decision making, hard work, effort, tenacity, persistence, community, relationships, personal growth and fulfillment.

The ASC has a location on all three campuses and strives to offer comfortable, student-centered, learning-focused, environments where students of all races, religions, ethnicities, sexual orientations, genders, ages, ancestries, marital statuses, parental statuses and abilities are welcome. The ASC houses many services including: tutoring, supplemental instruction, FastTrack programs, accessibility services, assistive technology, advising, coordination of the First-Year Seminar (FYS) course and more all designed to improve retention and student success.

- **Tutoring**
- **Accessibility Services**
- **Student Success Resources**
- **Developmental Education**

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Academic Support Services

All three West Virginia Northern Community College campuses provide holistic student support. An Academic Support Center (ASC) located on each campus is staffed by full-time professionals and part-time paraprofessionalswho provide a wide variety of academic support services, including: tutoring, supplemental instruction, computer support and academic skills development. ASCs also support personal growth and "soft skill" development through stress awareness, time managementand interpersonal communication coaching.

Tutoring

Free tutoring is available to all enrolled WVNCC students. Each campus offers tutoring in a variety of subjects including English, Biology, Math, Accounting, Computer Information Technology and more. Schedules vary each semester and are available online or by contacting the ASC at 304-214-8923 or asc@wvncc.edu.

Accessibility Services

West Virginia Northern Community College is committed to assuring that students with disabilities are afforded the same opportunities and the same responsibilities as all other students.

To Register with Accessibility Services:

Contact Accessibility Counselor Kevin Serig at 304-214-8938 or kserig@wvncc.edu. to schedule an appointment for intake and registration.

The Accessibility Office is located on the Wheeling Campus, B&O Building, Room 225-C. Students on all campuses are entitled to equal accommodation. The Accessibility Counselor works with faculty, staff, and community agencies to arrange for reasonable and appropriate accommodations.

IMPORTANT: Documentation should be provided during the intake and registration appointment, well in advance of coursework, to allow time for coordination of accommodation with faculty, staff, and other service providers, or to secure equipment which may be necessary.

Student Success Resources

ASC staff conduct workshops in and out of the classroom to assist students with academic skills. Staff are available to provide support with time management, emotional intelligence, professional preparation and communication skills. This assistance is available one-on-one, in groups, or through other resources.

West Virginia Northern Community College encourages students to take a proactive approach to learning by using the resources provided by the ASC on campus and online.

For individualized assistance, students can contact the Director, 225 B&O, 304-214-8853. The Director can help the student assess his/her needs and connect with college and community resources. Students may also be referred for individual assistance by faculty or staff.

Developmental Education

Students whose placement test scores or ACT/SAT scores, if available, indicate a need for improved basic skills in reading, writing, and/or mathematics, will be required to enroll and successfully complete the developmental education class(es) before enrolling in college-level courses. The goals of developmental education are:

- to preserve and make possible educational opportunity for each postsecondary learner
- to develop in each learner the skills and attitudes necessary for the attainment of academic career and life goals
- to ensure proper placement by assessing each learner's level of preparedness for college course work
- to maintain academic standards by enabling learners to acquire competencies needed for success in mainstream college courses
- to enhance the retention of students
- to promote the continued development and application of cognitive and affective learning theory

Students who are in need of developmental education courses should enroll in a designated section of Orientation 90 focused on success and college resources. Students may also enroll in general education core courses if prerequisites have been met. A developmental education advisor will meet with developmental education students on a regular basis as they participate in the program. Developmental education workshops and other supplemental opportunities will be made available as well as the regular academic support services. Upon successful completion of the developmental education program, students will then meet with a program advisor to plan a path to graduation.

Developmental education courses are considered college courses for purposes of determining course load and financial aid; however, these credit hours are not calculated into the total number of hours required for students to complete degree programs. Descriptions of developmental education courses are listed in the Course Descriptions section of this Catalog.

Contact a Campus Counselor for additional information regarding developmental education.

- College Officers
- Institutional Board of Governors
- Foundation Board of Trustees
- West Virginia Council for Community and Technical College Education
- West Virginia Higher Education Policy Commission
- Administrative Staff
- Faculty
- Staff
- Program Advisory Committees

Directory

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Cabinet

Dr. Vicki L. Riley, *President*

Dr. Carry DeAtley, *Vice President of Academic Affairs*

Peggy Carmichael, *Chief Human Resource Officer*

Robert DeFrancis, *Dean of Community Relations*

Janet Fike, *Vice President of Student Services*

Jeff Sayre, *Vice President of Administrative Services / Chief Financial Officer*

Dr. David Shahan, *Vice President of Economic & Workforce Development*

Larry Tackett, *Campus Dean*

Institutional Board of Governors

Rev. Dr. Darrell Cummings, *Chair*

Mary K. Hervey DeGarmo, *Vice Chair*

Christin Stein Byrum, *Secretary*

Brann Altmeyer

Bob Contraguerro, Jr.

Jonathan Greer

Toni Shute

David Stoffel, *Faculty Representative*

Melanie Baker, *Classified Staff Representative*

Rosemary Ketchum, *Student Representative*

West Virginia Northern Foundation Board of Trustees

The West Virginia Northern Community College Foundation is an all-volunteer, nonprofit organization incorporated with 501(c) (3) status, committed to helping the College achieve its mission. The Foundation seeks, receives and manages private funds to increase the College's capabilities in the areas of institutional development, professional development, capital facilities and equipment and financial assistance to students.

Robert J. Krall, Esq., President
Joe Eddy, Vice President
Bonnie D. Grisell, Secretary
Michael Leo, CPA, Treasurer
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West Virginia Council for Community and Technical College Education

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Clarence Pennington, *Ex-Officio*
Chair, WV Council for Community and Technical College Education

Dr. Michael J. Martirano, *Ex-Officio*
State Superintendent of Schools

Administrative Staff

The following list contains primary academic credentials of administrators and staff employees who support student services and academic programs described in this catalog and are not full-time faculty.

Further Study refers to courses taken that apply toward another degree; Additional Study refers to miscellaneous courses that do not apply toward a specific degree.

BALLER, JAMES F., Director of Facilities; A.A.S, Belmont Technical College.

CARMICHAEL, PEGGY, Chief Human Resources Officer, Affirmative Action Officer, EEO Counselor, ADA Compliance Officer, Employee ADA Coordinator; Title IX Coordinator; ADA/504/508 Compliance Officer; B.S., West Liberty University; A.A.S., West Virginia Northern Community College; M.L.S., West Virginia University.

COFFIELD, HOPE, IR Director; B.S., Wheeling Jesuit University; M.S., West Virginia University.

DEATLEY, CARRY, Vice President of Academic Affairs; Ed.D., Argosy University; M.B.A., Franklin University; B.A., Midway College, A.A.S., Southern State Community College.

DE FRANCIS, ROBERT, Dean of Community Relations; B.S., West Virginia University.

FARNSWORTH, CHRISTY J (CJ), Director "Academic" Student Support Services; B.A., Bethany College; M.S. Ed., Franciscan University; M.F.A. Writing, Vermont College of Fine Arts.

FIKE, JANET M., Vice President of Student Services; B.S., West Virginia Wesleyan College; M.S., Eastern Illinois University; Further Study: Marshall University.

MULHERN, KARRI, Director of Economic and Workforce Development; B.A., Bethany College; M.P.A., University of Pittsburgh.

PAYTON, SHANNON, Director, Student Union Activities I; B.A., West Liberty State College; Further Study: West Virginia University.

RILEY, VICKI L., President; Ed.D., University of Virginia; Ed.S., M.A., B.S., James Madison University.

SAYRE, JEFF, Vice President Administrative Services/Chief Finance Officer; B.S. West Virginia University; M.S. Franciscan University.

SHAHAN, DAVID, Vice President of Economic & Workforce Development; Ph.D, Madison University; M.A., Marshall University; B.S., West Virginia State University.

STROUD, PATRICIA, Director Library I; B.A., Franciscan University; M.L.I.S., University of South Carolina.

TACKETT, LARRY, Campus Dean; B.S., M.S., West Virginia University; M.B.A., Marshall University; Further Study: West Virginia University.

Faculty

The following list contains titles and primary academic credentials of full-time faculty. Qualified part-time faculty, including some administrators and staff, also instruct some courses.

Further Study refers to courses taken that apply toward another degree; Additional Study refers to miscellaneous courses that do not apply toward a specific degree.

BAKER, CHANA, Instructor, Developmental English; B.S., West Liberty University; Further Study: Southern New Hampshire University, West Virginia Northern Community College.

BARNETT, AMANDA, Instructor, Nursing; A.S., West Virginia Northern Community College; B.S.N., West Virginia University; Further Study: Franciscan University.

BEATTY, ADAM., Instructor, Computer and Information Technology; C.P., A.A.S., West Virginia Northern Community College; B.S. Mountain State University; M.A.Ed., West Liberty University; Further Study: University of Charleston.

BERRY, RITA A., Professor, Nursing; Legal Nurse Consultant; R.N., Ohio Valley General Hospital School of Nursing; B.S.N., West Liberty University; M.S.N., M.S., West Virginia University; Additional Study: West Virginia University.

BLATT, CLAIRE, Assistant Professor, Nursing; R.N., B.S.N., West Virginia University; M.S.N., South University.

BRINKLEY, RICHELLE, Instructor, Surgical Technology; A.S., West Virginia Northern Community College; B.S., West Liberty University.

BRITT, JOYCE, Instructor, Psychology, Human Services and Sociology; Licensed Social Worker; M.S., West Virginia University; B.A., Wheeling College; A.A.S., West Virginia Northern Community College.

CANTER, RAYMOND J., Instructor, Psychology and Human Services; M.S., Shippensburg University; B.S., Wheeling Jesuit University.

DAHLEM, ANITA, Instructor, Nursing; B.S.N., Alderson Broaddus University; M.S.N., Walden University.

DE CARIA, FRANK L., Assistant Professor, History/Philosophy; B.S., Marquette University; M.A., M.Ed., Duquesne University; Further Study: University of Pittsburgh.

DOOLIN, JEREMY, Instructor; B.S., Ohio University; B.A., Ohio University.

EDWARDS, RUSSELL, Instructional Specialist; B.S., University of Phoenix; B.S., University of North Carolina, US Navy School.

EVANS, EUGENE, Assistant Professor, Culinary Arts; A.S., St. Louis Community College; B.S., Ohio University; Further Study: West Virginia University.

FERRELL, DARCEY, Assistant Professor, Psychology/Sociology/Human Services; Licensed Social Worker; B.A., Glenville State College; MSW, West Virginia University.

FITZGERALD, DEBRA, Instructor, Surgical Technology; CST West Virginia Northern Community College.

FULTON, BENJAMIN L., Instructor, Biology; B.S., Youngstown State University; M.S., Youngstown State University; A.A.S., Belmont Technical College.

GOLDSTEIN, MARK, Professor, Mathematics; B.A., State University of New York at Buffalo; M.S., West Virginia University; Additional Study: Marshall University, Ohio State University, West Virginia University.

GRUBOR, MARIAN, Division Chair, Business and Public Services; Professor, Program Director, Culinary Arts; Certified Culinary Educator, American Culinary Federation; B.A., West Liberty University; M.A., West Virginia University; Further Study: West Virginia University.

HANS, DONNA J., Division Chair, Health Sciences; Professor, Nursing; Diploma, Ohio Valley General Hospital School of Nursing; B.S., Ohio University; M.S., Wright State University; M.S., West Virginia University.

HARBERT CRYSTAL L., Instructor, English; B.A., M.A., Kent State University.

HERRINGTON, KATHY L., Professor, Psychology/Sociology/Human Services, Program Director, Human Services and Early Childhood; Licensed Social Worker; B.A., Davis and Elkins College; M.S., M.A., West Virginia University; Further Study: West Virginia University.

HIPPENSTEEL, CURTIS, Instructional Specialist, Petroleum Technology; B.B.A., M.B.A., University of Central Arkansas.

KAHL, MISTY, Program Director/Assistant Professor, Radiography; M.S., Independence University / California College for Health & Sciences; B.S., Florida Hospital College of Health Sciences; A.A.S., West Virginia Northern Community College; R.T.(R), Wheeling Hospital Radiology Program.

KEFAUVER, CHRISTIAN, Associate Professor, Culinary Arts; C.E.C, A.C.E., F.M.P; A.S., West Virginia Northern Community College; B.S., Wheeling Jesuit College; M.A., West Virginia University.

KEYSER, JILL L., Professor, Nursing; Diploma, Ohio Valley General Hospital School of Nursing; B.S.N., Ohio University; M.S., Wright State University; Additional Study: West Virginia University, Muskingum University.

KNECHT, DAVID, Instructional Specialist, Mechatronics, Associate in Electronics, Ohio Institute of Technology; Further Study: Columbus State Community College.

KREICHBAUM, JENNIFER, Instructional Specialist Developmental Education / Math Lab; B.S., Ohio University; Further Study: Muskingum University.

KUCA, ARLENE I., Associate Professor, Nursing; Diploma, Ohio Valley General Hospital School of Nursing; B.S., Ohio University; M.S.N., Wheeling Jesuit University.

LANTZ, JENNIFER, Instructor, Developmental Education, Mathematics; B.S., West Liberty State College; Additional Study; Wheeling Jesuit University, Kellogg Institute, Appalachian State University. Further Study: West Virginia University.

MARLIN, MARY, Instructor, Developmental Mathematics; A.A.B., Belmont Technical College; B.A., Wheeling Jesuit University; Further Study: Wheeling Jesuit University; Additional Study, West Virginia Northern Community College.

MERZ, MARY ANN, Instructor, Biology; MT(ASCP); B.S., Indiana University of Pennsylvania; B.S., University of Pittsburgh; M.Ed., University of Georgia; Additional Study: Certificate in Multimedia Technology, California University of Pennsylvania.

PETERMAN, BONNIE, Instructor and Program Director, Surgical Technology; Certified Surgical Technologist; A.A.S., West Virginia Northern Community College; B.L.A., West Liberty University; Additional Study: Belmont Technical College, Queens College.

OWEN, SCOTT B., Instructor, Business Administration, MBA., American Military University; B.A., The University of North Carolina at Chapel Hill.

REHO, JOHN W., Assistant Professor, English; B.S., California (Pa.) State College; M.A., University of Akron; Further Study: Kent State University.

REMIAS, JOSEPH M., Instructor and Program Director, Appliance Repair, Industrial Maintenance Technology, and Refrigeration, Air Conditioning and Heating; Program Coordinator, Refrigeration, Air Conditioning and Heating; A.A.S., West Virginia Northern Community College.

ROPER, PATRICIA, Program Director, Business/Accounting; Instructor, Accounting; MSA, Wheeling Jesuit University; B.S., West Liberty University; A.A.S., Belmont College.

ROGERSON, CHARLES W., Professor, English; B.A., West Liberty University; M.A., Western Illinois University; Ph.D., Ohio State University.

RYAN, DELILAH, Associate Professor, History; B.A., West Liberty University; M.A. (2), West Virginia University; Further Study: West Virginia University.

SHARMA, PURNIMA V., Division Chair, Liberal Arts, Communication and Social Sciences; Professor, Physics/Mathematics; M.S., Ohio State University; Ed.D. Nova Southeastern University (Fla.); Additional Study: West Virginia University, Marshall University, West Virginia Northern Community College.

SHELEK, LINDA JO, Professor and Program Director, Nursing; A.A.S., West Virginia Northern Community College; B.S.N., Wheeling Jesuit University; Certified Nurse Practitioner, M.S.N., West Virginia University; Further Study: West Virginia University.

SILVESTRI, KORENE, Associate Professor and Program Director, Health Information Technology; B.A., Wheeling Jesuit University; M.A., West Virginia University; A.B., Jefferson Community College; C.C.S., R.H.I.A., C.D.I.P., American Health Information Management Association; Additional Study: Warren National University.

STEPHENS, MELISSA, Instructor/Clinical Coordinator, Radiography; B.A., Wheeling Jesuit University; R.T. (R), American Registry of Radiologic Technologists; C.A.S., Wheeling Hospital Radiography Program. Additional Study: Belmont Technical College.

STOFFEL, DAVID J., Assistant Professor and Program Director, Computer Information Technology., B.A., West Virginia Wesleyan College; Furthern Study: M.S.S.E., West Virginina University; Additional Study: Colorado State University.

STOKES, CHARLEEN G., Associate Professor, Business Administration; B.S., Concord College; M.A., West Virginia University; Additional Study: Marshall University.

TAYLOR, MARESA B., Program Director/Instructor, Paralegal Studies; B.A., Mount Union College; J.D., The Ohio State University Moritz College of Law.

VANFOSSAN, JEANNE ANN, Professor, Nursing; Certified Family Nurse Practitioner, R.N., M.S.N., Alderson Broaddus College; M.S., West Virginia University; Additional Study: Ohio University.

WATSON, MICHELE M., Professor, Nursing; B.S.N., Wheeling Jesuit University; M.S.N., M.S., West Virginia University; Additional Study: C.C.M.A.; Neonatal Resuscitation Provider.

WINLAND, GREG, Professor, English; B.A., Wheeling Jesuit University; M.A., Miami University (Ohio); Ph.D., West Virginia University.

WYCHERLEY, MEREDITH L., Instructor, Nursing; B.S.N., West Virginia University; Further Study: West Virginia University.

Staff

BAKER, MELANIE, Information System Specialist

BARCUS, DAWN, Student Recruiter

BECKER, TAMI, Counselor I, Career Services, Wheeling Campus

BENNETT, DEBORAH, Office Administrator, New Martinsville Campus

BILLS, DENNIS, Academic Program Associate, New Martinsville Campus

BLAIR, LEE ANN, Library Associate, New Martinsville Campus

CASTELLO, BERNARD, Campus Service Worker, Wheeling

CLAUSELL, DARRYL, Coordinator, Continuing and Community Education

COBURN, BARBARA, Program Assistant I, Weirton Campus

CORBIN, CHRISTOPHER, Information Technology Consultant

CURTO, HILARY, Graphic Arts Designer Senior

DeCOLA, MARGARET, Records Officer

DeLUCA, SHELLEY, Information Systems Specialist, Wheeling Campus

DeROSA, LAWRENCE, Academic Program Associate, Weirton Campus

DERRICO, JENNA, Program Coordinator, Wheeling Campus

DESMOND, PAUL, Campus Service Worker, Wheeling Campus

DLESK, KELLY, Financial Aid Counselor

DUYMICH, FRANK, Campus Service Worker, Wheeling Campus

EDDY, DANIEL, Information Technology Consultant

EDWARDS, TINA, Program Assistant I, Weirton Campus

ELLIS, JOHN, Campus Service Worker, Wheeling Campus

FLETCHER, LINDA, Library Associate, Wheeling Campus

GIBB, ROBERT, Program Assistant I, New Martinsville Campus

GRIFFITH, SARAH, Financial Aid Counselor

HARVATH, JOAN, Accountant

JENKINS, TRACY, Certification Analyst

JONES, TAMMY, Account Clerk III

KAPPEL, STEPHANIE, Assistant to the President

KIMES, JEFFREY, Campus Service Worker, Wheeling Campus

KLEPACK, TERRI, Administrative Secretary Senior

KOZDRAS, PETER, Campus Service Worker, Weirton Campus

LOCY, KIMBERLY, Counselor I - High School Liaison

MASON, LINDA, Human Resource Representative

McFELEY, NATALIE, Counselor I, Veterans

McGINNIS, SHAWN, Campus Service Worker, Weirton Campus

MEHAFFEY, JOHN, Information System Tech

MEYERS, ROBIN, Account Clerk III

MIDCAP, JACK, Campus Service Worker, New Martinsville Campus

MONTELEONE, DAVID, Maintenance Worker I, Wheeling Campus

MONTGOMERY, JACK, Office Administrator, Weirton Campus

NOSKO, NANCY, Library Tech Assistant I, Weirton Campus

PAREE, KELLY, Human Resources Representative/Payroll

PATTERSON, KIMBERLY, Instructional Designer/Distance Educational Coordinator

PEGG, CAROL, Administrative Secretary-Senior

QUEEN, THOMAS, Trade Specialist, Wheeling Campus

REAGER, SHELLY, Secretary, Wheeling Campus

ROBINSON, INA, Counselor I, New Martinsville Campus

SCHRUMP, APRIL, Accountant Sr.

SERIG, KEVIN, Counselor II, Student Disabilities

SMITH, STEPHANIE, Program Assistant I, Wheeling Campus

SOLY, LISA, Counselor I, Transfer Coordinator, Weirton Campus

SPURLOCK, RANA, Institutional Advancement Coordinator

STARKEY, MATTHEW, Application Programmer

VENSEL, THOMAS, Campus Service Worker, Wheeling Campus

WALLACE, GERALD, Supervisor Campus Services, Wheeling Campus

WAYT, DEBRA, Program Assistant I, Wheeling Campus

WEISNER, GARY, Trades Specialist II, Wheeling Campus

WILLIAMS, IDA-JANETTE, Program Coordinator, Student Activities

WOODS, JASON, Information Technology Consultant

YESENCZKI, REBECCA, Executive Secretary to the Vice President of Academic Affairs

Program Advisory Committees

West Virginia Northern Community College operates an Advisory Committee system to help improve and enhance the quality of the College's programs and services for students and the employers of the Northern Panhandle. Advisory committees function to advise and assist in occupational manpower needs; understanding trends that could influence program development; reviewing curricula to ensure their relevancy; placing interns, cooperative education students, and graduates.

Business Studies

Barry Allen, Ziegenfelder's; **Robert Babinchak,** WesBanco; **Tim Bidwell,** Hazlett, Burt and Watson; **Joelle Connors,** Regional Economic Development Partnership; **Julie Cunningham,** Orrick, Herrington & Sutcliffe; **Dr. Carry DeAtley,** WVNCC; **Linda Glover,** WVNCC; **Brenda Green,** Belmont CAC; **Marian Grubor,** WVNCC; **Nancy Gwynn,** Senior Audit Manager; **Paul Lauttamus,** Lauttamus Communications; **Frank O'Brien,** Wheeling/Ohio County Convention & Visitors Bureau; **Scott Owen,** WVNCC; **Denise Penz,** Premier Bank and Trust; **Pat Roper,** WVNCC; **Charleen Stokes,** WVNCC; **Erikka Storch,** Wheeling Area Chamber of Commerce.

Computer Information Technology

Brenda Bellville, Williams Lea Americas; **Henry Cardello,** WVNCC; **Chris Corbin,** WVNCC; **Carol Cornforth,** Kalkreuth Roofing; **Dr. Carry DeAtley,** WVNCC; **Tom Dzmura,** Northwood Health Systems; **Elizabeth Gates,** HGO Technology, Inc.; **Jason Gorby,** 3States.Net, LLC; **Marian Grubor,** WVNCC; **David Hanes,** Wheeling Central Catholic High School; **Robert Kotson,** National Technology and Transfer Center; **Ryan Orzolek,** West Point Products; **David Rapp,** Wheeling Hospital; **Bob Roset,** Health Plan; **Dolph Santorine,** Monoceros Ventures, LLC; **Melissa Self,** Orrick, Herrington & Sutcliffe; **Larry Tackett,** WVNCC; **Will Turani,** Orrick, Herrington & Sutcliffe; **Eric Warren,** Wheeling Hospital.

Criminal Justice

Carry DeAtley, WVNCC; **David Gray,** State of Ohio Department of Corrections; **Kathy Herrington,** WVNCC; **Sgt. Clinton Lantz,** Moundsville Police Department; **Robert McCoid,** Attorney at Law; **Don Poffenberger,** WVNCC; **Chief Shawn Schwertfeger,** City of Wheeling Police Department.

Culinary Arts

Larry Alexander, Wheeling Island Hotel and Casino; **Ryan Butler,** Vagabond Kitchen; **Brandon Davis**, student; **Dr. Carry DeAtley**, WVNCC; **Hannah Demuth**, Ye Olde Alpha; **Amanda Doty**, Kroger; **Gene Evans**, WVNCC; **Steven Fuscardo**, John D. Rockefeller Center; **Martin Galloway**, Oglebay Resort; **Robert Gracey,** WVNCC; **Marian Grubor,** WVNCC; **Chris Kefauver,** WVNCC; **Sara Lydick,** Sandcrest; **Stephen Moore,** ARAMARK; **Sean Pabin,** Food by Jane; **Charlie Schlagel,** Ye Olde Alpha; **Matt Welsh,** Capitol Grill; **Glenn Zalenski,** Zalenski Family Eatery & Pub; **Matt Zalenski,** Zalenski Eatery & Pub.

Health Information Technology

Beth Cage, Ohio Valley Regional Hospital/East Ohio Regional Hospital; **Ruth Engler,** Lexicode; **Bonnie Hair,** BHJ Consulting L.L.C.; **Sheri Harvey,** Belmont Community Hospital; **Michelle Hagins,** Allegheny Health System; **Lolita Loy,** Comforce Health; **Mike Marmie,** HIMAGINE Solutions; **Sheila McKim,** Contract - Cancer registry; **Lori Richards,** East Liverpool City Hospital; **Sarah Stafford,** East Liverpool City Hospital; **Korene Silvestri,** WVNCC.

Human Services

Human Services:

Dr. Warren Galbreath, Ohio University Eastern; **Mark Games,** Northwood Health Systems; **Rhonda Hayes,** WVU; **Kathy Herrington,** WVNCC; **Charles Knight,** Youth Services Systems, Inc.; **Terry McCormick,** St. John's Home for Children; **Amy Morris,** WVNCC; **Terry Stemple,** Healthways, Inc.

Early Childhood Care & Education:

Amy Baker, Wheeling Park High School; **Jackie Bell,** Northern Panhandle Head Start; **Rhonda Combs,** Brooke County Board of Education; **Michelle Forsythe,** Holy Family Child Care; **Kathy Herrington,** WVNCC; **CheChe Price,** Northern Panhandle Head Start; **Jamie Remp,** King Daughter's Child Care; **Jasmine Reynolds,** King Daughter's Child Care.

Medical Assisting

Dr. William Mercer, MD, Wheeling Clinic, **Sheila Schultz,** Wheeling Hospital; **Sierra Quick,** Weirton Medical Center; **Deborah Cresap,** WVNCC; **Dr. Carry DeAtley,** WVNCC; **Lori Burdette,** Wheeling Hospital; **Kimberly McConnaughy,** RESA VI; **Robyn Nickerson,** Student; **Michelle Watson,** WVNCC.

Nursing

Rick Allemam, Nursing Program Alumni Representative; **Becky Beckett,** Ohio County Health Department; **Dr. Carry DeAtley,** WVNCC; **Patsy George,** Ohio Valley Medical Center; **Dr. Regina Jeannette,** WVNCC; **Chris Kerwood,** East Ohio Regional Hospital; **Dr. Rose Kutlenios,** West Liberty University; **Kathy Stahl,** Wheeling Medical Park; **Barbara Sisarcick,** Peterson Rehabilitation Center; **Linda Jo Shelek,** WVNCC; **Shannon Smith,** Wetzel County Hospital; **Denise Westwood,** Weirton Medical Center.

Paralegal Studies

Julie Cunningham, Orrick, Herrington & Sutcliffe; **Dr. Carry DeAtley,** WVNCC; **Glenn Elliott,** Attorney at Law; **Robert Gaudio,** Attorney at Law; **Marian Grubor,** WVNCC; **Robert McCoid,** Attorney at Law; **Hon. Brenda Miller,** Ohio County Court; **Maresa Taylor,** WVNCC.

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Surgical Technology

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WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

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