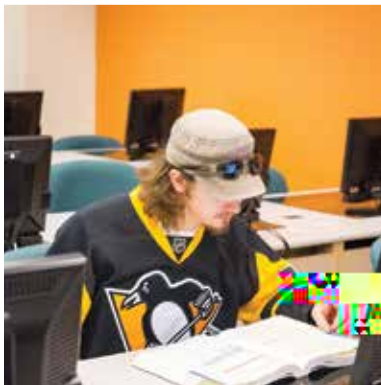


Eastern West Virginia Community & Technical College

Catalog 2018-2019



Eastern West Virginia Community & Technical College (Eastern) provides accessible and affordable educational opportunities for academic, technical, workforce training, and life-long learning for the Potomac Highlands regional community.

Eastern enriches the Potomac Highlands regional community through a range of innovative programs and services that exemplify community college values and achieve the community college mission.



Students enrolling at Eastern 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 that they make a formal written request to the Dean of Teaching and Learning and that they meet all requirements of the later Catalog.

This policy does not imply that the College will necessarily continue to offer all courses needed to complete all programs for which students may have enrolled. If a course substitution is needed, a suitable course will be recommended by the advisor and approved by the Dean of Teaching and Learning prior to the student enrolling in the course.

The Catalog is prepared for information purposes only, and is not considered to be a binding contract between Eastern West Virginia Community & Technical College and the students.

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Eastern's Board of Governors (Board) is committed to equal opportunity and non-discrimination for all employees, students, prospective students and applicants for employment. This commitment applies to all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, or any other basis which is proscribed by law, in employment or in the application, admission, participation, access and treatment of persons in instructional programs and activities.

The Board concurs with the American Association of Community Colleges (AACC) that such a commitment to equal opportunity and nondiscrimination "ensures and recommits to open door access; the cornerstone of the community college mission. This fundamental commitment is critical to our democracy's cherished principle of equal opportunity for every individual and to the social and economic vitality of the nation." The College will take affirmative action measures to insure the continued entry of qualified minorities, women, veterans, and the disabled, as defined by law, into the staff and student bodies. Infractions should be reported to the Human Resources Administrator.

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As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided for those students whose documented disability may affect their pursuit of a college education. These students must contact the Dean of Student Access and Success if services are desired.

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Students are guaranteed the right to protect the privacy of their educational records and to inspect and review the information maintained by the College, as provided in the Family Education Rights and Privacy Act of 1974, (FERPA), as amended. Further, students are permitted to dispute any educational record items which are believed inaccurate. Student requests to review their educational records must be made in writing directed to the Dean of Student Access and Success.

Confidential student information or educational records release shall require: (1) Written authorization by the student, and/or (2) Court order or other judicial authority in accord with applicable law.

The College has designated as public, or "directoc-16.1 (a)9.9 (b)6.9 stnr(l)1 (1 Tw T*4 (u)-7)-14.2 (a)10c (s)-10ir(5.2 (ic)-114.2)10 (t8-1

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Students at Eastern are entitled to an environment free from sexual harassment and discrimination. Policy, laws and regulations require the College to eliminate sexual harassment, to provide an environment that is respectful of the dignity of all students and employees, to inform the college community about sexual harassment and sex discrimination, and to provide sanctions for harassing behavior.

Students are encouraged to report sexual harassment complaints or allegations to the Dean of Student Access and Success. These officials will advise students of the internal informal reporting and formal complaint procedures. Such officials are trained and understand that internal procedures do not preclude the use of any other complaint mechanisms available to complainants.

Upon receipt of an allegation or complaint of sexual harassment, the Eastern College official or representative, after consultation with Eastern's President or designee, shall immediately initiate an investigation or other appropriate attempt to resolve the situation. Depending upon whether an informal or formal procedure is initiated, a report or recommendation of appropriate action must be completed and forwarded to the President. Upon receipt of the report or recommendation, further investigation or meetings may be required at the President's discretion. The President shall make a decision in all formal complaint procedures and issue a written report to the complainant, subject to legal protections and guidelines.

Eastern West Virginia Community & Technical College, pursuant to the requirements of Titles IV, VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the 1975 Age Discrimination Act, and the Americans with Disabilities Act of 1990, does not discriminate against applicants, employees, or students on the basis of race, color, religion, gender, disability, age,

Eastern's Board affirms compliance with federal regulations and the Higher Learning Commission Policy with regard to the recording, tracking, and disposition of written student complaints.

Before invoking the Student Complaint Procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, the potential subject of a complaint, and the College to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Complaint Procedure be invoked.

Throughout all phases of the complaint process, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law. Formal written complaints, submitted to any senior administrator, will be officially logged by the Dean of Teaching and Learning, or the Dean of Student Access and Success. In addition, complaints forwarded to the College by the Higher Learning Commission will be tracked by this policy (see B.P. 4.6 for the Procedure).

Eastern provides information on the incidence of crime at College facilities. This information is available in the West Virginia Higher Education Report Card. Addition-

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Students who interrupt studies by failing to register and attend classes during a Fall or Spring semester are

Conditional admission may be granted in instances where institutional officials have determined that the student has the potential to successfully complete college-level work. Such students must complete all needed transition

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

from the reading and writing tests, and completion of a college-level math class will exempt students from the arithmetic and algebra tests.

Alternate testing arrangements can be made for students with documented physical or learning disabilities. Testing arrangements can be modified to enhance the student's chance for success. An extension of the time limits, an alternative testing date or physical adaptations are examples of modified arrangements. Students may retest only one time in any of the required subject areas. Students may test only once during a semester.

Students may not enroll in a college-level mathematics course or English course unless the minimum score prescribed is earned on at least one of the following tests:

- Enhanced ACT – a score of 18 or above on the English section.
- ACCUPLACER – a score of 88 or above on the Sentence Skills test.
- Compass – a score of 71 or above on the English Skills test.

- Enhanced ACT – a score of 17 or above on the Reading section.
- ACCUPLACER – a score of 79 or above on the Reading Comprehension test.
- Compass – a score of 75 or above on the Reading test.

- Enhanced ACT – a score of 19 or above on the Mathematics section.
- ACCUPLACER – a score of 85 or above on the arithmetic test and a score of 76 or above on the Elementary Algebra Test.
- Compass – a score of 59 or higher on the pre-algebra test and a score of 36 or higher on the algebra test.

Students not meeting the standards described above must successfully complete the appropriate transitional studies courses (pre-college-level) in mathematics, algebra, reading, and/or English prior to enrolling in college-level courses.

The registration process at Eastern assures that students receive the best possible assistance in selecting and enrolling in classes that match their educational goals and abilities. Registration for courses must be completed during registration periods announced by the Dean of Student Access and Success' Office, and listed on the aca-

demicalendar. Early registration periods allow students to complete the registration procedures when College personnel can give more individualized attention. Students may register for classes by mail, telephone, email or personally delivering the registration materials. Students should consult the academic schedule for course offerings and detailed registration procedures. Students are not permitted to attend class unless they have registered and paid tuition. **New degree-seeking students are required to**

Students registering for classes at Eastern will be subject to the tuition and fee schedule below. Tuition is payable prior to the beginning of each semester and term. The academic Course Schedule lists the deadlines and specific amounts.

Failure to pay tuition and fees by the advertised date for early registration, or at the time of registration will result in the cancellation of semester course registration for nonpayment of fees.

Payment may be made by cash, check, Visa or MasterCard. Students who have a bona fide third party agency paying their tuition will not be required to pay the tuition at the time of registration provided there is written authorization in the College's Business Office that payment will be made to Eastern.

In-State Credit Hours	Tuition	Out-of-State Credit Hours	Tuition
1	\$143.00	1	\$284.00
2	\$286.00	2	\$568.00
3	\$429.00	3	\$852.00
4	\$572.00	4	\$1,136.00
5	\$715.00	5	\$1,420.00
6	\$858.00	6	\$1,704.00
7	\$1,001.00	7	\$1,988.00
8	\$1,144.00	8	\$2,272.00
9	\$1,287.00	9	\$2,556.00
10	\$1,430.00	10	\$2,840.00
11	\$1,573.00	11	\$3,124.00
12	\$1,716.00	12	\$3,408.00

West Virginia high school students pay \$40 per credit hour if taking classes while attending high school (). West Virginia senior citizens pay 50% of tuition per credit hour plus any additional fees.

Health and Physical Education and laboratory courses may require an additional activity charge. Students applying to limited enrollment programs will be charged a non-refundable Application Fee (see Dean of Student Access and Success for additional information). Additional course fees are published in the Course Schedule. Students will be charged an online fee of \$25 per course. The Nursing program has additional course, testing, and program related fees. Refer to the Nursing Student Handbook for specific details. For students taking 6 credit hours or more there will be a \$50 Student Technology Fee and a \$10.00 Student Activity Fee. Student Technology Fee will be used to cover the cost of Technology resources and supplies. The Student Activity Fee will be used to support student activities. The Elementary Education program has additional course and program related fees. Contact the Elementary Education Program Advisor for specific details.

You may pay online at any time or, on campus during regular business hours. If you want to participate in the 60/40 payment plan, you must go to the Main Campus Business Office to make arrangements. If you are a financial aid recipient and you have completed all the necessary paperwork, financial aid will be applied to your account until the third week of the semester. You will not receive an invoice until financial aid is applied to your account. If you have any questions, please contact the Financial Aid Office at finaid@easternwv.edu.

Students who officially withdraw from all courses, or a course for which they have registered during a semester within the academic year, would be eligible for a full

interest rate for all DLP loans is 4.45% from July 1, 2017, through June 30, 2018. At that time the rate is subject to change. Loan principal and interest payments do not begin until six months after the student graduates, or ceases to be enrolled at least half-time.

Repayment must be completed no later than 10 years from that date, excluding periods of deferment and forbearance.

The Federal PLUS program allows parents of dependent undergraduates to borrow federal loan money to help pay the cost of their child's college expenses. Eligible parents may borrow amounts not to exceed the difference between the student's cost of attendance and all other financial aid he or she will receive. The Federal PLUS Loan interest rate is 7.0%. First disbursed on or after July 1, 2017. This is a fixed rate for the life of the loan. The repayment period for PLUS Loans begins on the day the loan is disbursed, and ends no later than 10 years after repayment begins.

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To be considered for financial aid at Eastern, a student must:

- be admitted to the College
- be a citizen, or eligible non-citizen
- be registered with Selective Service (if required)
- have a high school diploma, or high school equivalency diploma
- be working toward a degree or certificate
- apply for financial aid by filling out a FAFSA at
- be making Satisfactory Academic Progress
- not owe a refund on a Federal grant, or be in default on a federal education loan, and
- have financial need (except for unsubsidized Stafford Loans, and/or non-needs based scholarships)

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The FAFSA is the principal financial aid application document. The information a student provides on this form

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repayment will vary based upon the amount of the aid received, and date of withdrawal.

Students should be aware that changes in enrollment status may affect eligibility to receive assistance in future semesters. Students considering withdrawing from classes are encouraged to seek financial aid counseling as well as academic advising before dropping classes.

Financial aid awards are determined by enrollment status. If the student drops classes before the aid funds are disbursed/delivered, the financial aid award will be reduced to a value corresponding to the enrolled hours at the time the funds are disbursed. The student is responsible for any charges that incur as a result of an enrollment change.

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In addition to all other requirements for federal financial aid eligibility, students must continue to be in good academic standing and, be making progress toward a degree.

The standards that are set forth here are stricter than the College's Standards of Progress. Therefore, a student who does not meet the Standards of Progress for federal financial aid may be unable to receive financial assistance, but will be able to continue attending Eastern.

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Students and their advisors will then be notified through their EASTERN email of their academic plan decision, and any credit hour/course limitations with the decisions.

D. Status of Non-Compliance

1. Warning Status
 - a. Warning status may be granted to students with extenuating circumstances (i.e.: a student who was forced to withdraw due to an accident or illness. Appropriate documentation must be provided).
2. Probation Status
 - a. Probation status is granted to students who have successfully appealed. Students can receive aid during their probationary period after signing and submitting a financial aid appeal contract to the Financial Aid Office.
3. Suspension Status
 - a. Students are placed on financial aid suspension status after one semester. Students on suspension cannot receive financial aid. Students will be removed from financial aid suspension and/or probation when in compliance with the GPA and Hours Passed rules. Students cannot exceed the maximum hours allowed.

E. Deadlines for Appeals

Students planning to appeal should appeal as soon as they are notified of their financial aid probation/suspension. Tuition and fees are due by the specified date set by the Business Office each term. In order to avoid the difficulties involved in late payment of tuition and fees, students should submit the appeal promptly, and observe the deadline dates. For an appeal to have meaning, the appeal must be granted in time to allow the student's award to be processed before grades are released for that semester. In addition, student loans cannot be processed after October 25 for the Fall semester, and March 25 for Spring semester. Federal regulations require that once the standing of a student is known, then the award must reflect that information. Thus, a student granted an appeal before the end of the semester, and awarded after the end of the semester, may become ineligible for the award by the time the award is granted. Financial aid appeals cannot be retroactive.

- Developmental Courses: a maximum of 15 hours of


students who might not have received any specialized services during their K-12 education. It is the student's responsibility to contact the Dean of Student Access and Success, and provide appropriate documentation of any disability that might interfere with his or her educational pursuit. Approved accommodations are determined on an individual basis. Any requirement that an instructor demonstrates as essential for any directly related licensing requirements, or for a program of instruction pursued by a student with a disability, cannot be altered.

For more information or to register as a student with a disability, please contact the Student Services Office by phone at 304.434.8000, or 877.982.2322, extension 9235, or stop by the Student Services Office on the Main Campus.

Eastern wants to make sure that students have everything they need to be successful. A student experiencing difficulty with class assignments, course work, and exams may be a candidate for tutoring services. Eastern offers **FREE access to online tutoring services through**

. Tutors are available 24/7 to help students better

understand concepts in subject areas



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Courses in both college transfer and career programs are offered on a two-semester basis (fall and spring), usually 16 weeks in length and a summer term. The fall semester begins in late August and continues through December. The spring semester begins in January and continues through May. The summer term may vary in length but most often is scheduled for five weeks.

Summer class periods are extended to meet course requirements. In an effort to meet various student needs, classes are scheduled from 8 a.m. until 10 p.m., Monday through Thursday. Course schedules may be obtained at the Admissions and Registration area at the Main Campus. Limited course offerings are scheduled during the summer.

The unit by which Eastern measures its coursework is called a credit hour. The College assigns one credit hour to a class that meets the equivalent of one class-hour per week during the semester. Courses offered during a term are assigned a credit value related to the number of class-hours involved in the course, typically from one to four credits. Some courses require time for laboratory work in addition to the time required for lecture. In general, laboratory sessions meet for two contact hours each week of the term for each credit hour awarded. Students should expect to spend at least two or more hours per week in out-of-class course work for each credit hour.

For the purposes of tuition, the number of credit hours for a full-time student is 12 per semester. Students registered for four or more hours in a summer term are classified as full-time students. Students taking 11 or fewer credit hours during a semester or three or less credit hours during a summer term will be defined as part-time students. Students receiving financial aid must check with the Financial Aid Office regarding the number of hours which count toward full and part-time status in the summer.

The maximum permissible load each semester is as follows:

- thirteen hours for those students who are on academic probation;
- eighteen hours for those students who are not on academic probation;
- those with a 3.00 or greater GPA may take more than 18 hours with the permission of the Dean of Teaching and Learning or the Dean of Student Access and Success.

Students should always consult the program outline in this catalog and their advisor to ensure completion of degree requirements in a timely fashion. Some associate degree programs require that a student take more than 15 hours each semester in order to complete within a two-year period.

For other college purposes, students are classified as follows:

- Freshmen – Students who have completed 29 or fewer credit hours.
- Sophomore – Students who have completed 30 or more credit hours.
- Unclassified – Students who have completed their degree (associate or higher) or those who do not have a high school diploma or high school equivalency diploma.

Students are cautioned not to over-schedule during their first semester in college. Students are encouraged to consider their work load, family responsibilities, community commitments and other demands on their time as they plan and discuss course load with their academic advisor.

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A student's academic status is computed at the end of each fall and spring semester. Academic status is not

Individual instructors develop methods for meeting approved course objectives and determining final grades of students within classes. Information regarding instructional methods, assignments and grading criteria are presented in the course syllabus. Students should review the specific course requirements presented at the beginning of term and discuss questions with the instructor.

Eastern 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:

Grade	Description	Quality Points
A	Superior	4 per semester
B	Good	3 per semester
C	Average	2 per semester
D	Below Average	1 per semester
F	Failure	(included in GPA)
UF***	Below Average	(included in GPA)
W	Withdrawal	0
I	Incomplete	0
CR**	Credit	0
NC**	No Credit	No Quality Points
AU	Audit	No Quality Points
P	Passing (pre-developmental series only)	No Quality Points
R	Repeat: Unsatisfactory Progress (pre-developmental series only)	No Quality Points

** Applicable to graduation except in transitional courses.

*** Awarded due to non-attendance in class after last date to officially withdraw from the Course.

The grade point average is computed for all courses for which a student has registered with the exception of courses with grades of “W,” “I,” “CR,” “NC,” “AU” or courses repeated (see “D and F” rule). The grade point average is the ratio of the number of quality points gained to the number of credit hours attempted. To compute the overall grade point average, add all quality points and divide by the number of hours attempted. Courses in which grades of “W,” “I,” “NC,” or “AU” have been given are omitted from the computation. Please note: Grades of “F” and “UF” are calculated in the computation of the grade point average. For additional information, see the Orientation Guide & Student Handbook and Eastern Regulation, AR 4.3 Grading and Grade Point Average Regulation.

An incomplete is assigned at the discretion of the class instructor when a student is absent from several class sessions or the final exam due to illness or other reasons considered beyond the student’s control. When the course work is satisfactorily completed, the final grade is submitted by the instructor to the Dean of Student Access & Success. The student must complete the requirements for the course in which the “I” grade was received within the next full semester or the “I” grade will automatically be changed to a grade of “F”. The student does not re-register for the class for which he is completing the requirements having the “I” grade.

The instructor must complete a grade change form whenever it is necessary to change a grade after submitting a final grade report to the Student Services. This must be completed no later than the end of the following semester. The instructor for the course in question is the only individual who may complete and submit a grade change form.

Students have the right to appeal final course grades which they believe reflect an error in calculation, recording or report; capricious, arbitrary, or prejudiced academic evaluation; or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. The grade appealed shall remain in effect until the appeal procedure is completed or the problem resolved.

In the grade appeal procedure, the student has the burden of proof in establishing good cause for changing a final grade. Unless the student can offer convincing arguments to the contrary, good faith on the instructor’s part is presumed.

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The student shall discuss the grade with the instructor involved no later than ten (10) college working days after the start of subsequent school term not including summer sessions, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, or if the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall notify the division chair of the instructor’s area. The division chair shall assume the role of an informal facilitator and assist in the student’s resolution attempts. If the problem is not resolved within 15 college working days from when the complaint is first lodged, the student may proceed directly to step 2.

2:

The student must prepare and sign a document which states the facts constituting the basis for the appeal within 15 college working days from when the original complaint was lodged. Copies of this document will be given to the instructor and to the instructor’s division chair. If, within 10 college working days of receipt of the student’s signed document the division chair does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the Dean of Teaching and Learning. (See step 3).

3:

Within 15 college working days of receipt of the complaint, the Dean of Teaching and Learning will establish an Ad Hoc representative committee for review and final resolution. This committee will consist of a minimum of three members including a representative of Academic Services, a representative of Learner Support and at least one faculty representative. Additional committee members may be appointed at the discretion of the Dean of Teaching and Learning.

- Upon receiving an appeal, the committee will notify in writing the faculty members involved of the grade challenge, which shall include a statement of the facts and evidence to be presented by the student.
- The committee shall provide to the faculty member involved and the student making the appeal, written notification of their right to appear at a hearing to be held before the department, college, or school representative committee, together with the notification of the date, time, and place of the meeting.
- The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.

- The final decision of this committee will be forwarded to the student, instructor, the Division Chair and to the Dean of Teaching and Learning. If the decision requires a change of grade, the instructor will take action in accordance with the committee's decision.
- If the instructor does not act within 10 college working days, the Division Chair will make any necessary grade adjustment.
- In the case of grade appeals, the Dean of Teaching and Learning functions as the President's designee, therefore, implementation of this decision will end the appeal procedure.

In accordance with the West Virginia Council for Community and Technical College Education's Procedural Rule No.24, any student who earns a grade of "D" or "F" in any course taken no later than the semester or summer term during which the 60th semester hour was attempted may repeat that course under the following provisions:

If the student repeats this course prior to the receipt of the degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the grade point average. The original grade shall not be deleted from the student transcript.

Students may repeat a course for credit in which a grade of "C" or higher has been received. All grades will be calculated in the grade point average.

Any course that is repeated when the original grade was not earned during the first 60 hours will be included in the computation of the grade point average, quality points and hours earned. 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.

Refer to "Academic Forgiveness for Graduation" (pages 38-39) for provisions regarding grade point calculations for graduation.

(Excerpt from Academic Rights and Responsibilities of Students, Student Handbook)

Academic dishonesty is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study and which, if known by the instructor in such course of study, would be prohibited. This shall include, but is not limited to, the following: securing or giving assistance during examinations or on required work; the improper use of books,

proprietary school programs, professional development activities, and personal development and enrichment ac-

Eastern 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 HEPC and Council Procedural Rule No. 16 and all such credit will be transferable to all other institutions in the West Virginia state system of higher education.

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.

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 -5.7 (g)-25.8 (r)0.7 (a)-20.5 (m c)-14.kh7.4 (o)074 (u)-24.4 (r)19 (s)15 ()TJ0 -c 23.47520

to determine if the "CR" grade is acceptable for that particular course. A non-refundable fee is assessed for this service prior to taking the examination. Credit by challenge examination is not included in the calculation of a student's instructional load as it applies to the financial aid program of Eastern. The credit hours will be counted toward graduation requirements and for designation on Dean's lists. Challenge exams are not available for all courses.

Challenge exams are available for the following courses (note: this list is subject to change).

- BOS 103 Keyboarding
- CIS 114 Introduction to Computer Applications and Concepts
- CIS 117 Word Processing Software
- ENL 101 English Composition I
- MUS170 Music Appreciation
- PHS 115 Applied Physics

DSST/DANTES is a program of college examinations offered through Prometric. Examinations are offered in liberal arts and business disciplines. To obtain more information on the DSST/DANTES program or to have test scores sent to Eastern visit

Test scores should be sent to the Dean of Student Access and Success at Eastern.

The course learning contract is an alternate means provided to students for meeting existing course requirements in special circumstances or when a required course is not otherwise available. In special circumstances, especially when a student may have previously completed some of the course requirements, an independent course learning contract may be arranged. Some options may include videotaping, electronic/distance methods or limited independent learning activities with faculty supervision. Interested students should contact the instructor of the course or the Dean of Teaching and Learning.

Information Technology, Early Childhood Development, Nursing and Wind Energy Technology.



Students who have received an associate degree or a certificate in applied science and who wish to receive an additional degree or certificate may count all appropriate, previously earned course credits toward the desired additional associate degree or certificate. All course requirements for the additional degree/certificate must be met. All time limitations on course relevancy must be observed.



To earn an Associate in Applied Science Degree, Associate in Arts Degree, Associate in Science Degree, or Certificate in Applied Science from Eastern, students must meet the following requirements in addition to the specific program requirements outlined in this Catalog:

- Complete and submit an application for graduation at least 45 days prior to the graduation ceremony;
- Satisfy all learner outcomes requirements for the program of study including the required number of credit hours;
- Achieve a 2.0 or higher cumulative grade point average on all college work not excluded in the computation of the GPA as a result of applying other Eastern policies;
- Complete a minimum of 6 credit hours (100 level or higher) at Eastern (The following do not meet graduation requirements ENL 100, MTH 102S, MTH 115L, MTH 117L, MTH 121S, AND MTH 135S
- Complete general education requirements per AR 3.17;
- Complete required academic assessment tests/instruments including but not limited to program exit exams, and standardized general education assessment (associate degree students only);
- Satisfy all financial obligations to the College;

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generate a consent form for each order that the student can approve instantly online or return via fax, mail, or as a scanned email attachment.

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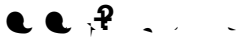
Cost: \$7.00 per official transcript requested

Electronic PDF Delivery To Third Party: Electronic delivery allows the student to be notified via email or text (if applicable) when the transcript has been received by the third party.

Mail: Official transcripts may be mailed to any address provided by the requester. Please allow 10-14 business days for delivery by the United States Postal Service.

Student Pick Up: Students may pick up official transcripts at Eastern, at **316 Eastern Drive in Moorefield, WV** (just off Corridor H's mile marker 107.6, two miles east of Route 220). The campus is open 8 a.m. to 9 p.m., Monday – Thursday, and 8 a.m. to 5 p.m. on Fridays. (Hours and days are subject to change per semester). Students will receive an email notification when the transcript is ready for pick-up. Students should wait 24 hours after receiving the email confirmation that the order is complete before picking up the transcript. A valid photo ID will be required to pick up the official transcript.

Payment: If a cost is involved, students may pay for their transcript order with any major credit or debit card. The student's credit or debit card is not charged until the College sends the transcript(s). *P* ❄️ : **If a student uses a debit card, the student's bank may put a hold on account funds when the Clearinghouse pre-authorizes payment. (Students with any questions about the pre-authorization should contact their bank).**



Eastern is authorized by the West Virginia Council for Community & Technical College Education (Council) to offer associate degrees and certificates, and to develop the programs of study leading to the completion of each degree program. Programs and courses are developed or certified through partnerships Eastern maintains with accredited colleges and universities in West Virginia and the Southern Regional Electronic Campus (SREC). Through partnerships and course brokering, Eastern is able to respond to the needs of its community by providing adults with coordinated learning opportunities and excellent choices in higher education. Eastern works closely with other colleges to assure max

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in person. Note: Distance Learning Classroom courses do require students to attend classes at the scheduled times at a Discovery Center (see section below).

Distance Learning Classroom courses are offered in real time, simultaneously at two or more Discovery Centers, in specially equipped distance learning classrooms. The instructor teaches over live video from one of the College centers while some students take the course at other Discovery Center locations. Commuting time between the Discovery Centers is eliminated, and availability of courses is increased. These courses are noted as VDL courses in the schedule of courses offered each term.

Online courses are instructor-designed courses using electronic, web-based communication. Online courses are only accessible over the Internet. Generally, online courses are not time or place bound. However, some instructors may require participation in organized online chat sessions scheduled for specific meeting times. Instructors do have established course deadlines in order to complete the course successfully. Students registered for the courses are provided an access code to enter the website for the course(s). Students are required to participate in an online orientation session to obtain operating system requirements, access codes, and contact information for the help desk services.

Students taking online courses are required to have reliable access to a computer and the Internet, as well as a mastery of basic computer skills.

Students should contact the course instructor for specific software or hardware requirements for the course.

Facilities are available on campus for students who do not have access to a personal computer.

In addition to online courses offered by Eastern, students may enroll in online courses available through the Electronic Campus (EC) of Southern Regional Education Campus (SREC). SREC courses are reviewed and evaluated annually for inclusion on the SREC course offerings. These courses are transferable throughout state institutions in 14 southern region states. Students interested in courses offered through the SREC should visit the SREC homepage: www.electroniccampus.org. Students should also discuss applicability of SREC courses toward graduation requirements with their academic advisor prior to registering for an SREC course.

Eastern provides access to **online library resources** and databases through an agreement with Southern WV Community and Technical College (Southern). Through the online library services, students can obtain assistance from a professional reference librarian. The reference librarian can assist students with finding library resources and completing research projects.

To schedule an appointment with a reference librarian, Eastern students must contact Kim Maynard (Director of Southern's Library Services). Ms. Maynard may be contacted by phone at 304.896.7345, or email (kimm@southern.wvnet.edu).

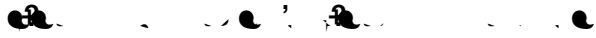
1. **Academic Search Complete** – Designed for academic institutions, this database is a leading resource for scholarly research. It supports high-level research in the key areas of academic study by providing journals, periodicals, reports, books, and more.

Off-Campus Password: Your Student Identification Number (For example, S00045678).

2. **Applied Science and Technology Source** – This database offers a diverse array of full-text and indexed content covering the full spectrum of the applied sciences and computing disciplines — from acoustics to aeronautics, neural networks to nuclear engineering.

Off-Campus Password: Your Student Identification Number (For example, S00045678).

3. **CINAHL Complete** – This is the definitive research tool for nursing and allied health professionals. With CINAHL Complete, users get fast and easy full-text access to top journals, evidence-based ceabm of the ad



1. Facts on File: Issues & Controversies – Issues and Controversies helps researchers understand today's crucial issues by exploring hundreds of hot topics in politics, government, business, society, education, and popular culture. Each article presents both sides of an issue clear-

Adult Education services provide adults with educational opportunities to improve basic literacy skills necessary, to become self-sufficient, and to participate effectively in the workplace, home, and community. Adult Education programs deliver instruction for High School Equivalency Test preparation; improving basic academic skills such as reading, math and writing; and developing speaking and writing communication skills for ESL students. Instruction is provided by qualified teachers in a conveniently located, supportive, and student-centered learning environment. -2 (t)-1L 2-

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The Associate in Arts degree program is designed for students who expect to complete a degree at a four-year

The Associate in Science degree program is designed for students who expect to complete a degree at a four-year institution in such disciplines as biology, engineering, mathematics, or physical science. Students should consult the catalog of the institution to which they expect to transfer, and should select appropriate courses in consultation with their advisor.

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

- Apply basic principles of biological and physical sciences and mathematics in junior and senior level courses required for majors related to sciences and mathematics

- Use mathematic and scientific principles in problem solving
- Conduct basic research, and evaluate electronic and traditional sources
- Apply the scientific method in designing, conducting, and analyzing experiments
- Communicate effectively, and work collaboratively
- Examine issues from a global perspective

Program Implementation: Full-time day; part-time evening (contact an advisor for recommended course sequencing)

First Year–Fall Semester				First Year–Spring Semester		
Dept.	Course Title	Sem. Hrs.		Dept.	Course Title	Sem. Hrs.
				ENL 102	English Composition II	3
CIS 114	Introduction to Computer Applications and Concepts	3		Elective	General Education Electives	4
ENL 101	English Composition I	3		Elective	Math Elective (MTH121 or higher)	3
Elective	Concentration Elective	3		Elective	Natural Science Elective	4
Elective	Math Elective (MTH121 or higher)	3				
Elective	Natural Science Elective	4				
Total Semester Hours		16		Total Semester Hours		14
Second Year—Fall Semester				Second Year—Spring Semester		
Dept.	Course Title	Sem. Hrs.		Dept.	Course Title	Sem. Hrs.
Elective	Concentration Elective	3		SPH 101	Speech Fundamentals	3
Elective	Concentration Elective	3		Elective	Concentration Elective	3
Elective	Concentration Elective	3		Elective	Concentration Elective	3
Elective	Humanities Elective	3		Elective	Concentration Elective	3
Elective	Social Science Elective	3		Elective	Social Science Elective	3
Total Semester Hours		15		Total Semester Hours		15

Concentration electives must be selected from the designated listing below. Students wishing to make substitutions must obtain prior approval from the Division Chair of General Studies.

- Accounting: ACC 120, ACC 121, ACC 230, ACC 235, ACC 240, ACC 250, ACC 251, BUS 101, BUS 206, CIS 119, ECN 201, ECN 202, FIN 231, MTH 225

- Business Management: ACC 120, ACC 121, BUS 101, BUS 110, BUS 203, BUS 204, BUS 206, BUS 208, BUS 210, BUS 215, CIS 114, CIS 117, CIS 119, CIS 121, CIS 133, CIS 154, ECN 201, ECN 202, FIN 225, FIN 226, FIN 231, MGT 250, MGT 251, MGT 262, MKT 260, MKT 261, MKT 272, MKT 274, MTH 225, TRT 100, TRT 201, TRT 202

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The Associate of Applied Science in the Accounting program provides a technical education at an Associate in Applied Science degree level. It is a broad-based curriculum that provides instruction and practical application of a variety of accounting concepts and practices.

Successful completion of the Accounting program will allow graduates to enter the workforce at the accounting technician level. The program provides the student with strong accounting, business and technical skills. They will be prepared for employment or promotion in

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Dept.		Course Title	Sem. Hrs.
ACC	230	Income Tax Accounting	3
ACC	235	Managerial Accounting	3
FIN	231	Business Finance	3
FIN	232	Personal Finance	3
MTH	115	Business Math	3
MTH	135	College Algebra	3
MTH	225	Introduction to Statistics	3

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor, or refer to the Skill Set section in this Catalog (page 106) for additional information.

^Cost of Attendance is available at:
www.easternwv.edu/documents/financial-aid/cost-attendance

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify.

See Gainful Employment Disclosure (page 26) for more (c)-23.1 (i)1- Tc 0.003 Tw 0 -1021 (/)32.7 (d)12.5 (c)187((55

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Upon successful completion of the Accounting Certificate in Applied Science, the graduate will be able to:

- Prepare financial statements in accordance with generally accepted accounting principles.

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This degree is designed to give students the skills to work in administrative support technology positions. Graduates of the program will be better prepared as employees to perform the duties of administrative support professionals in a highly computerized office to meet the business needs of their employers.

Students with little or no experience in office information technology will acquire skills and knowledge that will make them valuable to many employers. Students currently employed in office related occupations will increase professional skills. A degree in Administrative Support Technology typically prepares graduates for such occupations as office manager, administrative support professional, and entry-level positions in bookkeeping.

This program serves the students with the opportunity to specialize in either general or medical administrative support technology.

Upon successful completion of the program, the graduate will be able to:

- Assist in the budgeting process
 - Demonstrate effective communication skills
 - Utilize software programs
 - Assist in entry-level bookkeeping, billing, and accounting
- Manage an office setting
 - Supervise office staff
 - Process and receive communication
 - Coordinate events and activities
 - Maintain office and business records
 - Maintain office supplies and equipment
 - Design informational materials

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Special Certifications: Students successfully completing automotive classes will be prepared to take the National Institute for Automotive Service Excellence (ASE) certification exams. Eastern does not provide ASE testing.

Program Implementation: Full-time day (students attending part-time should see an advisor for recommended course sequencing).

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Students planning to complete the Automotive Technology, AAS, should also enroll in ATT 100.

Students are required to complete a minimum level of competency in mathematics and language arts to be awarded a certificate.

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor, or refer to the Skill Set section in this Catalog (page 106) for additional information.

*Students enrolling in Automotive Technology (ATT) courses will be assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials, and to maintain and upgrade laboratory equipment. See most recent schedule for details.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify
See Gainful Employment Disclosure (page 26)

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The Biological and Environmental Technology program (BET) offers students an opportunity to earn an Associate in Applied Science degree. This program provides students with the skills and knowledge for entry level environmental technology-related careers. Graduates of this program will be qualified for employment as biological technicians, environmental technicians, and GIS technicians.

Upon successful completion of the Biological and Environmental Technology program, graduates will be able to:

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Program Implementation: Full-time day; part-time evening (contact an advisor for recommended course sequencing)

Second Year–Fall Semester				Second Year–Spring Semester			
Dept.		Course Title	Sem. Hrs.	Dept.		Course Title	Sem. Hrs.
BET	200	Field Biology I	4	BET	210	Field Biology II	4
CHM	200	Environmental Chemistry	4	BET	230	Air and Water Quality: Collection and Assessment	3
BET	240	Soil and Water Conservation	3	SOC	210	Ethics and the Environment	3
Elective		Social Science OR Humanities	3	BET	250	Environmental Law	3
				BET	275	Biological and Environmental Technology Capstone	2
Total Semester Hours			14	Total Semester Hours			15

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Students enrolled in this program may be eligible for related Skill Set Certificate. Students should contact their academic program advisor or refer to the Skill Set Section in this Catalog (page 106) for additional information.

^Cost of Attendance is available at:
www.easternwv.edu/documents/financial-aid/cost-attendance

Median Load Debt upon completion: N/A
Financial Aid is available for those who qualify

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Upon successful completion of the Business Management Certificate in Applied Science, the graduate will be able to:

- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate effective skills in business communication and computation
- Demonstrate basic knowledge in college level math and business tools, including computer applications

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should con-

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The Computer Applications Specialist Certificate in Applied Science provides students with proficiency in computer applications and practices that are used in today's business environment. This certificate provides

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The Early Childhood Development Program is designed to give students an understanding of intellectual, physical, social, and emotional principles critical to providing quality care to children birth to five years of age. The program provides practical experience working with children in a variety of settings – child care facilities, in-home services, Head Start programs, and pre-school programs. Students may choose courses for direct care positions such as teachers and classroom assistants or they may select the entrepreneurial emphasis for child care center owners, administrators and directors. This career based program is designed for students desiring to enter the job market as child care providers, or owner/operators of child care services.

Upon successful completion of the Early Childhood

Program Implementation: Part-time evening (contact an advisor for recommended course sequencing)

First Year–Fall Semester				First Year–Spring Semester			
Dept.		Course Title	Sem. Hrs.	Dept.		Course Title	Sem. Hrs.
CIS	114	Introduction to Computer Applications and Concepts	3	EDF	210	Infants & Toddlers Seminar	3
EDF	115	Early Childhood Health, Safety, & Nutrition	3	EDF	217	Human Development and Learning	3
EDF	212	Principles & Theories of Early Childhood Programs	3	PSY	213	Guiding the Behavior of Children	3
ENL	101	English Composition I	3	SPH	101	Speech Fundamentals	3
PSY	200	General Psychology	3	Elective		Math Elective (MTH 121 or higher)	3
Total Semester Hours			15	Total Semester Hours			15
Second Year–Fall Semester							

^Cost of Attendance is available at:
www.easternwv.edu/documents/financial-aid/cost-attendance

First Year–Fall Semester				First Year–Spring Semester			
Dept.		Course Title	Sem. Hrs.	Dept.		Course Title	Sem. Hrs.
ELM	121	Fundamentals of Hydraulics and Pneumatics	4	ENL	101	English Composition I OR	3
				ENL	115	Technical Communications	(3)
ELM	210	PLC Fundamentals	3	MTH	117	Math for Technicians	4
WTT	110	Wind Safety and OSHA	4	WTT	150	Industrial Motor Controls	4
WTT	120						

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the Skill Sets section in this Catalog (page 106) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

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Second Year–Fall Semester				Second Year–Spring Semester			
Dept.		Course Title	Sem. Hrs.	Dept.		Course Title	Sem. Hrs.
CIS	119	Spreadsheet Software	3	CIS	133	Introduction to Web Design	3
IT	181	Operating Systems	3	IT	276	IT Capstone OR	3
Elective		IT Elective	3	IT	278	IT Internship	(3)
Elective		IT Elective	3	Elective		IT Elective	3
Elective		Science Elective	3	Elective		IT Elective	3
				Elective		IT Programming Elective	3
Total Semester Hours			15	Total Semester Hours			15

Dept.		Course Title	Sem. Hrs.
IT	192	Introduction to Programming in Visual Basic	3
IT	194	Introduction to Programming Ja (g J)-7.1 (a)-210.9 T.1 (a)-210.9 T.1 (a)-210.088 Tw 3.2.0 Td(19)-70.4 (4)JJO Tc 0 Tw 3.2.0 Td(l)-1.6 (n)-10.9	

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The Nursing Program at Eastern is designed to prepare the Associate Degree program graduate for practice as a registered nurse once licensure requirements are satisfied. The registered nurse is prepared to care for people of any age who have acute or chronic health care problems in a variety of settings. The nursing student will master the National League of Nursing Competencies which includes human flourishing, nursing judgment, professional identity, and spirit of inquiry. The mission of the program is to prepare students for professional nursing practice while providing a knowledge base for career mobility and further academic study. The program is committed to providing accessible, high-quality nursing education to meet the diverse and changing health-care needs of the community and beyond.

Additional information regarding admission requirements, standards of progress, and nursing program policies are available through Eastern's website, and from the Director of the Nursing Program. Students interested in applying for the Nursing program should contact Eastern's Dean of Student Access and Success for additional information. Students applying for admission to the Nursing, A.A.S. program are required to comply with the general admission requirements as well as those admission requirements specific to the Nursing program. The Nursing program has additional course testing and program related fees.

Upon successful completion of the program, the graduate will be able to:

- Understand maintaining health and promoting wellness throughout the life span
- Demonstrate an understanding of the nursing process, clinical judgment and decision making
- Understand concepts of the wellness-illness continuum in relation to a person, family and community
- Critically analyze health policy and ethical
- The graduate will be prepared for the NCLEX-RN exam and licensure
- The graduate will develop the skills and knowledge to perform a health assessment across the lifespan
- Function within the role of the associate degree prepared professional nurse
- Demonstrate personal/professional growth and development with increasing self-direction
- Demonstrate a commitment to lifelong learning through the use of resources, technology, and continuing education

Second Year–Fall Semester				Second Year–Spring Semester			
Dept.		Course Title	Sem. Hrs.	Dept.		Course Title	Sem. Hrs.
ENL	101	English Composition I	3	NU	244	Synthesis of Nursing Concepts	9
NU	234	Nursing Concepts of Health & Illness II	9	NU	245	Professional Nursing & Health	

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The Wind Energy Technology (WTT) program provides a technical education at the Associate in Applied Science

Program Implementation: Full-time afternoon/evening (students attending part-time should contact an advisor for recommended course sequencing).

First Year–Fall Semester				First Year–Spring Semester			
Dept.		Course Title	Sem. Hrs.	Dept.		Course Title	Sem. Hrs.
ELM	121	Fundamentals of Hydraulics and Pneumatics	4	ELM	217	Industrial Maintenance Fundamentals	3
ENL	101	English Composition I OR	3	MTH	117	Math for Technicians	4
ENL	115	Technical Communications	(3)	WTT	150	Industrial Motor Controls	4
WTT	110	Wind Safety and OSHA	4	WTT	160	Power Generation and Transmission	4
WTT	120	DC/AC Circuits	4				
Total Semester Hours			15	Total Semester Hours			15

The Wind Energy Technology (WTT) Certificate in Applied Science provides a technical education at the certificate level. This broad-based curriculum provides instruction and practical application of a variety of technical concepts and practices. The courses include industry recognized maintenance practices in electrical, pneumatic, hydraulic, and mechanical systems.

Successful completion of the WTT Certificate in Applied Science prepares graduates to enter the workforce at the technician level. They will be prepared to perform periodic maintenance on machinery and systems located, not only in the wind industry, but in any industry utilizing machinery and electrical control systems. Employment opportunities for graduates include the expanding wind industry located across the United States, and more importantly, many organizations within Eastern's service area. Sample job titles are:

- Wind Turbine Service Technician
- Wind Turbine Manufacturing Technician
- Wind Potential Technician (meteorological data collection)
- Wind Turbine Site Development Technician
- Wind Turbine Construction/Installation Technician
- Wind Turbine Commissioning Technician (initial start-up and synchronization with the grid)
- Industrial Maintenance Technician

The components of the WTT curriculum are algebra and trigonometry based. Corequisite courses may be required in English and mathematics. Requirements will be determined by placement test scores.

Upon successful completion of of the program, the graduate will be able to:

- Demonstrate basic knowledge of electrical equipment and operation
- Demonstrate basic knowledge of mechanical equipment and operation
- Demonstrate basic knowledge of fluid power equipment and operation
- Demonstrate safety practices common to the wind industry
- Troubleshoot, repair, and maintain electrical systems common to wind power generation
- Troubleshoot, repair, and maintain distribution power systems common to wind power generation
- Troubleshoot, repair, and maintain hydraulic controls used in the wind industry
- Use commonly available instruments to analyze and troubleshoot systems
- Use schematics, operating manuals, and troubleshooting guides to troubleshoot equipment

Program Implementation: Full-time evening (students attending part-time should contact an advisor for recommended course sequencing).

Customized degree programs are closed enrollment programs providing students with individualized or cooperatively sponsored learning opportunities to meet educational goals. Cooperatively sponsored programs are developed in conjunction with approved apprenticeship or training programs; and the course of study is determined by agreements between Eastern and training sponsors.

Mandatory components in these programs include general education and classroom instruction in the occupational area. On-the-job training may also be awarded college credit under agreements negotiated by the parties.

Students interested in customized degree programs should contact their academic advisor for details.

Upon completion of these programs, graduates will be able to:

- Effectively use both written and verbal communication in the workplace
- Demonstrate an understanding of technical skills required in the specific occupational area through the successful completion of an approved apprenticeship or training program
- Demonstrate knowledge of interpersonal skills and their application in the workplace
- Apply principles of mathematics and science to

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Associate in Applied Science in Occupational Development is designed to provide for cooperatively sponsored educational opportunities leading to associate degrees for students in approved U.S. Department of Labor Bureau of Apprenticeship Training (BAT) programs. The specific course of study is determined by agreements between Eastern and the training sponsor. Mandatory components in the program include a general education core, classroom training, and on-the-job experience.

Component I:
General Education Core
(15+ credit hours)

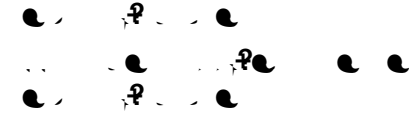
Component II:
Classroom Instruction in the Occupation
(40 credit hours maximum)

Component III:
On-the-Job-Training in the Occupation
(12 credit hours maximum)

Total Credit Hours in Program: 60 Maximum

Occupational Development approved partnerships include:

- Apprenticeship for Child Development Specialist (ACDS): U.S. Department of Labor, West Virginia Bureau of Apprenticeship and Training, West Virginia Child Development Specialist program, and West Virginia Department of Education



The Technical Studies programs are designed for students participating in college level education and training programs sponsored by business, industry, government agencies, labor organizations, or other professional organizations. Programs are available at the associate and certificate levels. Enrollment restrictions and required courses are specified in the agreements between the College and the training provider. Contact the Division Chair for details.

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This program is designed to provide the student with a thorough understanding of Industrial Equipment Maintenance. Through classroom study, audiovisual presentations, and actual “hands-on” performance tasks, the student will learn the procedures necessary to become an accomplished maintenance technician. Component III – Technical/Occupational Specialty courses will be offered through the Adult Industrial Equipment Maintenance program at South Branch Career & Technical Center. Component I – General Education and Component II – Technical Core courses will be offered through Eastern.

Component I: General Education Core		Sem. Hrs.
CIS 114	Introduction to Computer Applications & Concepts	3
ENL 101	English Composition I	3
ENL 115	Technical Communications	3
MTH 121	College Math for General Education	3
Component II: Technical / Occupational Specialty		
ELM 100	Occupational Safety & Health	3
South Branch Career & Technical Center Courses		17
• Electrical Maintenance		
• Hydraulics & Pneumatic Systems		
• Industrial and Commercial Wiring		
• Industrial Equipment Maintenance		
• Rotating Devices and Control Circuitry		
Total Semester Hours		32

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This program is designed to provide students with practical hands-on training and education in laboratory procedures, ethics, patient care, and the health sciences which makes them capable of filling a diverse range of duties in the healthcare industry.

The graduate will be able to demonstrate mastery level knowledge and job performance in the following areas:

- Provide clerical and clinical support in a medical setting
- Serve as patient liaison
- Manage confidential medical information
- Input and record patient information
- Communicate with patients and health care professionals

Component I: General Education Core		Sem. Hrs.
ENL 101	English Composition I	3
Math Elective	Math Elective (MTH 115 or higher)	3
Component II: Technical / Occupational Specialty		
BOS 141	Medical Diagnostic Coding OR	3
WFHC 120	Medical Coding: Procedural for Workforce Development	(3)
BOS 142	Medical Administrative Procedures (Online)	3
BOS 144	Medical Procedural Coding OR	3
WFHC 121	Medical Coding: Diagnostic for Workforce Development	(3)
CIS 108	Computer FI 213-36.5 (t)-R-36.57W(o)-1.	

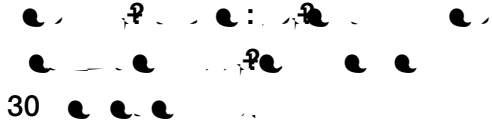
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This program is designed to provide students with a strong academic core, and practical hands-on training and education in laboratory procedures, ethics, patient care, and health sciences which makes them capable of filling duties required for a Paramedic.

The graduate will be able to demonstrate mastery level knowledge and job performance in the following areas:

- Initiate and maintain treatment for medical, trauma, and cardiac emergencies
- Deliver emergency care to patients prior to their arrival at a hospital
- Perform life support procedures by following orders of the physicians or by following standard operating procedures
- Demonstrate oral and written communication skills
- Deliver pre-hospital care, assessment, and emergency care for patients

Component I: General Education Core		Sem. Hrs.
BIO 124	Human Anatomy and Physiology I Lecture and Lab	4
BIO 125	Human Anatomy and Physiology II Lecture and Lab	4
CIS 114	Introduction to Computer Applications & Concepts	3
ENL 101	English Composition I	3
MTH 115	Business Math	3
SSC 147	Understanding Human Diversity	3
Elective	Communication Elective	3
Component II: Technical Core/ Component III: Technical / Occupational Specialty		
Credit from Workforce Education, Partnership with Blue Ridge Course work. (Pm23-12.8 (e))		20.4-12esnigy



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This program is designed to provide students with practical hands-on training and education in laboratory procedures, ethics, patient care, and the health sciences which makes them capable of filling a diverse range of duties in the healthcare industry, specifically preparing them to take the Phlebotomy National Certification Exam.

- Provide comfort to patients, both verbally and nonverbally
- Manage confidential medical information
- Input and record patient information
- Communicate with patients and health care professionals

Core Component I: General Education Core		
ENL 101	English Composition I	3
CIS 108	Computer Fundamentals	3
MTH 115	Business Math	3
Component II: Technical/Occupational Specialty		
EDF 217	Human Development & Learning	3
EDF 181	Residential Care Specialist I	3
EDF 182	Residential Care Specialist II	3
EDF 183	Residential Care Specialist III	3
EDF 284	Residential Care Specialist IV	3
EDF 285	Residential Care Specialist V	3

Eastern offers programs and courses through partner-



Skill sets are structured sets of courses designed to meet technical skill competencies of a specific occupation. Skill sets provide adults with short-term programs of study. Skill sets are designed to meet job performance needs within Eastern's service district. Each skill set is

structured as a distinct "mini-curriculum" that specifically identifies competencies or skills mastered. Skill Set Certifications may be applied toward the completion of a related degree or certificate program.

Accounting Principles			
Dept		Course Title	Sem. Hrs.
ACC	120	Principles of Accounting I	3
ACC	121	Principles of Accounting II	3
ACC	230	Income Tax Accounting	3
ACC	235	Managerial Accounting	3
ACC	240	Computerized Accounting	3

Business Applications of Computers			
Dept		Course Title	Sem. Hrs.
CIS	114	Introduction to Computer Applications & Concepts	3
CIS	111	Introduction to Electronic Presentations	1
CIS	117	Word Processing Software	3
CIS	119	Spreadsheet Software	3
CIS	121	Data Base Management Systems Concepts	3

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Automotive Electricity/Electronics			
Dept		Course Title	Sem. Hrs.
ATT	124	Automotive Electricity/Electronics I*	4
ATT	205	Automotive Electricity/Electronics II*	4
CIS	114	Introduction to Computer Applications & Concepts	3

Automotive Heating and Air Conditioning Systems			
Dept		Course Title	Sem. Hrs.
ATT	128	Automotive Heating and Air Conditioning*	4
CIS	114	Introduction to Computer Applications & Concepts	3

*N : C P/C

Upon successful completion of the skill set, the graduate will be able to:

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Braking Systems			
Dept		Course Title	Sem. Hrs.
ATT	105	Braking Systems*	4
CIS	114	Introduction to Computer Applications & Concepts	3

Engine Repair			
Dept		Course Title	Sem. Hrs.
ATT	103	Engine Repair*	4
CIS	114	Introduction to Computer Applications & Concepts	3



Real Estate			
Dept		Course Title	Sem. Hrs.
BUS	227	Real Estate Law	3
FIN	225	Real Estate I	3
FIN	226	Real Estate II	3

Small Business Management			
Dept		Course Title	Sem. Hrs.
ACC	120	Principles of Accounting I	3
MTH	115	Business Math	3
MGT	251	Human Resource Management	3
MGT	262	Small Business Management	3



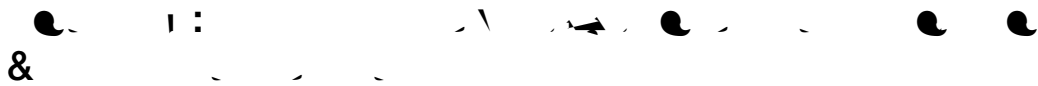
Industrial Maintenance			
Dept		Course Title	Sem. Hrs.
CIS	217	Industrial Maintenance Fundamentals	3
CIS	218	Maintenance Applications*	3
WTT	110		

Electromechanical Systems & Troubleshooting			
Dept		Course Title	Sem. Hrs.
ELM	121	Fundamentals of Hydraulics & Pneumatics	4
WTT	210	Wind Turbine Mechanical Systems*	4
WTT	260	Wind Turbine Troubleshooting and Repair*	4

*Course requires WTT 210 as a prerequisite.

Upon successful completion of the skill set, the graduate will be able to:

- Construct electrically-controlled hydraulic and pneumatic circuits from schematic diagrams
- Utilize wind turbine training simulators to learn and operate system components and to demonstrate critical thinking skills when troubleshooting various wind turbine electromechanical systems
- Explain flow states of a turbine control system, analyze schematic diagrams, and use multimeters and other diagnostic equipment
- Discuss mechanical failures and their probable causes
- Discuss the importance7.9 (s)-14.3 (c)-Actu0090007>>> BDC ()-432 ()-20.-1.2 (14.3 (c)-Ac.1 (a)-.4 (t)-521 (i)-1 (r)0.7 (a)10



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Custom Designed Contracted Instruction, Consulting, and Organizational Development Services	120
Professional Continuing Education	120



Workforce Education services include a broad spectrum of continuing education services, custom-designed contracted instruction, partnerships with local school

to meet the specific interests of the community, and can be offered upon request. Contact the Workforce Education Department for more information about the program and current class availability.

Community Education Programs Include, but Are Not Limited To:

- Yoga
- Digital Photography
- Bus Trips
- Scuba Diving
- Crochet/Knitting
- Quilting
- Concealed Carry Handgun
- Dance
- CPR & First Aid
- Healthy Living

Continuing Education Programs Also Include, but Are Not Limited To:

- CERT Training
- Leadership
- iPad Basics
- Time Management
- Microsoft Excel
- Customer Service
- OSHA
- Social Worker Professional CEU courses
- Paramedic (Partnership with Blue Ridge CTC)

Don't see what you are looking for?

Check out our website at www.easternwv.edu or give us a call at 304.434.8000.

Contracted Training Programs Include, but Are Not Limited To:

- Occupational Health and Safety Training
- Time Management
- OSHA Inspection Preparation Consultation
- Customer Service
- Accounting and Bookkeeping
- Human Resource & Legal Issues for Supervisors
- Health Insurance Portability & Accountability Act (HIPA)
- Supervisory Training
- Process Improvement Consultation
- Microsoft Office Software
- Industrial Maintenance
- Defensive Driving
- Ethics
- QuickBooks
- Safe Lifting
- WorkKeys

Grant Writing

- A to Z Grant Writing
- Get Grants!
- Writing Effective Grant Proposals
- Advanced Grant Proposal Writing

Business Communication and Leadership

- Writing Essentials
- Effective Business Writing
- Leadership
- Building Teams That Work
- Achieving Success With Difficult People

Web Design

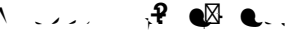
- Creating Web Pages
- Introduction to CSS and XHTML
- Intermediate CSS and XHTML
- Designing Effective Websites

Graphic & Multimedia Design with Adobe Software

- Introduction to Adobe Acrobat 9
- Introduction to Illustrator (CS3, CS4, or CS5)
- Introduction to Photoshop (CS3, CS4, or CS5)
- Introduction to InDesign CS5

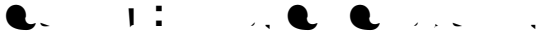
Microsoft Word and Excel

- Introduction to Microsoft Word
- Intermediate Microsoft Word
- Introduction to Microsoft Excel
- Intermediate Microsoft Excel
- Advanced Microsoft Excel



Withdrawal requests must come directly from the student or his/her designee. The official receipt date is the day and time the request is received in the Workforce Education Department at Eastern.

Student withdrawal and refund procedure: In the event a course is cancelled by the College (usually because of low enrollment), every attempt will be made to enroll you in another course, or a full refund of your tuition will be issued. If you wish to work, even if you are not currently employed, you may be eligible for a refund of tuition. For more information, contact the Workforce Education Department at Eastern.



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Some courses may require additional technology or laboratory fees. Please refer to the course schedule for a current listing of course fees.

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3 Semester Hours

This course is an introduction to the principles and procedures of double-entry accounting records and reports for sole proprietorship and partnerships. This course incorporates computer accounting technology to provide hands-on learning.

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3 Semester Hours
Prerequisite: ACC 120

This course is an introduction to principles and procedures of double-entry accounting records and reports for sole proprietorship and partnerships. This course incorporates computer accounting technology to provide hands-on learning.

ACC 121 Prerequisite: ACC 120

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1 Semester Hour

This course introduces students to the basic skills in automotive technology and service. Students become familiar with shop safety practices, the care and use of shop safety equipment, and the operation of automotive tools and equipment. Students learn the proper use of protective equipment, methods for handling hazardous materials, proper selection, use and maintenance of tools, proper procedures for vehicle lifting.

4 Semester Hours

4 Semester Hours
Laboratory Course: 3 hours lecture and
3 hours laboratory work each week.

3 Semester Hours

Prerequisite: GSC 110, ENL 101, MTH 121, CIS 160

Laboratory Course: 2 hours lecture and
2 hours lab each week

This course addresses the principles of meteorology and hydrology affecting soil and water conservation practices and the fundamentals of water resources management. The planning, design and application of various soil and water conservation measures will be covered, with emphasis given to sediment and erosion control practices. Wetlands identification and delineation will also covered.

3 Semester Hours

Prerequisite: ENL 101

This course is designed to acquaint the student with numerous ethical issues and perspective confronting society and environmental scientists and their influence on the development of environmental policy and regulation. Existing and proposed policies and regulations are examined regarding their ethical background.

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2 Semester Hours

Prerequisite: Students must be enrolled in final semester and eligible for graduation or permission of instructor.

The capstone course is designed as an integrative experience incorporating the application of technical skills and knowledge and general education competencies. The Student will demonstrate a broad mastery of learning across the curriculum through the design, development, documentation, and presentation of a project. The student will work closely with an advisor in designing and implementing the project.

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3 Semester Hours

Prerequisite: ENL 100, OR minimum (a)10 (t)-(i)-95c (e i)-2 (: E)p8.1 (a)10 (1 (y (tht)-52)-5.1 9s)-6.52φ: Ea1 (yr2.1 (0)-11mw)-11r

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1 Semester Hour
Prerequisite: ENL 100 OR minimum acceptable test
scores for placement in college-level English
Co-requisite: BIO 124

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3 Semester Hours

Examines the history, basics, tools, and many forms of electronic business. It explores how the Internet has revolutionized the buying and selling of goods and services in the marketplace. Discusses such topics as business-to-business and business-to-consumer transactions, electronic commerce infrastructure, designing and managing online storefronts, payment acceptance, security, privacy, and legal and ethical challenges of electronic business.

3 Semester Hours

This course is an introduction to common law and Uniform Commercial Code. Topics covered include contracts, sales, bailments, common carriers, personal and real property, insurance, agencies, employment, negotiable and other credit instruments, partnerships, corporations, and bankruptcy.

3 Semester Hours

Presents a behaviorally-oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavior patterns. Conflict management and resolution, group functioning and process, the psychology of decision making, and the importance of recognizing and managing change.

3 Semester Hours

Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques.

3 Semester Hours

Prerequisite: RDG 100 or minimum acceptable test scores

This course examines why companies engage in international business. It explores challenges involved with multinational

1 Semester Hour

This course presents the basic alphabetic indexing rules and the proper procedure for coding records for filing as recommended by the Association of Records Managers and Administrators (ARMA). Emphasis is placed on records management cycle in manual and automated office environments.

3 Semester Hours

Prerequisite: RDG 100 or minimum acceptable

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1 Semester Hour
Prerequisite: EDE 150
Co-requisite: CHM 100

CHM 100L, Chemistry for Elementary Education Lab, is a laboratory course designed for elementary education majors. The laboratory emphasizes learning by discovery and by student-designed (or modified) experiments. Current or prior enrollment in CHM 100 is required.

4 Semester Hours
Prerequisite: GGSC 10, GSC 110L

This course involves a study of atmospheric, water, and soil chemistry as well as the associated air, water, and soil pollution. Specific topics include the greenhouse effect, climate change, fossil fuels, renewable energy technologies, and toxic organic compounds like pesticides and dioxins. The basic laboratory work supports lecture topics.

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3 Semester Hours
Prerequisite: MTH 115 or higher
Co-requisite: CHM 213L
Laboratory Course: 3 hours in the classroom and 2 hours lab work each week

Intended primarily for science majors, this course covers the properties of matter and their measurement, atomic theory, reaction stoichiometry, and thermochemistry. Electron configurations, chemical bonding, and molecular geometry will also be introduced.

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1 Semester Hour
Prerequisite: MTH 115 or higher
Co-requisite: CHM 213
Laboratory Course: 2 hours lab work each week

Required lab section for CHM 213. This lab provides the application and demonstration of the concepts presented in CHM 213 lecture.

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3 Semester Hours
Prerequisite: CHM 213, CHM 213L
Co-requisite: CHM 214L
Laboratory Course: 3 hours in the classroom and 2 hours lab work each week

A continuation of CHM 213, this course deals with intermolecular forces, solution properties, kinetics, and acid-base reactions. The course will also cover gas laws, chemical equilibrium, thermodynamics, and electrochemistry.

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1 Semester Hour
Prerequisite: CHM 213, CHM 213L
Co-requisite: CHM 214
Laboratory Course: 2 hours lab work each week

Required lab section for CHM 214. This lab provides the application and demonstration of the concepts presented in CHM 214 lecture.

1-4 Semester Hours
Special topics in chemistry are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to chemistry.

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3 Semester Hours
Pre/Co-requisite: Permission of the Elementary Education Program Coordinator

This course focuses on practical applications for computers and technology in the elementary/middle school classroom. Students will practice using presentation, grade book, word processing, spreadsheet, database software, desktop publishing, and Internet software. Use of computers, printers, scanners, cameras, projectors, and other peripherals will be offered. This course is an elective course to be used in the Shepherd University 2 + 2 Agreement.

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1 Semester Hour
This course is an introduction to the creation and delivery of electronic presentations using an electronic

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3 Semester Hours

This course provides working knowledge of spreadsheet software through the utilization of a current application package. Emphasis will be placed on designing a variety of worksheets, preparing graphs, working with database query, macro writing, and menu techniques.

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3 Semester Hours

Prerequisite: CIS 114 or permission of instructor

This course is an introduction to software for database management. This course will provide fundamental knowledge of databases through the utilization of a current application package. Emphasis will be placed on applying practical business applications.

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3 Semester Hours

This introductory course covers the basic understanding of computer information systems. Fundamentals of hardware, software, data communications, networks, emerging technologies, electronic commerce, and career opportunities in IT industry are discussed. This course is required for all Information Technology students.

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3 Semester Hours

This course is an introduction to designing and creating Web pages. Students will be introduced to languages such as HTML, XHTML, and JavaScript to design, create, and publish web documents.

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3 Semester Hours

This course covers the basic understanding of management information systems. Fundamentals of hardware, information systems. Fundamentals covers t

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research and analyze information from traditional and electronic sources using the results to assess the problem under investigation.

1-3 Semester Hours

Special topics in education foundations are courses offered in response to specific curriculum needs or

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1-3 Semester Hours

Special topics in electromechanical technology are cours-

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3 Semester Hours

Prerequisite: ENL 101

Survey of English literature to the Romantic period.

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3 Semester Hours

Prerequisite: ENL 101

This course surveys the major writers and major periods of literary development in the United States from 1620 to 1865.

3 Semester Hours

Prerequisite: ENL 101

Survey of English literature from the Romantic period.

3 Semester Hours

Prerequisite: ENL 101

This course is a survey of the major writers and major periods of literary development in the United States from 1865.

3 Semester Hours

This course will ask students to engage in a critical analysis of graphic novels as literary texts: how graphic novels both embrace and challenge traditional views,

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3 Semester Hours

Prerequisite: CIS 133 or permission of Division Chair

This course presents students with an introduction to web programming technologies. Topics covered include basics of data objects, data binding, data source methods and calls, trouble shooting, debugging, developing and deploying web applications, configuration files, controls, events, XHTML, XML, RSS, ASP, CSS, PHP, MySQL, JavaScript, and Ajax.

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3 Semester Hours

Prerequisite: RDG 100 or minimum acceptable test scores for placement in college-level English and CIS 114

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2 semester Hours

Prerequisite: This course is required for students with math ACT score less than 19; SAT math score less than 500; or ACCUPLACER Arithmetic score of less than 76.
Co-requisite: MTH 117

This lab provides support and enhancement for students to be successful in MTH 117.

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3 Semester Hours

Prerequisite: Math ACT score 19 or higher, SAT math score 500 or higher; or ACCUPLACER Arithmetic score of 85 or higher.

Co-requisite: MTH 121S if required by placement.

This course is a study of several topics in mathematics including probability and statistics, measurement systems, formula manipulation and equation solving, geometry, and consumer math with a focus on applications throughout the course.

3 Semester Hours

Prerequisite: This course is required for students with math ACT score less than 19; SAT math score less than 500; or ACCUPLACER Arithmetic score of less than 85.
Co-requisite: MTH 121

This course will provide targeted support to help students enhance their understanding and learning of MTH 121 material.

3 Semester Hours

Prerequisite: Math ACT score 19 or higher; SAT math score 500 or higher; or ACCUPLACER Elementary Algebra score of 76 or higher.

Co-requisite: MTH 135S if required by placement.

College Algebra covers the following topics: systems of equations, theory and application of matrices, theory of equations and inequalities, complex numbers, graphs of relations and functions, theory and application of exponential and logarithmic functions, and mathematical modeling of data.

3 Semester Hours

Prerequisite: This course is required for students with math ACT score less than 19; SAT math score less than 500; or ACCUPLACER Elementary Algebra score of less than 76.

Co-requisite: MTH 135

This course will provide targeted support to help students enhance their understanding and learning of MTH 135 material.

3 semester Hours

Prerequisite: MTH 135

This course is a study of trigonometric functions and their applications including an exploration of right triangle trigonometry, circular functions, graphs of trigonometric functions, trigonometric identities and equations, complex numbers, vectors, and polar coordinates and equations. Analytic geometry, parametric equations, sequences and series, the binomial theorem, and mathematical induction are also introduced.

7

5 Semester Hours

Prerequisite: Math ACT score 19 or higher; SAT math score 500 or higher; or ACCUPLACER Elementary Algebra score of 76 or higher.

A study of algebraic and trigonometric functions and their applications including: an exploration of polynomial, exponential, logarithmic, and circular functions and their graphs; right triangle trigonometry; trigonometric identities; vectors; polar equations; systems of linear and nonlinear equations; an introduction to sequences and series; matrix algebra; the binomial theorem and mathematical induction.

3 Semester Hours

Prerequisite: MTH 102 or MTH 121 or minimum acceptable placement test scores (Math ACT score 19 or higher; SAT math score 500 or higher; or ACCUPLACER Elementary Algebra score of 76 or higher).

This course explores the fundamental ideas of planar and spatial geometry. Content includes the analysis and classification of geometric figures; the study of geometry transformations; the concepts of tessellation, symmetry, congruence, and similarity; connection of geometry to

4 Semester Hours

MTH 135 and MTH 136 OR MTH 137 OR Math ACT score 26 or higher.

This course is a study of limits, continuity, derivatives and their applications, and an introduction to integration and the Fundamental Theorem of Calculus. Polynomial, rational, exponential, logarithmic, trigonometric, and other nonlinear functions will be discussed. This course is designed to be the first in a three-part sequence of dif

8 Semester Hours

Prerequisite: Admission to the Nursing Program

Co-requisite: NU 132, NU 33

Pre/Co-requisite: BIO 124 and BIO 124L and PSY 200

This foundational course is designed to introduce concepts to the beginning nursing student that will focus on maintaining health and promoting wellness throughout the lifespan. Concepts and core values basic to the foundation of nursing practice are presented. Classroom and laboratory experiences provide opportunity for understanding of the nursing process, clinical judgment, and decision making.

1 Semester Hour

Prerequisite: NU 132

Pre/Co-requisite: BIO 125 & BIO 125L, NU 143, NU 144

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.

1 Semester Hour

Prerequisite: NU 132, NU 133, NU 134

Pre/Co-requisite: BIO 125 & BIO 125L, NU 142, NU 144

This course is designed to focus on abnormal assessment and diagnostic findings. Modifications of assessment for select populations will be addressed.

9 Semester Hours

Prerequisite: NU 132, NU 134, NU134

Pre/Co-requisite: BIO 125 & BIO 125L, NU 142, NU 143

This course builds upon foundational concepts across the lifespan while introducing the concepts of the wellness-illness continuum and the individual and family response. Classroom and laboratory experiences provide opportunity for application of the nursing process and development of clinical judgment and decision making.

9 Semester Hours

Prerequisite: NU 144, PSY 200

Pre/Co-requisite: ENL 101

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 judgement and decision-making.

9 Semester Hours

Prerequisite: NU 234

Pre/Co-requisite: NU 245

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.

3 Semester Hours

Prerequisite: NU 234

Pre/Co-requisite: NU 244

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 include current issues in health care and the nursing profession and is designed to facilitate the transition from student to professional registered nurse. Topics include current issues in health care and the nursing profession and is designed to facilitate the transition from student to professional registered nurse.

1 Semester Hour

College 101 is a college success and orientation course 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

1-4 Semester Hours

3 Semester Hours

Prerequisites: PSY 200 or permission of the Dean of Teaching and Learning

This course will deal with the abnormal behavioral patterns found in individuals. This course will deal with the psychological and legal issues found in dealing with an individual who has abnormal behavior and/or an addictive behavior.

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3 Semester Hours

Prerequisites: PSY 200

This course provides an introduction to and overview of the fundamental principles of personality theory and the study of personality models. The course discusses personality theory and its opponents and outlines how personality theory fits into the overall biopsychosocial model.

3 Semester Hours

This course studies the effects of psychoactive drugs on human behavior. Aspects of drug use and its effects on behavior include the dynamics that exist between and among the substance or substances implicated, human physiology, the environment, and cultural factors. Topics related to biology, neuroscience, history, the legal system, pharmacology, psychiatry, and sociology will all be explored while also addressing the political implications. As such, the biological aspect of human behavior will be addressed. Further, social and political influences and how they interact with the brain and biology will be explored.

1-3 Semester Hours

Special topics in psychology are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to psychology.

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3 Semester Hours

Prerequisite: This course is for students with an ACT Reading score of less than 17 or ACCUPLACER Reading Comprehension score of less than 79 AND students with an ACT English score less than 18 or ACCUPLACER Sentence Skills score less than 88.

RDG 100 introduces students to important skills such as reading comprehension, vocabulary building, and critical thinking. This course also improves sentence, paragraph, and essay composition skills.

1-3 Semester Hours

Special topics in reading are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to reading.

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3 Semester Hours

Prerequisite: RDG 100 OR ENL 100, OR minimum acceptable test scores for placement in college-level English. ENL 101 highly recommended

This course covers a basic study of the New Testament. Its formation, date of writing, authorship, historical background, and the general content of each New Testament book. This course includes the life and teachings of Jesus and the relationship of the New Testament to the Old Testament and to modern society.

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3 Semester Hours

Prerequisite: RDG 100 OR ENL 100, or minimum acceptable test scores for placement in college-level English.

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, sexual orientation, social classes, religion, and subculture.

The course helps students develop an appreciation and awareness of human diversity and encourages students to examine their own values, beliefs, culture, and biases. The concept of cultural competence is introduced.

1-3 Semester Hours

Special topics in social science are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research.

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3 Semester Hour

Prerequisite: SPA 107 or permission of instructor

This course is a continuation of SPA 107 helping students build their skills for oral communication in Spanish in everyday situations including the ability to describe their environment. The course also focuses on cultural aspects emphasizing similarities.

4 Semester Hours

6 Semester Hours

The 90-hour Phlebotomy Technician course prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and clinical training in skills and techniques to perform puncture methods. Phlebotomy Technician (CAST) Certification Eligibility.

6 Semester Hours

This comprehensive 120-hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam.

6 Semester Hours

This course presents the basics of procedure coding with the CPT and HCPCS coding systems. Emphasis is on providing students with the basic coding concepts, practical applications, Medicare rules, billing tips, and coding issues by specialty. Medical Billing & Coding Specialist (CBCS) Certification eligibility.

3 Semester Hours

This is a beginning medical transcription course designed to provide students with a working knowledge of medical terminology, as well as the transcription of medical reports.

3 Semester Hours

This comprehensive 52-hour EKG Technician Course prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam in addition to other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, the Holter monitor, electrocardiography, and echocardiography.

1 Semester Hour


This 15-hour medical terminology program is a comprehensive guide to identifying, analyzing, and understanding the basic word structure, root words, suffixes, and prefixes. In addition, this program will provide instruction in the organization of the human body and the associated systems, major drug classifications, diagnostic tests and treatment procedures, medical abbreviations and symbols, and common medical terms. This program is intended to provide students with a well-rounded introduction to medical terminology enabling a student to better comprehend medical terms.

9 Semester Hours

The Nursing Assistant course is organized around eight basic concepts of needs: comfort, oxygen, nutrition, elimination, communication, psycho-social, teaching, learning, and safety. The nursing assistant process is introduced as a basis for all nursing assistant practice.

Basic concepts of nursing assistants care as well as developmental needs of the elderly are incorporated. Selected content focus on basic health needs of patients. This course includes a survey of nursing assistant history and

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William H. Baker, Secretary
Bruce Berry, Chair, WV HEPC
Keith Burdette
Christina Cameron
Dr. Kathy J. D'Antoni
Steve Roberts
John Sorrenti

Rob Tissue, Chair
Scott Staley, Vice Chair
Dixie Bean
Melinda Chambers
Ann Degan
Greg Greenwalt
Curtis Hakala
JR Helmick
Theda May
Faron Shanholtz
George Sponaugle

Charles Terrell
Debra Backus
Monica Wilson
Vacant
Briana LaVorgna
Ron Hamilton

President
Dean of Teaching and Learning
Dean of Student Access and Success
Executive Dean of Finance and Human Resources
Dean of Community Engagement and Partnerships
Chief Information Officer

Backus, Debra	Dean of Teaching and Learning
Berg, Eleanor	Nursing Program Coordinator
Davis, Rachel	TANF Coordinator
Degan, Ann	Administrative Secretary, Nursing
Vacant	Academic Services Program Coordinator
Edelen, Molly	Elementary Education Coordinator
Hakala, Curtis	Division Chair for General Studies
Mirkhani, Seyed	Division Chair for Business, Computer, and Information Technology
Phillips, Dominic	Assessment Coordinator
Shockey, Vera	Adult Education Coordinator/Instructor

Vacant	Information Technology Assistant
Branson, Trina	Business Office Administrator
Combs, Joyce	Payroll Representative
Davy, Erica	Administrative Secretary
Duling, Diana	Accounting Assistant I/Cashier
O'Leary Michael	Office Administrator/Human Resources Representative

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Backus, Debra ABD West Virginia University (2006)
 Dean of Teaching and Learning

M.A. Virginia Polytechnic Institute (1986)

B.A. Frostburg State University (1973)

Carr, Vivian M.A. West Virginia University (1997)

B.A. West Liberty State College (1992)

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B.A. West Virginia University (1998)

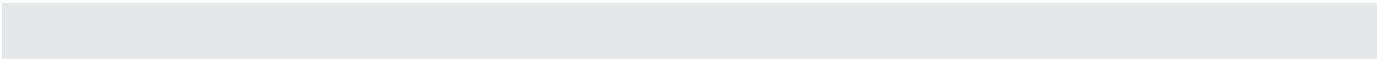
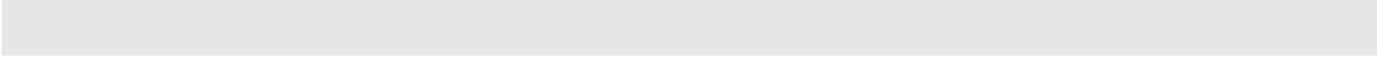
B.S. West Virginia University (2000)

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B.S. West Virginia University (2000)



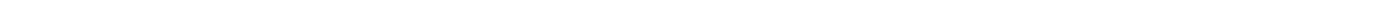
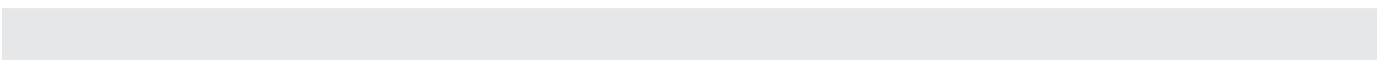
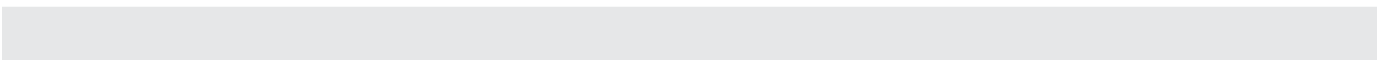
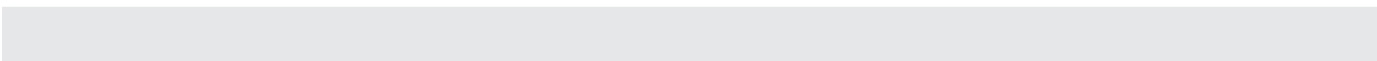
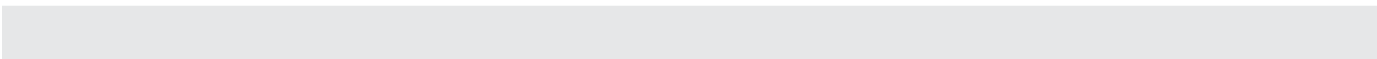
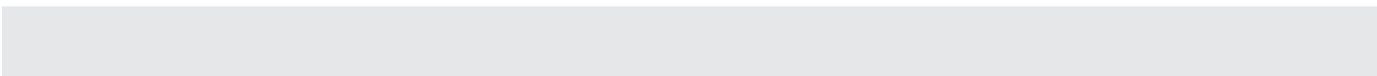
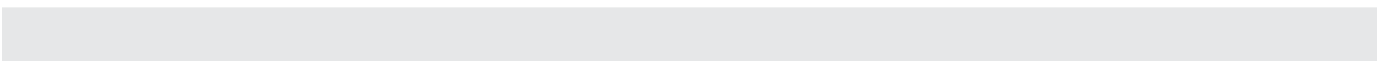
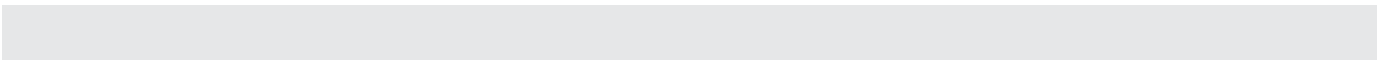
Alt, Cindy	B.S.	American Public University (2014)
Cumbo, Vincenza	M.S.	University of Maryland (2010)
	B.S.	Worcester State College (1991)
Mirkhani, Seyed Division Chair for Business, Computers, and Information Technology/Full-time Faculty	M.S.	Nova Southeastern University (2008)
	M.S.	Strayer University (2000)
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	B.A.	University of District of Columbia (1995)
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	B.S.	Virginia Polytechnic Institute and State University (1984)
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	B.S.	92 West 1st St, Martinsburg, WV 26001-2647 West Virginia University (1974)

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	B.S.	West Virginia University (1980)
Mann, Samara	M.A.	Marshall University (2009)
	B.A.	Marshall University (2009)
Miller, Keith	M.A.	University of Phoenix (2013)
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Simmons, Joy	M.A.	Radford University (2001)
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	A.A.S.	Wytheville Community College (1994)
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R.B.A. Shepherd College

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Laschinger, Leslie M.T.S. Harvard Divinity School (1999)

A.B. University of Georgia (1996)



Combs, Megan

M.S.W.

West Virginia University (2017)



