

2022-2023 **COLLEGE CATALOG**

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE



2022-2023 Catalog

Eastern West Virginia Community and Technical College
316 Eastern Drive • Moore field, WV 26836
304-434-8000 • 877-982-2322

Eastern West Virginia Community and Technical College is an accredited institution through the Higher Learning Commission of the North Central Association of Colleges and Schools.

Eastern West Virginia Community and Technical College is a free-standing, comprehensive, state supported Institution. We are an open enrollment institution providing accessible and affordable post secondary general education, workforce training and education and service and personal growth opportunities to members of our community and service district

MISSION

SECTION I: GENERAL INFORMATION	7
e College	7
Institutional Policies	7
General Education Philosophy and Goals	11
Admission Policy and Procedures	12
Registration, Assessment and Advising	16
Academic Assessment	18
Tuition, Fees and Refunds	18
Student Services	24
Veterans' Services.....	26
Gainful Employment Disclosure.....	28
 SECTION II: ACADEMIC POLICIES AND PROCEDURES.....	 29
Academic Schedule	29
Enrollment Classification and Course Load	29
Academic Support and Student Responsibilities.....	29
Academic Standing Policy	30
Instructional Methods and Grading	32
Academic Honesty/Plagiarism	34
Awarding Credit through 7385.....1 125g6RS58ism	

SECTION VI: DIRECTORY	145
Governing Boards.....	145
West Virginia Council for Community and Technical College Education	145
Board of Governors	145
President’s Cabinet.....	145
Full-Time Faculty.....	146
Part-Time and Adjunct Faculty.....	147
Eastern West Virginia Community and Technical College Sta	149
Academic Calendar	150
Eastern West Virginia Community and Technical College Policy of Nondiscrimination.....	152
General Admission Requirements for Eastern West Virginia and Technical College.....	153

THE COLLEGE

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 Academic Services 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 Academic Services 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 and Technical College and the students.

EQUAL OPPORTUNITY, NON-DISCRIMINATION AND AFFIRMATIVE ACTION

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**SEXUAL HARASSMENT/DISCRIMINATION
POLICY**

Students at Eastern are entitled to an environment free from sexual harassment and discrimination. Policies, laws

For more information, refer to the Student Handbook and the college Regulation, Process for Dealing with Suicide: Prevention, Intervention and Post Intervention, AR 4.4, located at: <https://easternwv.edu/wp-content/uploads/AR-4.4-Signed-3.27.18.pdf>.

STUDENT RIGHT-TO-KNOW ACT

In accordance with the Federal Student Right-to-Know

Campus organizations are prohibited from accepting money or gifts from tobacco companies. All tobacco advertising in public spaces, such as billboards and signs is prohibited. Tobacco advertisements are prohibited in college-run publications. Course learning materials which reference tobacco products are acceptable as long as the materials do not promote the use of tobacco.

Faculty, staff and students who see individuals smoking or using tobacco products are asked to inform these individuals in a professional and courteous manner that college policy prohibits tobacco use anywhere on campus facilities.

Offenders 89(d) 53-11.8(e)-8(a) 7(s)-9(m)-20.62.2-1.2(d)-1.9(s)-9.3(t) 1.7(e) t)-22.P(s)-11.1(e)-3.1(ri) 4.7(eo) 8.5(v)-34.)-34.5(ud)-1.6(els)

COMPLIANCE WITH MILITARY SELECTIVE
SERVICE ACT

Eastern West Virginia Community and Technical College
requires as condition of admission that male students

Conditional Admission

Individuals 18 years of age or older may be admitted on a conditional basis, but shall be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies. Conditional admission will not ensure the entry of applicants into specific programs. Conditional admission may be granted in instances where institutional

REGISTRATION, ASSESSMENT AND ADVISING

ENTRANCE ASSESSMENT AND COURSE PLACEMENT

The entrance assessment program is a service that helps to identify a student's academic strengths and weaknesses. Entrance assessment is an essential component of course placement and advisement for entering students. Assessment results are used to ensure placement of students in appropriate courses and instructional programs.

All degree and certificate objective students are required to participate in the entrance assessment testing to assess their current skills in writing, reading and mathematics. Students not seeking a degree or certificate must also meet these requirements before registering for courses with applicable prerequisites. Students are encouraged to take these tests before registering for their first class.

Students planning to take a college-level English or math class or a class with prerequisites, must complete the college course placement assessment. Students who do not successfully complete the assessments will be required to take the necessary transitional courses.

Students can schedule assessment sessions by calling the Student Services.

To be exempt from entrance assessment, a student must have achieved a score of 18 or higher on the ACT English test (480 on the evidence-based reading and writing section), 17 or higher on the ACT reading test (423 Verbal on the SAT) and a score of 19 or higher on the ACT math test (500 or higher on the SAT Math test). Completion of a college-level English class will exempt students 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:

English

- Enhanced ACT – a score of 18 or above on the English section.
- ACCUPLACER – a score of 252 or above on the English test.

Reading

- Enhanced ACT – a score of 16 or above on the Reading section.
- ACCUPLACER – a score of 251 or above on the Reading Comprehension test.

Mathematics

- Enhanced ACT – a score of 18 or above on the Mathematics section.
- ACCUPLACER – a score of 250 or above for MTH 102, MTH 115 and MTH 117 on the arithmetic test and a score of 262 or above for MTH 121 on the Elementary Algebra Test. For other math requirements, please contact Student Services at 304-434-8000.

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.

REGISTRATION

The registration process at Eastern assures that students receive the best possible assistance in selecting and enrolling in classes that match their educational goals

Students in default on any educational loans (e.g. Federal Perkins, Federal Family Education Loan, etc.) may not be permitted to register until documentation of a change in that status has been provided to the Dean of Student Services. Similarly, students with holds from other college areas may not be permitted to register. Examples of holds are outstanding bills at the college Bookstore, overdue library books, testing holds or failure to submit measles and rubella immunization documentation or admissions documentation.

AUDITING COURSES

Students interested in enrolling for a course and not receiving a grade may audit the class. Students must indicate a desire to “audit” when registering for the course. When auditing a course, the student pays the full tuition and fees for the course, receives instruction and participates in classroom activities, but does not receive a grade. During the Fall and Spring semesters, a class may be changed from audit to credit and vice versa within the first two weeks of the official starting date of the class. This change must be made in the Admissions and Registration area at the Main Campus or nearest Discovery Center. If during the third or fourth week the student elects to change from audit to credit or vice versa, the instructor’s written permission must be secured on the proper forms available in the Admissions and Registration area at the Main Campus or nearest Discovery Center. For courses taught in nontraditional enrollment periods, the length of time is prorated. Audited coursework is not eligible for Title IV financial aid funds.

ADDING AND DROPPING COURSES

The college publishes dates when classes may be added or dropped. The add/drop form may be obtained from the Admissions and Registration area at the Main Campus or nearest Discovery Center/Technology Center. Students should discuss the decision to drop a course with the instructor or an advisor prior to submitting forms. If a student receives financial aid, it is advisable to speak with the Financial Aid Office prior to submitting forms. Classes dropped during the add/drop period will not appear on the final grade reports. After this period, students may not add or drop a class. Courses are not added simply by attending, nor are they dropped by ceasing to attend class. Students must properly complete all necessary forms and steps in the add or drop procedure. Failure to do so may adversely affect grades and/or financial aid eligibility.

Students should be aware that changes in schedules resulting

REFUND ELIGIBILITY

Full Refund

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 refund if they withdraw prior to the start of the semester, prior to the first day of class with a delayed start or during the first week of classes designated as the initial Add-Drop Period. Official withdrawal action requires that the student complete and sign the designated form and return it to Student Services. Any other course(s) for which the student is registered during the semester or term shall not be affected by this action.

Partial Refund

Students who officially withdraw from all courses after the “full refund” period described above shall be eligible to receive a refund of regular fees in accordance with the following schedule.

Refund Schedule

The following schedule for calculating refunds shall be adhered to for those students who withdraw from the college via the official withdrawal process and who are eligible to receive refunds.

Academic Year (semester)

- 90% During second week
- 70% Third and fourth week of classes
- 50% Fifth and sixth week of classes
- No refund Beginning of the seventh week

Summer Term and Non-Traditional Periods

- 90% From 8% to 13% of the term
- 70% From 14% to 25% of the term
- 50% From 26% to 38% of the term
- No refund After 38% of the term complete

Should the percentage calculation identify a particular day,

The maximum amount may be awarded as a combination of subsidized and unsubsidized Federal Stafford Loans. Interest is accrued on unsubsidized portions while in school and during any grace or in-school deferment periods, unless the student elects to have the interest added to the principal (capitalization). Having the interest capitalized will mean larger payments upon repayment.

Independent students or dependent students whose parents are unable to borrow a Federal PLUS Loan, may borrow additional amounts under the unsubsidized Stafford Loan Program as follows: \$4,000 per year for the first and second years of undergraduate study. Federal Stafford Loans have an origination fee that varies annually and will be deducted from the gross loan amount. This fee is subject to annual change. The interest rate for Direct Subsidized and Direct Unsubsidized loans is 3.73% for loans first disbursed on or after July 1, 2021 and before July 1, 2022. Interest rates change every July 1. 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 plans vary and should be reviewed and selected during your grace period or before loan repayment begins: studentaid.gov/manage-loans/repayment/plans.

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 6.28% for loans first disbursed on or after July 1, 2021 and before July 1, 2022. The repayment period for PLUS Loans begins on the day the loan is disbursed.

**** FEDERAL STUDENT LOANS
MUST BE REPAID ****

ELIGIBILITY

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

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All Tuition and Fees are Subject to Revision Pending Board of Governors Approval

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SATISFACTORY ACADEMIC PROGRESS

Generally, to remain eligible for financial aid, a student must meet satisfactory academic standards. Students must complete at least 67% of the attempted credit hours each semester. The Department of Education mandates that an undergraduate student must complete his or her program in a period of time no longer than 150% of the school's published program length. In addition to the above, Eastern's institutional policy requires that a student maintain a minimum grade point average of 2.0 in all coursework. Review the SAP Policy on our website and if there are questions, please contact the Financial Aid Office.

LIABILITY FOR REPAYMENT OF AWARD

A student receiving financial aid who earns no credits during a semester and who does not officially withdraw from the college, may be billed for some or all of the aid disbursed for that semester. Students receiving financial aid who officially withdraw from the college may be billed for a portion of the aid received. The amount of 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.

STANDARDS OF PROGRESS FOR FEDERAL FINANCIAL AID RECIPIENTS

Purpose

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

The standards that are set forth here are stricter than the

2. Pace of progression will be reviewed at the end of each semester.

The calculation is as follows:

Pace Rate (Completion) = Total EARNED Credit Hours/Total ATTEMPTED Credit Hours

NOTE: The first time a student is not meeting the above SAP requirements, the student is placed on Financial Aid Warning. After one warning, if a

- If a student has met all requirements to receive a degree in his or her stated major, the student must apply for graduation. Change of major is not an option. Refusal to graduate in the intended major will result in financial aid suspension.
- Students who have exceeded maximum hours are limited to 2 major changes. Students are permitted to change majors at any time; however, this may result in financial aid suspension.

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. 18.1(i)-5.6(a)-33.7(l a)-26.9(i)4.7(d s)-6.(a)-20.6(40 48 536.6501 Tm[(6-33.7(l a)-26.982pan)6a93(n)17.7(-)-301(y84110 04(p)5.8

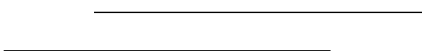
DISABILITY SERVICES

Eastern West Virginia Community and Technical College is committed to:

- ensuring the provision of services necessary to enable students with disabilities to achieve their maximum potential as members of the college Community
- ensuring that students are not excluded from programs or activities due to equipment barriers
- facilitating the integration of students with disabilities within our community
- promoting a positive image of persons with disabilities

The goals of Disability Services are:

-



PERSONAL COUNSELING

Counseling referral services are provided for students with emotional or social concerns affecting their abilities to pursue academic goals. Such students are encouraged to seek assistance from the Dean of Student Services. The Dean will refer students to appropriate community agencies. The Dean is also available to consult with student groups, faculty and staff regarding study tips, stress management, group dynamics, career planning, decision making, academic advising and personal growth.

VETERANS' SERVICES

VETERANS' BENEFITS

Students who have served in the Armed Forces can receive veterans' benefits. These benefits are also available to dependents and spouses of veterans whose death or permanent and total disability, was service connected. This eligibility extends to persons who, on or after July 1, 1985, have enlisted, reenlisted or extended enlistment in the Selected Reserve for six years or more and meet other criteria. Eligible students who attend classes on at least a part-time basis will receive a monthly assistance allowance. To determine eligibility, contact the Financial Aid Office or Dean of Student Services.

Veterans who have completed at least one full year of military service may be eligible to receive two hours of physical education activity credit. A DD214 must be presented to verify the awarding of credit. To determine eligibility, contact the Dean of Student Access and Successor designee.

Eastern has been approved as a military friendly college by Military Online College, Military Friendly Colleges and Universities. Information is available at: www.militaryonlinecollege.org

Procedures for Obtaining Veterans' Educational Assistance

Veterans wishing to enroll at the college should contact the Dean of Student Services or designee, to initiate enrollment certification procedures. If eligible, students can be certified before enrollment in order to expedite receiving the first benefit check. Certification should be requested at least six weeks before classes begin. If enrollment certification is requested on the day of registration, students should anticipate a delay of 6 to 10 weeks before receiving the first benefit check. All information on benefits and questions regarding procedures for certification should be directed to the Dean of Student Services or designee.

The educational allowance is not payable for eligible individuals who are on active duty and have their education paid for by the Armed Forces or the Department of Health and Human Services (for Public Health Services duty) or are federal employees receiving full salary with course tuition paid by the Government Employees Training Act.

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

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

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

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional dncait it38 U4(u)1S6(s C)-32.2(o)-9.3(d)-1.633(d)5(6)3 (715i)49

§3679. DISAPPROVAL OF COURSES

(a)(1) Except as provided by paragraph (2), any course

(A) A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of

ACADEMIC SCHEDULE

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.

ENROLLMENT CLASSIFICATION AND COURSE LOAD

CREDIT HOURS

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 (one, two, three, or four) based on the number of contact hours 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-

At the end of each grading period, each student's Eastern

INSTRUCTIONAL METHODS AND GRADING

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 the term and discuss questions with the instructor.

ACADEMIC GRADING POLICY

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:

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,"

REPETITION OF COURSES

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

COLLEGE LEVEL EXAMINATION PROGRAMS (CLEP) AND PROFICIENCY EXAMINATION PROGRAM (PEP)

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.

1. General Exams

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

2. Subject Examinations

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

Credit will be awarded for the number of credit hours for which the examinations were designed. Grades will not be assigned and the credit will not be included in the computation of students' grade point average. The credit earned on CLEP and PEP Subject Examinations will be equated with existing course offerings at Eastern. If no equivalent course is offered at Eastern, the credit earned by CLEP and PEP examinations may be considered

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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 are 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
- MTH 115 Business Math
- MTH 121 College Math for General Education
- MUS 170 Music Appreciation
- PHS 115 Applied Physics

DSST/DANTES SUBJECT TESTS

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 <https://getcollegecredit.com>. Test scores should be sent to the Dean of Student Services at Eastern.

COURSE LEARNING CONTRACTS

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 Academic Services.

MILITARY SERVICE

Eastern recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant

The Associate in Arts (A.A.) and Associate in Science (A.S.) Degrees are awarded to those students completing the Baccalaureate Transfer Programs. The Associate in Applied Science degree is awarded for those who meet degree requirements in Accounting, Automotive Technology, Administrative Support Technology, Board of Governors Degree, Business Management, Information Technology, Early Childhood Development, Nursing and Wind Energy Technology.

EARNING MULTIPLE DEGREES

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.

GRADUATION REQUIREMENTS

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 in which the requirements number of credit hours;
- Achieve a 2.0 or higher cumulative grade point average on all 5(u)-6f

For convenience, the web service will 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.

COST AND DELIVERY OPTIONS

GENERAL INFORMATION

Eastern is authorized by the West Virginia Council for Community and 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

DISTANCE LEARNING CLASSROOM COURSES

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 the availability of courses is increased. These courses are noted as VDL courses in the schedule of courses offered each term.

ONLINE COURSES

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 other information. Instructors provide specific information for each course. For more information, contact the instructor for specific information.

Students taking online courses are required to have access to a computer and Internet connection.

(Direct Web Link:

www.southernwv.edu/?q=library/databases)

Username: southernwvctc

Password: library

2. **American History Online** – Spans more than 500 years
of political, military, s8' l1.4(o)6 648.6501 Tm[(– S)-5.8(p)-50.75rs

SPECIAL TOPICS COURSES

Topics not covered by courses listed in the college catalog are offered periodically. These courses are offered only in the case of a special need or interest. All Special Topic courses are designated with a discipline abbreviation (BUS, ENL, PSY, FIN, etc.) and the number 199 or 299. An example of a Special Topic course is “BUS 199 Special Topics: Mutual Funds and Annuities.” Interested students should inquire about such offerings by contacting the Dean of Academic Services.

BACCALAUREATE TRANSFER PROGRAMS

ASSOCIATE IN ARTS DEGREE (A.A.)

60 Semester Hours

The Associate in Arts degree program is designed for students who expect to complete a degree at a four-year institution in such disciplines as art, education, English, history, journalism, library, pre-law, psychology, sociology or speech. The curriculum gives students a broad educational background in liberal arts with an emphasis on humanities and social sciences. 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:

- Communicate effectively and work collaboratively
- Think critically and solve problems
- Examine issues from a global perspective
- Conduct basic research and evaluate electronic and traditional sources
- Appreciate literature and the arts

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

ASSOCIATE IN SCIENCE DEGREE (A.S.)

60 SEMESTER HOURS

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; offered online (contact an advisor for recommended course sequencing)

Recommended Course Sequence – Associate in Science

First Year–Fall Semester			First Year–Spring Semester		
Dept..	Course Title	Sem. Hrs.	Dept..	Course Title	Sem. Hrs.
				10	
	11				
	101			(11	
	(11				
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.
				101	
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

CAREER-TECHNICAL PROGRAMS

ACCOUNTING

ASSOCIATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 13-2011

60 SEMESTER HOURS^

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 accounting firms, private industry or government.

To be accepted into the Accounting A.A.S. program, students must complete ACC 120 and ACC 121 with a grade of "C" or higher. Students who have not completed ACC 120 and ACC 121 should initially major in the Accounting Certificate in Applied Science.

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

- Prepare, record and analyze financial statements and other reporting documents according to generally accepted accounting principles
- Demonstrate proficiency in using basic business productivity and accounting software
- Interpret, analyze and evaluate financial data
- Demonstrate a basic knowledge of business organization and procedures
- Explain how basic legal principles can be applied to business transactions and decisions

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

Recommended Course Sequence – Accounting, Associate in Applied Science

ACCOUNTING
CERTIFICATE IN APPLIED SCIENCE
ONETonline.org SOC Code: 43-3031
30 SEMESTER HOURS^

ADMINISTRATIVE SUPPORT TECHNOLOGY

ONETonline.org SOC Code: 11-3011

ASSOCIATE IN APPLIED SCIENCE

60 SEMESTER HOURS^

ADMINISTRATIVE SUPPORT TECHNOLOGY

ONETonline.org SOC Code: 43-6014

CERTIFICATE IN APPLIED SCIENCE

31 SEMESTER HOURS^

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

- Manage an office setting
- Demonstrate a basic knowledge of organizations
- Utilize software programs and computer applications
- Demonstrate effective communication skills
- Demonstrate mathematical and analytical skills and techniques

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

Recommended Course Sequence – Administrative Support Technology, Certificate in Applied Science

First Year–Fall Semester			First Year–Spring Semester		
Dept.	Course Title	Sem. Hrs.	Dept.	Course Title	Sem. Hrs.
AS	101	1	AS	11	
AS	11		AS	11	
AS	101		AS	11	()
AS	11				
	101			A	
	A			A	
Total Semester Hours		16	Total Semester Hours		15

ALLIED HEALTH CARE

ONETonline.org SOC Code: 31-9099.00

CERTIFICATE IN APPLIED SCIENCE (CAS)

30 SEMESTER HOURS^

This program is designed for students interested in entering a health care profession. Graduates are better prepared for entry-level health care related employment or entry into

AUTOMOTIVE TECHNOLOGY

Special Certifications: Students successfully completing automotive classes will be prepared to take the National Institute for

AUTOMOTIVE TECHNOLOGY

ONETonline.org SOC Code: 49-3023.02

CERTIFICATE IN APPLIED SCIENCE

30 SEMESTER HOURS^

The Automotive Technology (ATT) Certificate in Applied Science provides a technical education at the certificate level.

Students planning to complete the Automotive

**BIOLOGICAL AND ENVIRONMENTAL
TECHNOLOGY**

ONETonline.org SOC Code: 19-4091.00

ASSOCIATE IN APPLIED SCIENCE

60 SEMESTER HOURS

The Biological and Environmental Technology program

BIOLOGICAL AND ENVIRONMENTAL TECHNOLOGY

ONETonline.org SOC Code: 19-4091.00

CERTIFICATE IN APPLIED SCIENCE

31 SEMESTER HOURS

The Certificate in Applied Science prepares students with a foundation of knowledge in biology and environmental geoscience to assist in decision-making in the biological and environmental technology field. Students are also able to collect and analyze data using GPS and GIS.

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

- Demonstrate their ability to think critically by observing critically, reading critically, planning, reflecting, analyzing, evaluating and synthesizing by using multiple modalities of inquiry to collect

BUSINESS MANAGEMENT

ONETonline.org SOC Code: 11-1021

ASSOCIATE IN APPLIED SCIENCE

60 SEMESTER HOURS^

The Associate in Applied Science degree in Business



BUSINESS MANAGEMENT

ONETonline.org SOC Code: 43-9061

CERTIFICATE IN APPLIED SCIENCE

30 SEMESTER HOURS^

Upon successful completion of the Business Management

COMPUTER APPLICATIONS SPECIALIST

ONETonline.org SOC Code: 43-9021

CERTIFICATE IN APPLIED SCIENCE

30 SEMESTER HOURS^

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 students with the opportunity to become proficient in business applications of computers. Hands-on experience with popular business programs is emphasized.

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

- Demonstrate a basic knowledge of business organization and procedures by applying business applications of computers

- Demonstrate knowledge regarding computer information systems
- Design and manage a database
- Design an interactive website
- Analyze and present data in a visual format
- Apply computer skills to create, analyze and assess a business document to solve an organizational problem
- Demonstrate effective communication and computation skills

Special Certifications

Students successfully completing the Business Applications of Computers Certificate in Applied Science are prepared to take the certification examination for Microsoft Office Specialist (MOS).

Recommended Course Sequence – Computer Applications, Certificate in Applied Science

First Year–Fall Semester			First Year–Spring Semester		
Dept.	Course Title	Sem. Hrs.	Dept.	Course Title	Sem. Hrs.
101			11		
11	A		11		
11			1		
101				A	
	A			(11, r)	
Total Semester Hours		15	Total Semester Hours		15

Dept.	Course Title	Sem. Hrs.

INFORMATION TECHNOLOGY

ONETonline.org SOC Code: 11-3021

ASSOCIATE IN APPLIED SCIENCE

60 SEMESTER HOURS^

The Information Technology program offers students

Second Year–Fall Semester			Second Year–Spring Semester		
Dept.	Course Title	Sem. Hrs.	Dept.	Course Title	Sem. Hrs.
11			1		
11					
1					()
Total Semester Hours		15	Total Semester Hours		15

Programming Elective (Select 3 course – 9 credit hours)

Dept.	Course Title	Sem. Hrs.
1		
1		
1	#	

^Cost of Attendance is available at:
<https://easternwv.edu/about-eastern/consumer-information/>

IT Electives (Select 3 courses – 9 credit hours)

Dept.	Course Title	Sem. Hrs.
1		
1		
1	#	
0		
	A	
	A	
0		

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 101) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

INFORMATION TECHNOLOGY

ONETonline.org SOC Code: 11-3021

CERTIFICATE IN APPLIED SCIENCE

30 SEMESTER HOURS^

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

- Design an interactive website
- Perform routine maintenance and repairs on PC's hardware
- Demonstrate effective communication and computation skills
- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate a basic knowledge regarding Information Technology
- Design and manage a database
- Demonstrate mathematical skills
- Demonstrate knowledge of computer applications

Program Implementation: Full-time day; offered online (students attending part-time should see an advisor for recommended course semse s4.8(g)25.9(i)-12.5(n)3.3(e) ()43.4(s)-4.6(t)-34.6(u)5.5(t)-22.1(h)2.7(em)-4.6(a)5.5(t)-22.1(i)7.6(c)-12.3(a)-33.7(l s)1.1(k)-42.3(i)

Dept.	Course Title	Sem. Hrs.
11		
11		
1		
1		
11		
1		
1		
1		
0		
0		

NURSING

ONETonline.org SOC Code: 29-1111.00

ASSOCIATE IN APPLIED SCIENCE

60 SEMESTER HOURS^

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 for Graduates of Nursing Programs 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 Student Services office for additional information. Students applying for admission to the A.A.S Nursing 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:

1. Use the nursing process to provide patient-centered care to patients throughout the lifespan.
- 2.

Second Year–Fall Semester							

PARAPROFESSIONAL IN EDUCATION

ONETonline.org SOC Code: 25-9041.00

CERTIFICATE IN APPLIED SCIENCE (CAS)

30 SEMESTER HOURS^

The Paraprofessional in Education Certificate of Applied Science is designed to give students the skills to serve in a support capacity within the education system. Paraprofessionals provide instructional and clerical support for classroom teachers in elementary, middle and high school settings.

Upon completion of this certificate, the graduate will be able to:

- Assess children's growth and development
- Plan and implement children's routines within the classroom
- Plan and organize a learning environment within the classroom
- Identify and implement positive discipline strategies that can be utilized in the classroom setting
- Plan developmentally appropriate curriculum for young children
- Identify and work with children with special needs within a classroom setting
- Demonstrate appropriate responses to nurture and develop positive self-esteem
- Communicate with parents and families
- Maintain records according to state and federal guidelines

Program Implementation: Part-time evening

WIND ENERGY TECHNOLOGY

ONETonline.org SOC Code: 49-9081

ASSOCIATE IN APPLIED SCIENCE

60 SEMESTER HOURS^

The Wind Energy Technology (WTT) program provides a technical education at the Associate in Applied Science level. This broad-based curriculum provides instruction

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

WIND ENERGY TECHNOLOGY

ONETonline.org SOC Code: 49-9081.00

CERTIFICATE IN APPLIED SCIENCE

30 SEMESTER HOURS^

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.

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

Recommended Course Sequence –
Wind Energy Technology, Certificate in Applied Science

First Year–Fall Semester			First Year–Spring Semester		
Dept..	Course Title	Sem. Hrs.	Dept..	Course Title	Sem. Hrs.
11			11		
101			11		
11		()	10		
110	A		10		
10	/A				
Total Semester Hours		15	Total Semester Hours		15

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 101) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

*Students enrolling in Electromechanical (ELM) and Wind Technology (WTT) 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 advisor for details.

^**Cost of Attendance is available at:** <https://easternwv.edu/about-eastern/consumer-information/>

CUSTOMIZED DEGREE PROGRAMS

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 conj(d)-25uaa8d d_r1 Tm(e)-8(d)3.4(uw)-33.2(i)13.6(t)-22.1(i)4.7(e)-12.1h.6(-22.le)-9(a)-.6(e)-/T11 1 Tf13 in cogee

BOARD OF GOVERNORS
ASSOCIATE IN APPLIED SCIENCE
ADULT DEGREE COMPLETION PROGRAM
60 SEMESTER HOURS

The Board of Governors A.A.S. Adult Degree Completion program is an alternative degree program designed for adult students seeking a degree completion opportunity. The degree

OCCUPATIONAL DEVELOPMENT
ASSOCIATE IN APPLIED SCIENCE IN
OCCUPATIONAL DEVELOPMENT

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

TECHNICAL STUDIES
ASSOCIATE IN APPLIED SCIENCE IN
TECHNICAL STUDIES

TECHNICAL STUDIES: CERTIFIED NURSING
ASSISTANT

CERTIFICATE IN APPLIED SCIENCE

30 SEMESTER HOURS

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 CNA Exam.

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

- Assist patients with activities of daily living
- Serve as a conduit between patients and nurses/doctors
-

TECHNICAL STUDIES: MEDICAL ASSISTANT
ASSOCIATE IN APPLIED SCIENCE

60 SEMESTER HOURS

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 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



TECHNICAL STUDIES: MEDICAL ASSISTANT
CERTIFICATE IN APPLIED SCIENCE
30 SEMESTER HOURS

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



TECHNICAL STUDIES: PHLEBOTOMY
TECHNICIAN

CERTIFICATE IN APPLIED SCIENCE

30 SEMESTER HOURS

This program is designed to provide students with practical hands-on training and education in laboratory procedures.



TECHNICAL STUDIES: WELDING TECHNOLOGY

CERTIFICATE IN APPLIED SCIENCE

30 SEMESTER HOURS

This program is designed to provide students with practical hands-on training and education for an entry level welding career and to provide a basis for advanced welding training.

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

- Demonstrate safe use of oxygen/acetylene cutting of metals
- Demonstrate air carbon arc cutting and gouging
- Demonstrate safe GMAW techniques
- Demonstrate safe FCAW techniques
- Demonstrate safe GTAW techniques
- Understand welding symbols and drawings

Component I: General Education Core		Sem. Hrs.
101	English I	3
	English II (111 or 112)	3
111	Mathematics I (111 or 112)	3
Component II: Technical / Occupational Specialty		
10	Welding Technology I	10
10	Welding Technology II	10
10	Welding Technology III	10
10	Welding Technology IV	10
110	Welding Technology V (A)	10
Total Semester Hours		30

PROGRAMS AND COURSES AVAILABLE THROUGH PARTNERSHIPS WITH ACCREDITED COLLEGES AND UNIVERSITIES

Eastern offers programs and courses through partnerships with accredited colleges and universities in West Virginia and the Electronic Campus of the Southern Regional Electronic Board (SREB). Through these partnerships, Eastern is able to provide a variety of learning opportunities. Eastern works closely with other colleges to assure maximum transferability of course credits for baccalaureate degrees.

SKILL SETS

Skill sets are structured sets of courses designed to meet the 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.

Medical Support		
Dept.	Course Title	Sem. Hrs.
A	10	
	1	
	1	
	11	

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

- Describe the legal, social and ethical responsibilities within the healthcare environment
- Perform administrative medical procedures
- Apply correct medical terminology to all specialties of medicine
- Demonstrate computer competency
- Demonstrate competency in basic medical billing and coding

Office Support		
Dept.	Course Title	Sem. Hrs.
	10	
	1	
	11	
	11	

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

- Manage an office setting
- Coordinate events and activities

SKILL SETS – AUTOMOTIVE TECHNOLOGY

Automatic Transmissions and Transaxles		
Dept.	Course Title	Sem. Hrs.
A		
	11	

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

- Develop skills in maintaining and using computers through the use of Windows
- Use the Internet, email and other software applications
- Develop knowledge and skills to service automatic transmissions and transaxles
- Apply knowledge and skills to diagnose and repair system components such as automatic transmissions, transaxles, torque converters and electronic controls

Automotive Electricity/Electronics			
Dept.		Course Title	Sem. Hrs.
A	1	Automotive Electricity/Electronics *	
A	0	Automotive Electricity/Electronics *	
	11	Automotive Electricity/Electronics A	

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

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

- Develop skills in maintaining and using computers through the use of Windows®
- Use the Internet, email and other software applications
- Develop skills necessary for diagnosis and repair of automotive electrical and electronic components and systems
- Interpret wiring diagrams, electrical symbols and functions of automotive electrical and electronic systems
- Apply knowledge and skills in diagnosis and repair of electronically controlled operations such as anti-theft systems, supplemental restraints, body modules and k9.3(d)3.4(u)-C926.9(-20.1(i)7.6(c)] TJE877 Tm[()] TJEMC10 0 0 1

Automotive Heating and Air Conditioning Systems			
Dept.		Course Title	Sem. Hrs.
A	1	Automotive Heating and Air Conditioning *	
	11	Automotive Heating and Air Conditioning A	

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

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

- Develop skills in maintaining and using computers through the use of Windows®
- Use the Internet, email and other software applications
- Diagnose malfunctions in the vacuum, mechanical and electrical components of the heating, ventilation and A/C (HVAC) system
- Diagnose malfunctions in the electrical controls of heating, ventilation and A/C system

Braking Systems			
Dept.		Course Title	Sem. Hrs.
A	10	Braking Systems *	
	11	Braking Systems A	

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

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

- Develop skills in maintaining and using computers through the use of Windows®
- Use the Internet, email and other software applications
- Remove, clean and inspect brake shoes, springs, pins, clips, levers, adjusters/self-adjusters, other related brake hardware and backing support plates; lubricate and reassemble
- Diagnose poor stopping, wheel lock-up, abnormal pedal feel or pulsation and noise concerns caused by the antilock brake system (ABS); determine necessary action

Engine Repair		
Dept.	Course Title	Sem. Hrs.
A.		

Suspension and Steering Systems			
Dept.		Course Title	Sem. Hrs.
A	10	Automotive Suspension and Steering Systems *	
	11	Automotive Suspension and Steering Systems	

* This course is a prerequisite for ASE Suspension and Steering Technician (S5) certification.

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

- Develop skills in maintaining and using computers through the use of Windows®
- Use the Internet, email and other software applications
- Diagnose power steering gear binding, uneven turning effort, looseness, hard steering, and fluid leakage concerns; determine necessary action
- Diagnose suspension system noises, body sway and uneven riding height concerns; determine necessary action



Small Business Management			
Dept.		Course Title	Sem. Hrs.
A	10	Small Business Management	
	11		
	1		

Travel/Tourism			
Dept.		Course Title	Sem. Hrs.
	10	Travel/Tourism	
	100		
	01	100.1, (), (), (), (), (), (), ()- 1. () ()-0, () () ()0. (100.1, (), ()	

Electromechanical Systems and Troubleshooting		
Dept.	Course Title	Sem. Hrs.
11		
11		
1	*	

*Course requires WTT 211 as a prerequisite.

Upon successful completion of the skilosce6.1(d(s)6(uS1 00.9(500.i)13.6(w-2533.1(t)2.3(i)-25.4(l)-b-13.2(s)a)-0.6(r)66.9(p s)-352(i-237(:

WORKFORCE EDUCATION DEPARTMENT

Workforce Education services include a broad spectrum of continuing education services, custom-designed contracted instruction, partnerships with local school systems and social service agencies, consulting services, grant management and other outreach services for employers in the college's district. Eastern collaborates with businesses, local and regional government, social service agencies, economic development authorities and labor organizations to fulfill the educational component of community and economic development initiatives.

Programming is provided and customized for worker-learners throughout the district in each of the following four categories: the emerging workforce; the current workforce; the transitional workforce; and the entrepreneurial workforce.

CONTRACTED TRAINING, CONSULTING AND ORGANIZATION DEVELOPMENT SERVICES

The college develops and delivers academic credit and skill-credit courses, short-term workshops, seminars and hands-on training to meet the needs of employers and employees.

Continuing Education

Program Title	Schedule	Fee	Credit Hours
A (10 hr) A A A	-w -00 +1 -r1 *	\$ 1,	10
(1 hr)	-w -00 +1 -r1	\$ 1	1
A (hr) A	-w -00 +1 -r1	\$ 0	
(hr) A	-w -00 +1 -r1	\$ 0	
(hr) A	-w -00 +1 -r1	\$ 0	
(10 hr)	-w -00 +1 -r1		

WITHDRAWAL REQUESTS

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 canceled 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 withdraw from a course, you may transfer to another course or you may request a refund of your course tuition. Your request must be received by phone or in person at our offices prior to the start of class. Course transfers and refunds will not be made after the first class. Fees for materials, books and supplies are not refundable. The college reserves the rights to cancel, combine or divide any programs described in the brochure or on the website. The college also reserves the right to make any revision in the curriculum, instructor, tuition and fees, location or any other phase of activity necessary without further notice and without incurring obligations. Alterations of the schedule may be necessary due to holidays, weather conditions, school functions or other conflicts. Due to the structure and content of our courses, some programs may have deadline dates and different refund policies than those listed here.

ATTENDANCE POLICY

Participants are expected to attend all class sessions. Participants must attend all classes in order to satisfactorily complete the course. For every fifteen (15) hours of instruction, one hour of instruction may be missed. Arriving more than 15 minutes late at the start of a class will be documented as a tardy or leaving more than 15 minutes early at the end of a class will be documented as an early departure. Instructors reserve the right to drop a student from class if student is absent more than 3 days without notifying the school. Refer to the course syllabus for specific course policies.

AWARDING OF CERTIFICATES

Certificates of Professional Development will be issued to students successfully completing Workforce Development classes.

ACADEMIC COURSE

ALLIED HEALTH SCIENCES (AHS)

AHS 108 Medical Terminology

3 Semester Hours

Medical Terminology is a 16-week course designed to provide the student with basic knowledge of medical language. The approach to understanding medical language will be one of systems approach. Prefixes, suffixes, words roots, combining forms, special ending, plural forms, abbreviation and symbols will be utilized. Emphasis is placed on spelling, definition, usage and pronunciation.

AHS 199/299 Special Topics in Allied Health Sciences

AUTOMOTIVE TECHNOLOGY (ATT)

ATT 100 Introduction to Automotive Technology
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.

ATT 103 Engine Repair
4 Semester Hours

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

This course introduces students to basic engine concepts, skills, technology and service of the automobile. Students will be introduced to general diagnosis and repair of engines, cylinder heads and valve trains and cooling and lubrication systems.

ATT 105 Braking Systems
4 Semester Hours

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

This course introduces the student to the diagnosis and repair of master cylinders, brake lines and fittings, brake drums, rotors, calipers, power assist units, bearings and bearing assemblies, indicators and anti-lock brake systems. Students learn general braking system maintenance including the replacement/adjustment of fluids, cables, rotors and pads.

ATT 107 Suspension and Steering
4 Semester Hours

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

This course introduces students to the basic fundamental skills, technology and service of automotive suspension and steering systems. Students learn to perform steering system diagnosis, repair wheel alignment and tire and wheel repair.

ATT 124 Automotive Electricity/Electronics I
4 Semester Hours

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

This course introduces students to the fundamentals and technology necessary for the diagnosis and repair of automotive electrical and electronic systems. The course includes reading and understanding wiring diagrams, electrical symbols and functions of electrical and electronic systems.

ATT 126 Engine Performance I
4 Semester Hours

Laboratory Course: 3 hours lecture and 3 hours

laboratory work each week.

This course introduces students to the fundamentals and technology necessary for the diagnosis and repair of systems that control engine performance. This includes the diagnosis of mechanical and electronic malfunctions and exhaust problems which impact engine performance.

ATT 128 Automotive Heating and Air Conditioning

ATT 224 Manual Drive Train and Axles

4 Semester Hours

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

This course will introduce students to the basic fundamentals, technology and service of automotive manual drive trains and axles. Students will learn to diagnose and to repair system components including clutches, transmissions, transaxles and axles.

ATT 226 Automatic Transmissions and Transaxles

4 Semester Hours

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

This course introduces students to the basic fundamentals, technology and service of automotive automatic transmissions and transaxles. Students learn to diagnose and to repair system components including transmissions, transaxles, torque converters and electronic controls.

ATT 276 Automotive Technology Capstone

4 Semester Hours

Prerequisite: Students must be enrolled in final semester and be eligible for graduation.

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

ATT 278 Automotive Technology Internship

4 Semester Hours

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

The Automotive Technology Internship provides students with an industry-based, on-the-job training opportunity. Work will be performed within an automotive maintenance organization consisting of safety assessments, electrical inspections, mechanical inspections, trouble-shooting

BET 235 Water Quality Sampling and Assessment
2 Semester Hours
Laboratory Course: 1 hour lecture and 2 hours lab each week.

This laboratory course covers basic physical, chemical and biological methods for the characterization of water quality. Instrumentation training and various sampling techniques of water in various environments will be covered. Preparation and quality of written reports is emphasized. This course heavily relies on lab and field experience.

BET 240 Soil and Water Conservation
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 an emphasis given to sediment and erosion control practices; wetlands identification and delineation will also be covered.

BET 250 Environmental Law
3 Semester Hours
Prerequisite: ENL 101

This course is designed to acquaint the student with numerous ethical issues and perspectives 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.

BET 270 Freshwater Fisheries: Biology and Management
2 Semester Hours
Prerequisite: BET 160
Laboratory class: 1 hour lecture and 1 hour lab per week.

The principles of fisheries science will have an emphasis on the fundamentals of fisheries' biology and management. It includes the study of fish identification, food habits, age and growth, population dynamics, stream and lake surveys, macroinvertebrate identification and sampling and management of natural populations.

BET 276 Biological and Environmental Technology Capstone
1 Semester Hour
Prerequisite: Students must be enrolled in their 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.

Through the design, development, documentation and presentation of a project, the student will demonstrate a broad mastery of learning across the curriculum. The student will work closely with an advisor in designing and implementing the project.

BIOLOGY (BIO)

BIO 101 General Biology I Lecture
3 Semester Hours
Prerequisite: ENL 100 or minimum acceptable test scores for placement in college-level English.
Co-requisite: BIO 101L
Laboratory Course: 3 hours lecture and 2 hours laboratory work each week.

This course will introduce concepts of cell structures, function and reproduction. Common biochemical phenomena, particularly the metabolic processes of photosynthesis and cellular respiration will be surveyed in this course. A description of the form and the function of DNA will be related to mechanisms of inheritance. The highlights of Darwin's theory of natural selection and other aspects of evolutionary theory will be explored.

BIO 101L General Biology I Lab
1 Semester Hour
Prerequisite: ENL 100 or minimum acceptable test scores for placement in college-level English.
Co-requisite: BIO 101

Lab Section: 2 hours laboratory work each week.
Required lab section for BIO 101. This lab provides the application and demonstration of the concepts presented in BIO 101 lecture.

BIO 102 General Biology II Lecture
3 Semester Hours
Prerequisite: ENL 100 OR minimum acceptable test scores for placement in college-level English.
Co-requisite: BIO 102L

This course will introduce and explore the basic principles of ecology. An overview and comparison of vertebrate organ systems will be presented. The course will also survey the taxonomy and organization of the plant and animal kingdoms.

BIO 102L General Biology II Lab
1 Semester Hour
Prerequisite: ENL 100 OR minimum acceptable test scores for placement in college-level English.
Co-requisite: BIO 102
Lab Section: 2 hours laboratory work each week.

Required lab section for BIO 102. This lab provides the application and demonstration of the concepts presented in BIO 102 lecture.

BIO 124 Human Anatomy and Physiology I Lecture
3 Semester Hours
Prerequisite: ENL 100 OR minimum acceptable test scores for placement in college-level English
Co-requisite: BIO 124L

An anatomy-physiology course that examines the general plan of body cells, tissues and six major systems, including the function of integumentary, skeletal, muscular, nervous, somatic and special senses and the endocrine systems. A laboratory course designed to unify basic concepts of inorganic and organic chemistry to bring about a better understanding of the structure and function of the human body as relevant to health care.

BIO 124L Human Anatomy and Physiology I Lab
1 Semester Hour
Prerequisite: ENL 100 OR minimum acceptable test scores for placement in college-level English
Co-requisite: BIO 124

Required lab section for BIO 124. This lab provides the application and demonstration of the concepts presented in BIO 124 lecture.

BIO 125 Human Anatomy and Physiology II Lecture
3 Semester Hours
Prerequisite: BIO 124, BIO 124L Co-requisite: BIO 125L

A continuation of BIO 124, Human Anatomy and Physiology I examines six major systems including human growth, development and genetics. Includes the structure and functions of the circulatory, lymphatic, digestive, respiratory, urinary and reproductive systems. The course is designed to emphasize the complementary nature of structure and function, homeostasis and environment, metabolic processes, responses stress and pathological disorders, so students will have a better understanding of the human body relevant to health.

BIO 125L Human Anatomy and Physiology II Lab
1 Semester Hour
Prerequisite: BIO 124, BIO 124L Co-requisite: BIO 125
Laboratory Course: 2 hours laboratory work each week.

This lab provides the application and demonstration of the concepts presented in BIO 125 lecture.

BIO 127 Microbiology for Allied Health
3 Semester Hours
Prerequisite: BIO 124 and BIO 125, for nursing students formally admitted to the program

This is a generalized laboratory course in microbiology related to nursing which stresses the importance of preventive techniques in the control of infectious diseases and allergic responses with less reliance being placed upon curative procedures.

Preventive medicinal techniques include the understanding and implementation of aseptic techniques throughout the hospital and the education of the public and patients regarding the procedures used in preventing the spread of disease agents.

BIO 199/299 Special Topics in Biology
1-4 Semester Hours

Special topics in biology 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 biology.

BIO 215 Plant Taxonomy
4 Semester Hours

BUSINESS MANAGEMENT (BUS)

BUS 101 Introduction to Business

3 Semester Hours

This course surveys the field of business, emphasizing the functions and structure of private business enterprise and the roles of management, accounting, finance and marketing in the enterprise.

BUS 110 Introduction to Hospitality

3 Semester Hours

This course is designed to introduce the students to the hospitality industry including food and beverage operations, lodging and hotel operations, business and leisure travel markets and recreation and gaming entertainment.

BUS 150 Business Ethics

3 Semester Hours

This course is a study of ethical problems in organizations facing managers and employees. Topics include: moral

BUS 276 Business Management Capstone

3 Semester Hours

Prerequisite: Permission of the Division Chair for Business, Computer and Information Technology. This course should be taken during the student's last semester prior to graduation.

A culminating experience for majors involving a substantive project that demonstrates a synthesis of learning accumulated in the major, including the broadly comprehensive knowledge of the discipline and its

BOS 199/299 Special Topics in Administrative/
Business Operations Support
1-3 Semester Hours

Special topics in administration/business operations support 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

COMPUTERS AND INFORMATION SYSTEMS
(CIS)

CIS 109 Educational Technology
3 Semester Hours

The course may consist of seminars, specialized or individual instruction and/or research in an area related to communications.

ECONOMICS (ECN)

ECN 201 Principles of Macroeconomics
3 Semester Hours

This course presents and analyzes macroeconomic principles in regard to their applicability to problems of public policy. Macroeconomics is concerned with aggregates or the economy as a whole. Two major divisions of the course are the study of income and employment theory and the study of monetary theory. This course can stand alone as an introduction to economics or can be taken in conjunction with Principles of Microeconomics.

ECN 202 Principles of Microeconomics
3 Semester Hours

This course presents and analyzes microeconomic principles in regard to their applicability to problems of public policy. Microeconomics is the study of the economic activities of individual consumers and producers or groups of consumers and producers known as markets and emphasis shall be placed on the roles played by consumers and producers in the economic society. This course can stand alone as an introduction to economics or may be taken in conjunction with Principles of Macroeconomics.

ECN 199/299 Special Topics in Economics
1-3 Semester Hours

Special topics in economics 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 economics.

EDUCATION: ELEMENTARY (EDE)

EDE 210 PRAXIS I Preparation
1 Semester Hour

This course provides the students with the practice and preparation to refresh their reading, writing, mathematical and test taking skills. Students will review basic grammar organizational writing skills as well as comprehensive math skills. This course will prepare students to take the PRAXIS I exam that is required for Hou.5(op)-5.4(a)-27C(I)-2(S)] TJ10W okeiar Ho(R)-62.2.8(l p)eil79Wn eic9.4(t t)-9..2501 Tm[(1)53.8(-)4

EDF 211 Early Childhood Seminar

3 Semester Hours

Prerequisite: EDF 115 or permission of the Dean of Academic Services

This course addresses the physical, social, emotional and mental growth of the young child (three to five years of age) and presents routines, methods, materials, activities and attitudes that will enhance physical, perceptual, social, emotional, linguistic and cognitive competencies. A portion of the course will provide an opportunity for students to apply the material presented in class.

EDF 212 Principles and Theories of Early Childhood Programs

3 Semester Hours

Theories and concepts of human development, learning and motivation are presented and applied to interpreting and explaining human behavior as it applies to interaction in relation to teaching. Principles relating to the purposes and functions of the preschool program including organization, programs, equipment, needs of the preschool child and teaching techniques.

EDF 217 Human Development and Learning

3 Semester Hours

Prerequisite: PSY 200 or permission of the Dean of Academic Services

This course traces the social, emotional, physical and intellectual development of the child from birth through adolescence. Special emphasis will be placed on cognitive development and its implications for teaching. Observations are required.

EDF 221 Administration of Early Childhood Education

3 Semester Hours

Instruction and observation in various phases of early childhood education administration, including incorporation, licensing, finance, personnel, curriculum, physical plant, health and social services, parent involvement and resources. Field trips are appropriate.

EDF 224 Methods and Materials for Early Childhood Programs

3 Semester Hours

This course is designed to aid the teacher in material selection and in various methods of using books and materials with children. This course will study the various methods of using

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

EDF 199/299 Special Topics in Education
Foundations
1-3 Semester Hours

Special topics in education foundations 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 education foundations.

ELECTROMECHANICAL TECHNOLOGY (ELM)

ELM 121 Fundamentals of Hydraulics and
Pneumatics
4 Semester Hours
Lecture/Laboratory: 3 hours lecture and 3 hours
laboratory per week.

ENGLISH (ENL)

In addition to gaining a broad historical understanding of

ENL 100 Transitional Composition

3 Semester Hours

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

This course allows students to improve their sentence, paragraph and essay composition skills so they can succeed in a college-level English course.

ENL 101 English Composition I

3 Semester Hours

Prerequisite: ENL 100, ENL 95 or both RDG 090 and ENL 099 or minimum acceptable test scores for placement in college-level English.

An introduction to basic composition. The major thrust is directed toward achieving competency in writing a composition. ENL 101 introduces students to the practice of writing with emphasis on the writing process, thesis development, context, purpose and audience.

ENL 102 English Composition II

3 Semester Hours

Prerequisite: ENL 101, CLEP or students may test out of this course by passing a challenge test at 80% or better prior to starting the course. A challenge fee applies.

Students are exposed to additional forms of composition and are expected to demonstrate a higher level of proficiency in writing. Major emphases are the construction of research papers and the analysis of concepts, arguments and language use for impact.

ENL 115 Technical Communications

3 Semester Hours

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

Improves basic writing skills, providing practice in organizing and writing basic forms of technical communications and reviews grammar, usage and mechanics appropriate for technical writing. Offers practice in basic oral communication skills geared to industrial needs. Utilization of computer technology to produce written documents.

ENL 140 Film Studies

3 Semester Hours

This course will give students a historical, technical and analytical understanding of American/international film production and a critical perspective from which to view contemporary film. This course will examine cinema as an institution: its history, genres and work as both a cultural form and an industry.

This course has a prerequisite of EDE 100 - Introduction to Teacher Education or the course can be taken by permission of the Education Coordinator.

GSC 101L Physical Science for Educators Lab
1 Semester Hour

HIT 260 West Virginia History and the Appalachian Region

3 Semester Hours

Prerequisite: ENL 100 or minimum placement test score for placement in college-level reading English

This course places emphasis on the development of western Virginia and the state of West Virginia. Students will examine the general geographical, political and economic aspects of the southern Appalachian region.

HIT 199/299 Special Topics in History

1-3 Semester Hours

Special topics in history 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 history.

HEALTH/PHYSICAL EDUCATION (HPE)

HPE 200 Cardio-Pulmonary Resuscitation (CPR)

2 Semester Hours

This course will teach laypersons to recognize a cardiac arrest, perform cardio-pulmonary resuscitation (CPR) and activate the Emergency Medical System.

HPE 222 First Aid

2 Semester Hours

This course stresses the functional First Aid capabilities required to provide initial emergency care necessary to sustain life and to maintain life support until the victims of an accident or sudden illness are cared for by qualified medical personnel. This course is part of the WVU Parkersburg Partnership for Elementary Education.

HPE 230 Human Health and Wellness

3 Semester Hours

The study of health promotion, wellness and disease prevention concepts as applied to individual, familial and community health.

HPE 199/299 Special Topics in Health and Physical Education

1-3 Semester Hours

Special topics in health and physical education 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 health and physical education.

HUMANITIES (HUM)

HUM 100 Survey of the Humanities

3 Semester Hours

Introduces the humanities through art, literature, music and philosophy of various cultures and historical periods.

HUM 210 Introduction to Women's Studies in the Arts and Humanities

3 Semester Hours

Prerequisite: SOC 203

An introduction to women's history in work, family and creative production. This course presents a set of organizing ideas for examining issues and problems of women in contemporary society and gives students opportunities for writing, interviewing and discussing issues of gender, class and race from an interdisciplinary point of view. It introduces students to the basic methods of humanistic inquiry in general and humanistic women's studies in particular.

HUM 199/299 Special Topics in Humanities

1-3 Semester Hours

Special topics in humanities 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 humanities.

INFORMATION TECHNOLOGY (IT)

IT 110 Introduction to Information Technology

3 Semester Hours

This course introduces students to the fundamentals of computer hardware, software, networking, security and Information Technology literacy.

IT 134 Networking Fundamentals

3 Semester Hours

This course covers networking terminology, concepts, components and basic network design. It covers related topics such as Local Area Networks (LANs) Wide Area Networks (WANs), routing, cabling, IP addressing, TCAS/ IP Protocol, remote connectivity, user management, firewalls and network troubleshooting. It includes the link between education and skills to industry needs for the entry level Information Technology graduates.

IT 180 PC Repair and Troubleshooting

3 Semester Hours

This course is designed to prepare students to perform routine maintenance and repairs on the PC. Emphasis will be on installation, maintenance, troubleshooting, upgrading and repairing of PCs. Includes coverage of networking and client/server issues. Prepares the student for the MTA Certification.

IT 181 Operating Systems
3 Semester Hours

It broadens the students' awareness of network security to include accidental damage, denial of service attacks and malicious software and proactive measures to create defenses against these risks.

IT 276 Information Technology Capstone
3 Semester Hours

MTH 137 Pre-Calculus

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.

MTH 200 Geometry and Measurement

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 other mathematical topics and to nature and art and an overview of measurement. The course also includes concrete models and an introduction to the use of computers in the teaching and learning of informal geometry.

MTH 225 Introduction to Statistics

3 Semester Hours

Prerequisite: MTH 121 or minimum acceptable placement test score (Math A.6(n-9(C7.9967T37)-60®.4(o)4(4.8(s.7(e u)-8.9(s)-92-4.2(c4n9-32.6(u)-16.7(n)3.2(d)-12.3(a)-a)-4.1(c1248(;R7 0 0 10 4

NURSING (NU)

NU 132 Drug and Dosage Calculations I
1 Semester Hour

Prerequisite: Admission to the Nursing Program

Co-requisite: NU 133 and NU 134

Pre/Co-requisite: BIO 124/BIO 124L

This course is designed to enhance the nursing student's ability to read, interpret and solve dosage calculation problems. Critical thinking skills are applied to medication situations to emphasize the importance of accuracy and the avoidance of medication errors. Students are expected to be prepared when coming to class.

NU 133 Health Assessment and Diagnostics I
2 Semester Hours

Prerequisite: Admission to the Nursing Program

Co-requisite: NU 132 and NU 134

Pre/Co-requisite: BIO 124/BIO 124L

This course is designed to introduce the nursing student to the knowledge and skills required to perform a health assessment throughout the lifespan and to document appropriate findings. The nursing student will be introduced to normal lab values and basic diagnostic procedures.

NU 134 Introduction to Nursing Concepts
8 Semester Hours

Prerequisite: Admission to the Nursing Program

Co-requisite: NU 132 and NU 133

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

This course is designed to introduce the beginning student to nursing, concepts and core values essential to the practice of nursing and the role of the nurse as a care provider. The clinical, laboratory and simulation experiences involve the implementation of the nursing process and utilization of assessment and communication skills related to basic needs and life processes of individual patients. Factors, such as developmental levels, sociocultural differences and mental and emotional status are included.

NU 142 Drug and Dosage Calculations II
1 Semester Hour

Prerequisite: NU 132

Co-requisite: NU 143 and NU 144

Pre/Co-requisite: BIO 125/BIO 125L

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 populations across the lifespan.

NU 143 Health Assessment and Diagnostics II
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.

NU 144 Nursing Concepts of Health and Illness I
9 Semester Hours

Prerequisite: NU 132, NU 133, NU 134 and PSY 200

Co-requisite: NU 142 and NU 143

Pre/Co-requisite: BIO 125/125L

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.

NU 234 Nursing Concepts of Health and Illness II
9 Semester Hours

Prerequisite: NU 144 and PSY 200

Pre/Co-requisite: ENL 101

This course expands the concepts of the wellness-illness continuum, with emphasis on the expanding family, mental health-illness and tertiary care within the community. Classroom and laboratory experiences provide opportunity for analysis within the nursing process and application of clinical judgment and decision making.

NU 244 Synthesis of Nursing Concepts
9 Semester Hours

Prerequisite: NU 234

Co-requisite: NU 245

This course expands the concepts of the wellness-illness continuum, with emphasis on the expanding family, mental health-illness and tertiary care within the community. Classroom and laboratory experiences provide opportunity for application of the nursing process and development of clinical judgment and decision making.

NU 245 Professional Nursing and Health Systems
Concepts

3 Semester Hours

Prerequisite: NU 234

Co-requisite: NU 244

This capstone course will focus on current issues in health care and the nursing profession. It is designed to facilitate the transition from student to professional registered nurse. Topics of discussion will include national health policy and politics, ethical and bioethical issues, career development, application for state licensure and preparation for the NCLEX-RN examination.

NU 199/299 Special Topics in Nursing
1-3 Semester Hours
Prerequisite: Permission of the Nursing Program
Coordinator

Special Topics in Nursing 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 nursing.

ORIENTATION (ORT)

ORT 100 College Success
1 Semester Hour

This course includes material on general orientation to college; general institutional information; academic skills and class preparation; as well as life management needed to be successful as a college student.

ORT 103 College Success Transition
3 Semester Hours

College 103 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 and electronic resources, problem-solving, people skills, self-management skills and career/life-planning strategies. This course is designed for high school students enrolled in the

PHYSICS (PHS)

PHS 115 Applied Physics

3 Semester Hours

Prerequisite: MTH 115 OR minimum acceptable test scores for placement in college-level math

This course introduces the student to the basic study of the principles of physics and mechanics. A non-calculus approach to the concepts and applications is presented in this course. Students are shown by examples, classroom demonstration and laboratory experiments how these concepts are applied. Problem-solving techniques are stressed.

PHS 199/299 Special Topics in Physics

1-4 Semester Hours

Special topics in physics 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 physics.

POLITICAL SCIENCE (POL)

POL 201 American Government and Politics

3 Semester Hours

This course examines the United States federal government system with emphasis on the constitution, governmental structure and the political process.

POL 202 State and Local Government

3 Semester Hours

Prerequisite: ENL 99 and RDG 90 or ENL 95 or minimum acceptable test scores for placement in college-level English. ENL 101 highly recommended

This course examines the institutions, processes and significance of the state and local government.

PSY 224 Death and Dying

3 Semester Hours

Prerequisites: PSY 200; ENL 101 is strongly recommended

This course is designed to help students explore the psychological, social and cultural issues surrounding human mortality.

PSY 226 Abnormal Psychology

3 Semester Hours

Prerequisites: PSY 200 or permission of the Dean of Academic Services

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 addictive behavior.

PSY 228 Psychology of Personality

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 it outlines how personality theory fits into the overall biopsychosocial model.

PSY 230 Drugs and Behavior

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.

SPA 199/299 Special Topics in Spanish
1-3 Semester Hours

Special topics in Spanish 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 Spanish.

SPEECH (SPH)

SPH 101 Speech Fundamentals
3 Semester Hours

Approaches day-to-day oral communication from a practical point of view, with emphasis on proficiency in the oral language presentations.

SPH 199/299 Special Topics in Speech
1-3 Semester Hours

Special topics in speech 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 speech.

TRAVEL AND TOURISM (TRT)

TRT 100 Introduction to Travel and Tourism
3 Semester Hours

A course designed to introduce students to the industry of travel and tourism.

WTT 211 Wind Turbine Electromechanical Systems and Troubleshooting I

4 Semester Hours

Laboratory/Lecture: 3 hours lecture and 3 hours laboratory each week.

This course is designed to introduce students to the systems that make up the wind turbine nacelle. Students will use a wind turbine nacelle training simulator, schematic diagrams and a multimeter to learn, operate and troubleshoot system components. Lubricants, hydraulics, fasteners, state flow diagrams, electrical control systems, motors and other related topics will be studied.

WTT 230 Supervisory Control and Data Acquisition

4 Semester Hours

Prerequisite: ELM 210 or permission from the instructor
Laboratory/Lecture: 3 hours lecture and 3 hours laboratory each week.

This course provides hands-on experience working with industrial data communications hardware found in a commercial wind farm. Supervisory Control and Data Acquisition (SCADA) systems in the wind industry will be used to practice maintenance and operational tasks.

WTT 261 Wind Turbine Electromechanical Systems and Troubleshooting II

4 Semester Hours

Pre/Co-requisite: WTT 211
Laboratory/Lecture: 3 hours lecture and 3 hours laboratory each week.

This course is designed to introduce students to the electromechanical systems that make up the wind turbine hub and generator. Students will use wind turbine hub and generator training simulators, schematic diagrams and a multimeter to learn, operate and troubleshoot system components. Topics of study include inspection and maintenance of external surfaces of wind towers, nacelles and blades; inspection and maintenance of components of wind towers, nacelles, drive trains, generators, hubs and rotors; and other related subjects.

WTT 278 Wind Technician Internship II

3 Semester Hours

Prerequisite: Permission from the Program Director.
Laboratory/Lecture: 1 hour lecture and 6 hours laboratory each week.

The second year Wind Technology Internship II provides students with an advanced industry-based, on-the-job training opportunity. Work will be performed within a maintenance organization consisting of safety assessments, electrical and mechanical inspections, troubleshooting systems and parts replacements and any other duties that would be expected of full-time employees at the worksite.

In order to take this class, the student must have prior approval from the Dean of Academic Services or designee.

WORKFORCE EDUCATION COURSE DESCRIPTIONS

WORKFORCE HEALTH CARE (WFHC AND WFRC)

WFHC 101 WFED Phlebotomy Technician
6 Semester Hours

The 90-hour Phlebotomy Technician course prepares professionals to collect blood specimens from clients for

WFHC 106 Medical Terminology for Workforce
Development
1 Semester Hour

This 15-hour medical terminology program is a comprehensive guide to identifying, analyzing and understanding the basic word structure, root words,

**WORKFORCE COMMERCIAL TRUCK DRIVING
(WFTR)**

WFTR 101 WFED Commercial Driver's License (CDL) for
Workforce Development

6 Semester Hours

Prerequisite: CDL Test Card, High School diploma or GED,

GOVERNING BOARDS

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Shawn Alt

Andrew Blackwood

John Kubeika

Sheena VanMeter

Shayla Hartman, Student Representative

Anne Degnan,

FULL-TIME FACULTY

The following list contains titles and primary academic credentials of full-time faculty. Qualified part-time, adjunct faculty, administrators and staff, also instruct some courses.

COLEBANK, KRISTEN, *Instructional Technology Specialist and Online Program Coordinator, IT*

A.A.S, Eastern West Virginia Community and Technical College (2017)

English, M.A., West Virginia University (1997)

B.A., West Virginia Wesleyan College (1995)

CRITES, JEREMIAH (JAY), *Instructional Specialist, Automotive Technology*

M.A., Liberty University (2020)

B.A., West Virginia University (2016)

A.A.S., Eastern WV Community and Technical College (2013)

KIDWELL, MICAELA, *Instructor, Nursing*

LACY MILLER, A.

M.F.A., Clemson (2017)

B.F.A., West Virginia University (2013)

TAYLOR MILTENBERGER, , , ☒,

M.S., Manchester Metropolitan University –

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE STAFF

ACADEMIC SERVICES

Ann Degnan, Academic Services Program Coordinator

Barbara See, Administrative Secretary, Nursing

ADMINISTRATIVE

William Baldwin, Manager of Technology Services

Morgan Branson, Public Relations, Marketing and Communications

Diana Dulm

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ACADEMIC CALENDAR

FALL 2022

AUGUST 22 TO DECEMBER 9, 2022

April 1 | Pre-registration Begins

April 1 – July 29 | Continuous Pre-registration during Regular Business Hours

July 29 | Last Day for Pre-registered Students to Pay

July 29 | Payment Arrangements Must be Made at the Time of Registration

July 29 | Drop Date for Nonpayment of Pre-registration

August 1-19 | General Registration (Payment required with registration)

August 22 | Classes Begin

August 22-26 | Add/Drop Period

September 5 | Labor Day Holiday — College Closed

October 14 | End of Mid Semester (1st eight weeks completed)

October 18 | Mid Semester Reports Due

November 4 | Last Day to Withdraw with a Grade of “W” (11 weeks completed)

November 4 | Registration for Spring 2023 Begins

November 4 | Deadline for Graduation Applications for Fall 2022

November 21-25 | Thanksgiving Holiday — No Classes

November 28 | Classes Resume

December 2 | Last Day of classes (full term classes only)

December 5-9 | Final Exams

December 13 | Final Grades Due by Noon

December 22-January 1 | Holiday Break — College Closed

WINTER 2022

DECEMBER 12, 2022 TO JANUARY 6, 2023

April 0 0 GS7 gs03(i0)-0. gs0 sc-0.005 Tc0 T5m(N)TTJ/1Nφ Final Exs

SPRING 2023

JANUARY 17 TO MAY 5, 2023

November 4 | Spring 2023 Pre-registration Begins

November 4-December 16 | Continuous Pre-registration During Regular Business Hours

December 16 | Last Date for Pre-registered Students to Pay

December 16 | Payment Arrangements Must be Made at the Time of Registration

December 16 | Drop Date for Nonpayment of Pre-registration

January 2-13 | General Registration (Payment required with registration)

January 16 | Martin Luther King Holiday — College Closed

January 17 | Classes Begin

January 17-23 | Add/Drop Period

March 3 | Deadline for Graduation Applications for Spring 2023

March 10 | End of Mid Semester (1st eight weeks completed)

March 13-17 | Spring Break — No Classes

March 14 | Mid-Semester Reports Due

March 20 | Classes Resume

March 31 | Last to Withdraw with a Grade of “W” (11 weeks completed)

March 31 | Registration for Summer 2023 and Fall 2023 Begins

April 28 | Last day of classes (full term classes only)

May 1-5 | Final Exams

May 6

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

POLICY OF NONDISCRIMINATION

Eastern West Virginia Community and Technical College provides opportunity to all prospective and current members of the student body, faculty and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status or disability. The college neither affiliates knowingly with, nor grants recognition to, any individual group or organization having policies that discriminate on the basis of race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status or disability as defined by applicable laws and regulations.

Eastern West Virginia Community and Technical College is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the ground of blindness or severely impaired vision; by 45 CFR 84, Subpart E, Section 84.42 and by section 504 Rehabilitation Act of 1973, not to deny admission on the basis of handicap; by 45 CFR 90, 91, not to discriminate on the basis of age; and by 45 CFR 86, Subpart C, Section 86. 21, not to deny admission on the basis of sex. By Title VI of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the grounds of race, color or national origin. Eastern West Virginia Community and Technical College is an equal opportunity-affirmative action employer in compliance with Title VII of Civil Rights Act, West Virginia Human Rights Act, Title IX (Education Amendments of 1972), section 504, Rehabilitation Act of 1973, American with Disabilities act and other applicable laws and regulations.

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Degree Programs

Accounting
 Administrative Support Technology
 Associate in Arts
 Associate in Science
 Biology and Environmental Technology
 Board of Governors
 Business Management
 Early Childhood Development
 General Studies
 Information Technology
 Medical Assisting
 Nursing
 Technical Studies
 Wind Energy Technology

Certificate Programs

Accounting
 Administrative Support Technology
 Allied Health Care
 Biological and Environmental Technology
 Business Management
 Computer Application Specialist
 Electromechanical Technology
 Information Technology
 Medical Assisting
 Paraprofessional in Education
 Technical Studies
 Wind Energy Technology

Certification Programs

Certified Nursing Assistant
 Dental Assisting
 Industrial Equipment Maintenance
 Medical Assistant
 Microsoft ® Office Specialist
 Pharmacy Technician
 Phlebotomy Technician
 Residential Care Specialist
 Welding

GENERAL ADMISSION REQUIREMENTS FOR EASTERN WEST VIRGINIA AND TECHNICAL COLLEGE

Students seeking admission to Eastern West Virginia Community and Technical College as a degree-seeking student must submit the following:

(Please see college catalog for specific information)

- (1) Application for Admission
- (2) GED or HS Diploma or TASC Assessment
- (3) ACT/SAT/Accuplacer® Scores
- (4) High School and/or college Transcripts

Some programs have limited enrollment and require additional requirements for admission. Please visit the website at www.easternwv.edu or call 304.434.8000 for further information.