



Eastern West Virginia Community & Technical College
(Eastern) provides accessible and affordable educational



The College 7

Institutional Policies..... 7

General Education Philosophy and Goals 11



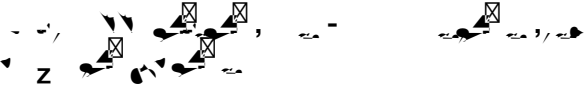
Eastern West Virginia Community & Technical College (Eastern) is a coeducational, state-supported, comprehensive community and technical college, established March 21, 1999, operating under the aegis of the West Virginia Council for Community & Technical College Education. On July 1, 2001, Eastern's Institutional Board of Governors was established as a local governing body. The College serves the citizens of a six county district in Eastern West Virginia: Grant, Hampshire, Hardy, Mineral, Pendleton and Tucker Counties. As a comprehensive community and technical college, Eastern offers a variety of programs and courses in career-technical education, general education, workforce education, and community education. Graduates receive Associate in Arts degrees, Associate in Science degrees, Associate in Applied Science degrees, and Certificates in Applied Science.

Eastern is committed to providing services for the economic and cultural well-being of the residents in its six county district. The College provides a full array of programs and services that address West Virginia's goals for postsecondary education. Programs and courses are offered on and off-campus, at the work site, in the public schools, and at times convenient for community residents. Eastern maintains formal relationships with accredited colleges and universities to provide students with degree completion and coordinated learning opportunities through brokering courses and programs and use of the latest technology. Central to the core of its mission, the College provides degrees, courses, and workforce education programs to:

Students enrolling at Eastern must follow the program requirements listed in the Catalog in effect at the time of entry into the College (provided graduation requirements are completed within five years). Students have the option of meeting program requirements in a later Catalog provided that they make a formal written request to the Dean of Teaching and Learning and that they meet all requirements of the later Catalog.

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

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



Eastern's Board of Governors (Board) is committed to equal opportunity and non-discrimination for all

Workforce and Citizenship Skills/Ethical Reasoning

Students will demonstrate workforce and citizenship skills needed for professional success ethical reasoning, diversity awareness, civic engagement, and steadfast par-

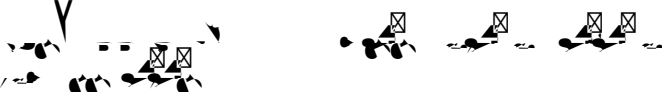
Conditional admission may be granted in instances where institutional officials have determined that the student has the potential to successfully complete college-level work. Such students must complete all needed transitional courses, and pass the high school equivalency exam before being admitted as a regular degree-seeking student. A maximum of 12 semester hours may be taken by a conditionally admitted student. Conditionally admitted students are not eligible to receive financial aid.

International Students

Eastern is not certified to accept international students under new Immigration and Naturalization Services' Rules.

Residency Determination for Tuition and Fees

Eastern adheres to the West Virginia Council for Community & Technical College Education (Council) policy for determining residency for tuition and fee purposes. Students will be classified as resident or non-resident for admission, tuition, and fee purposes by the Dean of Student Access and Success. The decision is based on information supplied on the application form as well as other documents that may be requested by the Dean of Student Access and Success' Office or designee. Generally, students whose West Virginia residency is less than one year must complete a Residency Petition, and provide documentation demonstrating permanent residency in the state of West Virginia. The Dean of Student Access and Success is responsible for administering this policy, which is cited below. The decision of the Dean of Student Access and Success may be appealed to the President.



1. Classification for Admission and Fee Purposes

Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the Dean of Student Access and Success. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student, and all other relevant information. The Dean of Student Access and Success is authorized to require such written documents, affidavits, verifications or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student. If there is a question as to domicile, the matter must be brought to the attention of the Dean of Student Access and Success at least two weeks prior to the deadline for the payment of tuition and fees. Students found to have

the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, dependent students take the domicile of the parent with whom they live, or to whom they have been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

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

4. *Change of Residence*

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

5. *Military*

An individual who is on full-time active military service in another state or a foreign country, or who is an employee of the federal government, shall be classified as an in-state student for the purpose of payment of tuition and fees, providing that the person established a domicile in West Virginia prior to entrance into federal service, or entered the federal service from West Virginia, and had at no time while in federal services claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse or dependent children for such individuals shall also be classified as in-state students for tuition and fee purposes. Persons assigned to full-time active military service in West Virginia and residing in West Virginia shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

6. *Aliens*

Aliens who are in the United States on resident visas, or who have filed petitions for naturalization in the naturalization court and have established bona fide domiciles in West Virginia as defined in Section 2: Residence Determined by Domicile may be eligible for in-state residency classification, provided that they are in West Virginia for

purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time, and without restriction on the maintenance of a foreign domicile, may be eligible for an in-state classification as defined in Section 2: Residence Determined by Domicile. Individuals holding a student or other temporary visa may not be classified as in-state students.

7. *Former Domicile*

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

The decision of the Dean of Student Access and Success may be appealed to the President. The appeal shall end at the institutional level. The decision of the President is final.

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 smn-3.6(ns)-1.74.3(e)-6.8.5(.5(t))-23.4(u)4.5(d)-2.3(e)-3.6

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

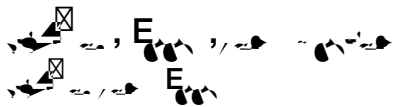
Alternate testing arrangements can be made for students with documented physical or learning disabilities. Testing arrangements can be modified to enhance the student's chance for success. An extension of the time limits, an alternative testing date or physical adaptations are examples of modified arrangements. 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

-


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 to add or drop a class. See the following links for more information: [http://www.fli-17.2\(l\)5.7\(s\)-24.4\(r\)-13\(e\)to ad4.5\(dos\)-6.1\(o\)may nev9.5\(p\)](#)



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

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

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

 West Virginia high school students pay \$40 per credit

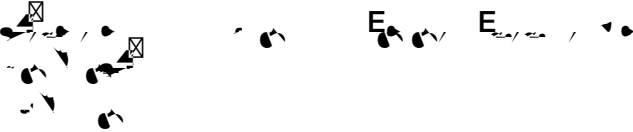


Students who officially withdraw from all courses after the “full refund” period described above shall be eligible

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.



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

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

A. Cumulative Grade Point Average

1. A student receiving federal aid must maintain an overall 2.00 cumulative grade point average. (Withdrawal, academic forgiveness, incomplete, repeated, and non-credit remedial hours are counted for the calculation of hours attempted and GPA.)
 - a. All courses transferred from other institutions will be included in this cumulative GPA.
 - b. Courses for which a grade of incomplete is received will not be included in the GPA.
 - c. Courses from which a student withdraws

requirements again (see appeal form for additional guidelines).

Institutional Standards of Academic Progress is separate, and will have its own requirements and notifications.

C. Program Completion

- 1 Students are given 150% of the hours required for graduation in their particular program for completion.
- 2 All courses taken will be included in this calculation.
 - a. All courses transferred from other institutions will be included in this completion ratio calculation.
 - b. Courses for which an incomplete is received will be included as attempted, but unearned hours.
 - c. Courses from which a student withdraws during a semester will be included as attempted but unearned hours.
 - d. A student is eligible to receive financial aid for one repeated course when a student is repeating a previously passed course to obtain a higher grade.
 - i. Allowable: Repeated coursework may be included when determining enrollment status in a term-based program if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade.
 - ii. Not permissible: a student enrolls in four classes in the Fall semester and passes only three of them. The College requires the student to retake the failed class and also the other three classes because of failing the one class. When the student repeats all four classes in the Spring semester, the failed class would be included in the student's enrollment status, but the three classes passed would not be.
3. Dual Degree Students: As long as each of the programs, the student is completing is a Title IV-eligible program, the student may receive Title IV aid for each program. If the student completes the degree requirements of both programs at the same time, the student can receive aid from all of the Title IV programs until completion. However, if the student completes requirements for graduation for one program, then the student is no longer eligible to receive Title IV aid for that program.

a. If the student is enrolled in both degree programs, then the Financial Aid Office will check the total number of hours needed for the combined programs, and make certain the student has not exceeded 150% for the combined hours in both programs. The Financial Aid Office will make certain the student is not counted twice for any courses, such as English, that may be required for both programs.

b. Dual degrees must be listed in the student record prior to the beginning of the semester. Both programs should be listed in the College's Student System under SGASTDN. The student must complete a change of information form to add and/or change programs.

c. Students may only receive aid for the hours that pertain to the dual degrees, as listed in their student record.

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

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

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

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

- The review degree Evaluation for required classes still needed to complete their degree/certificate.
- Review the degree evaluation with an advisor to pick, at minimum, the next semester of classes, and submit them on the financial aid academic plan worksheet.
- Submit the completed financial aid SAP appeal form (if required), and academic plan worksheet, with a copy of the degree evaluation, to the Financial Aid Office before the beginning of the semester.
- 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. Warning status may be granted to students with extenuating circumstances (i.e.: a student who was forced to withdraw due to an accident or illness. Appropriate documentation must be provided).

2. Probation Status

- a. Probation status is granted to students who have successfully appealed. Students can receive aid during their probationary period after signing and submitting a financial aid appeal contract to the Financial Aid Office.

3. Suspension Status

- a. Students are placed on financial aid suspension status after one semester. Students on suspension cannot receive financial aid. Students will be removed from financial aid suspension and/or probation when in compliance with the GPA and Hours Passed rules. Students cannot exceed the maximum hours allowed.

E. Deadlines for Appeals

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

Financial Aid SAP Appeals may be approved or denied. Decisions by the SAP Committee are final.

Additional Rule:

- Developmental Courses: a maximum of 15 hours of developmental courses can be attempted under financial aid.

Questions? 0 . . 000

Eastern is committed to providing a full range of advising, counseling, tutorial, and other services to support the academic, career, and personal progress of students.

Student ID Cards are available to any enrolled student. ID cards are printed in the Learning Lab during posted hours. There is no charge for the first student ID card that is issued. However, a \$10.00 fee will be charged for each replacement ID card issued.

Academic advising is provided for all students. Academic advisors help students assess their educational goals, interpret test scores, select classes, plan a schedule, and interpret College policies. Academic advising is available to students throughout the year. To assess their progress, students should meet with an advisor before each registration to select classes, and develop a schedule. Many courses have prerequisites; therefore, students should carefully read the course descriptions in the back of this Catalog. The College Academic Catalog is an essential advising tool. It is the responsibility of each student to become thoroughly familiar with the Catalog in order to be certain that all requirements are being met.

The Office of Learner Support Services' mission is to eliminate disability discrimination, and ensure equal educational opportunity for students who qualify as a person with a disability under the applicable laws (ADA, Section 504). Learner Support Services works closely with students to determine reasonable accommodations that will minimize the disadvantage their disability may cause. We are an open enrollment institution, meaning we welcome all students no matter your prior background or experience. If you had an Individualized Education Plan (IEP) in high school, that is a great place to start identifying special educational needs, but it is not sufficient for activation of special accommodations in higher education.

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:

- To coordinate and provide reasonable accommodations and disability related services
- To encourage self-advocacy and personal responsibility on the part of students with disabilities
- To advocate for an accessible learning environment through removal of physical, informational, and attitudinal barriers
- To allow for auxiliary aids and services such as guide dogs, tape recorders, note takers and any other documented aids and services
- To serve as a resource for members of the college community as well as prospective students and parents
- To assist the College to comply with the provisions of the Americans with Disabilities Act of 1990 (

Services are available for all students with documented disabilities, whether full or part-time. It is the student's responsibility to initiate contact with Disability Services and submit appropriate documentation of the disability.

The Learner Support Department is the designated office for Disability Services at Eastern West Virginia Community and Technical College that obtains and files disability related documents, certifies eligibility for services, determines reasonable accommodations, and makes the provision for accommodations

Contact Information:

Location: Room 101 b, Learner Support Services
Main Campus, Moorefield, WV

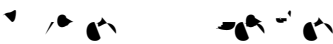
Office Hours: 8:00 am – 4:15 p.m. Monday through Friday

Phone: 304.434.8000, ext: 9235

Fax: 304.434-.004

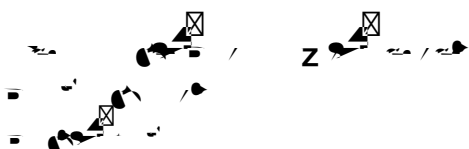
Email: Monica Wilson, monica.wilson@easternwv.edu

Academic Schedule	28
Enrollment Classification and Course Load	28
Academic Support and Student Responsibilities	28
Instructional Methods and Grading	31
Academic Grading Policy	31
Final Grade Appeals	32
Academic Honesty/Plagiarism	33
Awarding Credit through Assessment of Prior Learning	33
Degrees, Graduation and Transcripts.....	37




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


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



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



Instructors may choose to use the make-up testing services available through the academic services office for students who miss scheduled exams. A student who is authorized by the instructor to makeup a missed exam must contact the instructor to discuss exam make-up options. If the instructor permits the student to take a make-up exam utilizing the testing services available through the academic services office, the instructor will provide testing materials to the Academic Services Coordinator. The student will be required to schedule a testing appointment with the Academic Services Coordinator in order to take the make-up exam. No make-up exams will be scheduled without prior authorization from the instructor. It is the student's responsibility to initiate the process with the instructor then schedule a testing appointment with the Academic Services Coordinator. No make-up testing will be given after the last scheduled class period of the semester or during exam week.



At-risk students are required to enroll in the College

F

A student's academic status is computed at the end of each fall and spring semester. Academic status is not computed for summer sessions, nor does it affect a student's enrollment for a summer session.

F

To be in good academic standing, a student must maintain a minimum 2.0 cumulative grade point average for all work undertaken. A student's academic standing is computed at the end of each fall and spring semester. Academic standing is not computed for summer term, nor does it affect a student's enrollment for a summer term. Freshman/New Transfer students will be evaluated after his/her first semester at Eastern.

At the end of each grading period, each student's Eastern and cumulative grade point average are calculated. The calculation is determined by dividing the number of earned quality points by the number of quality hours. In the computation of the Eastern and cumulative grade point average, a grade of "I" will not be included in the quality hours. When the grade of "I" is replaced by a passing or failing grade, the student's grade point average will be revised by the Dean of Student Access & Success.

A student is placed on Academic Warning for the semester after the student's cumulative GPA or semester GPA falls below a 2.0. The student will be notified in writing by the Learner Support Services department and the



Individual instructors develop methods for meeting approved course objectives and determining final grades

The grade point average is computed for all courses for which a student has registered with the exception of

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



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

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

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

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

Credit hours from repeated courses can only be applied once toward completion of degree requirements.

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

proprietary school programs, professional development activities, and personal development and enrichment activities. Evaluation will follow established guidelines for nationally standardized credit validation programs and

to determine if the "CR" grade is acceptable for that



Board of Governors Degree, Business Management,



accept, modify or reject the student's request.

In instances where students request and gain academic forgiveness from one college or university and then transfer to another institution, the receiving institution is not bound by the prior institution's decision to disregard grades for grade point average calculation.

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: \$7.00 per official transcript requested

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

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

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

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

Transcript services may be withheld if students have outstanding financial, or record obligations to any department of the College or have not satisfied all admission requirements. Transcripts will not be released for students who have defaulted on any type of student loan or who owe a refund to Eastern for a federal or state grant.

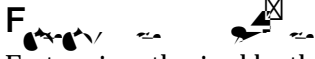
All transcripts will be official transcripts issued from Eastern.

Official transcripts for coursework completed at Eastern prior to Fall 2009 must be obtained from Southern West Virginia Community & Technical College. Contact the Records Office, Southern West Virginia Community and Technical College, 1.888.798.2821 (1.888.swvctc1) for more information.

For any questions about ordering official transcripts or for any college receiving an Eastern transcript, please contact Monica Wilson

*af09/12.3(d)-2.3(er (t)-5.1(9)-35.6(o)6.92 TD(d)-14.2(a)18.6(y)-6.5(s f)5.5(3.8(r)-7.1(a)-16.(d)-1.7(e)-2.9(i)3(i)2.9(o)-3.4(n)-5(-)-5
Catisa Ci114F>33.6(r)-17T(g)-33.8(r)-7.3(a)e of s-1.2 Td(n)-20.9k up ta12.33der (t)-5.1(9)-35.Tc0.003 Tw fnraitio4-195(h)0.6(er)-*

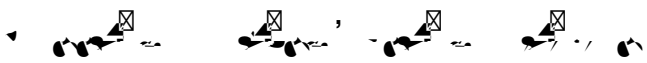
General Information	42
Academic Resources	42
Baccalaureate Transfer Programs	48
Associate in Arts	48
Associate in Science	49
Career-Technical Programs	51
Accounting	51
Administrative Support Technology	54
Allied Health Care	58
Automotive Technology	59
Biological & Environment Technology	63
Business Management Programs	66
Computer Applications Specialist Program	70
Early Childhood Programs	71
Electromechanical Technology Program	73
Information Technology Programs	75
Nursing	79
Paraprofessional in Education	81
Wind Energy Technology	82
Customized Degree Programs	59



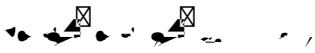
Eastern is authorized by the West Virginia Council for Community & Technical College Education (Council) to offer associate degrees and certificates, and to develop the programs of study leading to the completion of each degree program. Programs and courses are developed or certified through partnerships Eastern maintains with accredited colleges and universities in West Virginia and the Southern Regional Electronic Campus (SREC). Through partnerships and course brokering, Eastern is able to respond to the needs of its community by providing adults with coordinated learning opportunities and excellent choices in higher education. Eastern works closely with other colleges to assure maximum transferability of course credits for baccalaureate degrees. Within West Virginia public colleges and universities, 72 credits are transferable from community colleges toward a baccalaureate degree (see information on the Core Transfer Agreement, page 39). The College provides coordinated support in admissions, advisement, registration, and shared technology through its unique partnerships and programming. Students are able to earn degrees through a variety of rigorous academic methods including online courses, video distance learning courses, telecommunications, testing, portfolio credit, and traditional college courses. Eastern

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





1. **Facts on File: Issues & Controversies – Issues and Controversies** helps researchers understand today's crucial issues by exploring hundreds of hot topics in politics,



Adult Education services provide adults with educational opportunities to improve basic literacy skills necessary to become self-sufficient and to participate effectively in the workplace, home, and community. Adult Education programs deliver instruction for High School Equivalency Test preparation; improving basic academic skills such as reading, math and writing; and developing speaking and writing communication skills for ESL students. Instruc-



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

-5>(-) -C19.5

0

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.

Associate in Science Degree (A.S.) continued

- Information Technology: CIS 119, CIS 121, CIS 133, CIS 154, IT 134, IT 180, IT 181, IT 192, IT 194, IT 210, IT 215, IT 228, IT 269, IT 233
- Mathematics: Refer to Approved General Education Courses and Designation List (page 46)
- Science: Refer to Approved General Education Courses and Designation List (pages 46-47)
- Science/Math: Students may select a combination of courses from both the Science and Mathematics categories on the Approved General Education Courses and Designation List (pages 46-47)

Note: Students should contact the baccalaureate institution of choice to determine transferability of concentration electives selected.



ONETonline.org SOC Code: 13-2011

0

☒ ☒ (☒ ☒ - 12 ☒ ☒)

ONEOnline.org SOC Code: 43-3031
0

30 9 300.922 34.1341 Tm(5)0.5(3)TJ0.002 ng



ONETonline.org SOC Code: 11-3011



9 - 0

This degree is designed to give students the skills to




ONETonline.org SOC Code: 49-3023.02



The Automotive Technology (ATT) program provides a technical education at the Associate in Applied Science level. Through instruction and practical application, students gain knowledge and skills required of the modern automotive technician.



ONETonline.org SOC Code: 49-3023.02



The Automotive Technology (ATT) Certificate in Applied Science provides a technical education at the certificate level. Through instruction and practical application, students gain knowledge and skills required of the modern automotive technician.

Successful completion of the Automotive Technology program will allow graduates to enter the workforce at the technician level. They are prepared to apply the knowledge and skills developed in lectures and laboratories to diagnose, troubleshoot, and repair today's complex vehicles.

Students learn to comply with personal and environmental safety practices associated with: clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage and disposal of chemicals/ materials in accordance with local, state and federal safety and environmental regulations.

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

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




ONETonline.org SOC Code: 19-4091.00

0

The Biological and Environmental Technology program (BET) offers students an opportunity to earn an Associate in Applied Science degree. This program provides students with the skills and knowledge for entry level

Students enrolled in this program may be eligible for related Skill Set Certificate. Students should contact their academic program advisor or refer to the Skill Set Section



ONETonline.org SOC Code: 11-1021

The Associate in Applied Science degree in Business Management provides students with a basic knowledge of the business organization and procedures. The program is designed for persons who are seeking full-time employment in an entry level management position. This program applies business and management concepts and provides hands-on technological applications for accounting, economics, business law, management, and marketing.

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

- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate basic knowledge of business tools including computers and other communications equipment

- Demonstrate a broad understanding of the global economy and its impact on business management
 - Demonstrate an understanding of basic accounting principles and practices
 - Demonstrate an understanding of basic management functions
 - Demonstrate an understanding of basic business legal and ethical principles
 - Demonstrate knowledge in general education
 -
-

Dept.	Course Title	Sem. Hrs.
AC	121	3
AC	230	3
AC	235	3
AC	240	3
AC	250	3
AC	251	3
	110	3
	203	3
	204	3
	208	3
	215	3
	230	3
	231	3
	232	3
	114	3
	117	3
	119	3
	121	3
	133	3
	225	3
	226	3
	231	3
	232	3
	251	3
	262	3
	115	3
	225	3
	100	3
	201	3
	202	3

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor, or refer to the Skill Set section in this Catalog (page 101) for additional information.

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

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (page 26) for more information.

Dept.	Course Title	Sem. Hrs.
AC	120	3
	101	3
	206	3
	201	3

()-32 9 00 014.922 1 009 -234()111 0

ONETonline.org SOC Code: 43-9021

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).

ONETonline.org SOC Code: 49-9071.00

The Electromechanical Technology (ELM) Certificate in Applied Science provides a technical education at the

First Year–Fall Semester				First Year–Spring Semester			
Dept.		Course Title	Sem. Hrs.	Dept.		Course Title	Sem. Hrs.
EE	121	Electronics I	4	EE	101	Electronics II	3
				EE	115	Electronics III	(3)
EE	210	Electronics IV	3	EE	117	Electronics V	4
EE	110	Electronics A	4	EE	150	Electronics B	4
EE	120	Electronics C	4	EE	160	Electronics D	4
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 26) 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 an advisor for details.

At the end of select courses, students may take a PMMI (The Association for Packaging and Processing Technologies) Certification Exam. The certification exam is not included in the grade for the course.

^Cost of Attendance is available at:

www.easternwv.edu/documents/financial-aid/cost-attendance




ONETonline.org SOC Code: 11-3021

The Information Technology program offers students an opportunity to earn an Associate in Applied Science degree. This program provides students with the skills and knowledge for entry level information technology-related careers. Graduates of this program will be qualified for employment as network technicians, help desk technicians, technical support representatives, and PC maintenance technicians. Upon completion of this program, graduates will have basic knowledge of network administration, hardware/software interface and troubleshooting, operating systems, and design skills.

Upon successful completion of the Information Technology Program, graduates will be able to:

- Apply basic system administration and scripting techniques
- Apply the foundation of management information systems
- Perform routine maintenance and repairs on the personal computer (PC)
- Install and troubleshoot operating systems
- Design an interactive website
- Demonstrate knowledge regarding information systems
- Design and manage a database
- Demonstrate basic knowledge of networking
- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate effective communication skills
- Develop scientific knowledge and mathematical analytical skills and techniques
- Demonstrate global awareness and knowledge of human diversity

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



ONETonline.org SOC Code: 11-3021

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 systems
- Design and manage a database

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

ONETonline.org SOC Code: 29-1111.00



0

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.

ONETonline.org SOC Code: 25-9041.00

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

Y
ONETonline.org SOC Code: 49-9081

0
The Wind Energy Technology (WTT) program provides

Y

ONETonline.org SOC Code: 49-9081.00

0 z

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

First Year–Fall Semester				First Year–Spring Semester			
Dept.	Course Title	Sem. Hrs.		Dept.	Course Title	Sem. Hrs.	
00	121	4		00	217	3	
00	101	3		00	117	4	
00	115	(3)		00	150	4	
00	110	4		00	160	4	
00	120	4					
Total Semester Hours			15	Total Semester Hours			15

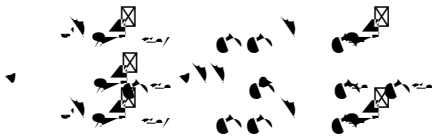
Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor, or refer to the Skill Sets section in this Catalog (page 106) for additional information.

Median loan debt upon completion: \$14,800 (range: \$10,000 - \$20,000)



Customized degree programs are closed enrollment programs providing students with individualized or cooperatively sponsored learning opportunities to meet





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

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

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

Cn06DV6QR#6y31-7Zyiaa00q0 qe!YjU(%G@01y4 15 Td28>35.8(1)6.40.701.3(e)-7.3(d)-20.5(i)9(t h)7701.ou005 T
Csorn537(n)-1Oal



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

Associate in Applied Science in Technical Studies

Component I: General Education Core
(15 credit hours)

Component II: Technical Core
(39 credit hours maximum)

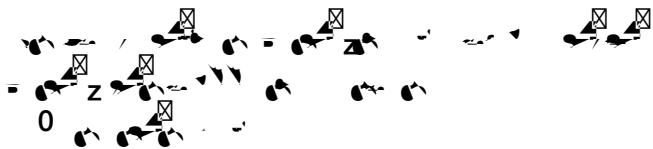
Component III: Technical/Occupational Specialty
(39 credit hours maximum)

Component IV: On-the-Job-Training
(12 credit hours maximum)

Total Credit Hours in Program: Maximum of 60

Collegiate Certificate in Technical Studies

Component I: General Education Core
(Minimum of 6 credit Hours in Component II: Technical Occupational Specialty (Maximum 24 credit hours maximum))



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





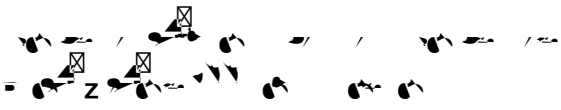
This program is designed to provide students with a strong academic core, and practical hands-on training and education in laboratory procedures, ethics, patient care, and health sciences which makes them capable of filling duties required for a Paramedic.

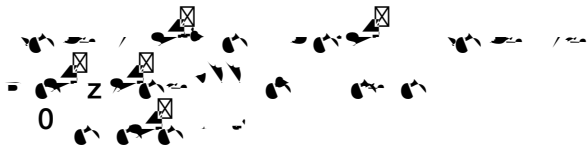
The graduate will be able to demonstrate mastery level knowledge and job performance in the following areas:

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

Component I: General Education Core		Sem. Hrs.
124	A	4
125	A	4
114	A	3
101		3
115		3
147		3
		3
Component II: Technical Core/ and Component III: Technical / Occupational Specialty		
		24
Component IV: On-the-Job Training in the Occupation		
		13
Total Semester Hours		60

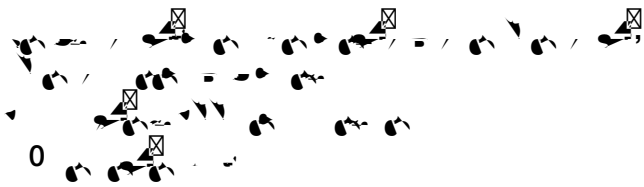
*Students successfully completing the Paramedic Program offered through Workforce Education should be presented the Workforce Education Certificate of Completion.





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

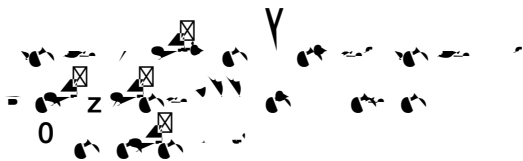
-



Eastern, in partnership with the West Virginia Schools for the Deaf and the Blind (WVSDB) developed a comprehensive training program for individuals employed as Residential Care Providers (RCP). The program model blends traditional academic learner outcomes with employer job skill requirements to provide a pathway for residential care providers to obtain a Residential Care Provider Specialist Certificate, and ultimately a two-year Associate of Applied Science degree in Technical

Core Component I: General Education Core		
101		3
114		3
115		3

8-39.9(J)-6.56 217.2 11 5.2(7-1)



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		3
	115	3
114		3



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. Skill Set Certifications may be applied toward the completion of a related degree or certificate program.

Skill Set			
Skill Set ID		Skill Set Name	

Automotive Heating and Air Conditioning Systems			
Dept		Course Title	Sem. Hrs.
A	128	A	4
	114	A	3

--	--

Engine Repair		
Dept	Course Title	Sem. Hrs.
A	103	*

Suspension and Steering Systems		
Dept	Course Title	Sem. Hrs.
A	107	4
	114	3

*Note: Course may require Pre/Corequisite courses.

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

Geographic Information Systems (GIS)		
Dept	Course Title	Sem. Hrs.
	160	3
	121	3

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

- Use global positioning systems (G.P.S.) and geographic information systems (G.I.S.) to collect, map, and analyze biological and environmental data

General Business		
Dept	Course Title	Sem. Hrs.
AC	120	3
	101	3
	250	3
	260	3

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

- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate basic knowledge of accounting management and marketing

Small Business Management		
Dept	Course Title	Sem. Hrs.
AC	120	3
	115	3
	251	3
	262	3

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

- Perform and manage basic accounting duties
- Manage employees
- Manage business and work processes
- Apply math to specific business applications

Travel/Tourism		
Dept	Course Title	Sem. Hrs.
	120	3
	274	3
	100	3
	201	3

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

- Analyze the tourism industry
- Examine the importance of customer service and impact on business operations
- Apply sales and public relations techniques
- Observe industry regulation

Agribusiness		
Dept	Course Title	Sem. Hrs.
	114	3
	230	3
	231	3
	232	3

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

- Design a marketing plan for an agribusiness product
- Explain the current events and issues that are occurring in agriculture and how they affect the future of agriculture
- Discuss technology and finance as they relate to Agribusiness





Electronic Control Systems and Troubleshooting		
Dept	Course Title	Sem. Hrs.
114	Automotive Electrical & Electronics	3
210	Automotive Electrical & Electronics *	3
230	Automotive Electrical & Electronics **	4

*Course requires WTT 150 or permission of instructor as a prerequisite.

**Course requires WTT 210 or permission of instructor as a prerequisite.

Electromechanical Systems & Troubleshooting		
Dept	Course Title	Sem. Hrs.
121		4
210	*	4
260	*	4

*Course requires WTT 210 as a prerequisite.

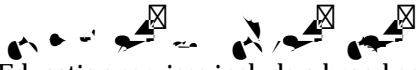
Upon successful completion of the skill set, the graduate will be able to:

- Construct electrically-controlled hydraulic and pneumatic circuits from schematic diagrams
- Utilize wind turbine training simulators to learn and operate system components and to demonstrate critical thinking skills when troubleshooting various wind turbine electromechanical systems
- Explain flow states of a turbine control system, analyze schematic diagrams, and use multimeters and other diagnostic equipment
- Discuss mechanical failures and their probable causes
- •



Workforce Education Department	111
Community Education	111
Continuing Education Unit (CEU) and Academic Credit for Outside Training.....	112
Custom Designed Contracted Instruction, Consulting, and Organizational Development Services	114
Professional Continuing Education	114

Y



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-

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

Community Education Programs Include, but Are Not Limited To:

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

Classes and Fees Scheduling and Fees Subject to Change			
Continuing Education			
Program Title	Schedule	Fee	Credit Hours
(90) A	6:00 - 9:30 14	\$2,195	6
(120) A	3:00 - 9:00 8	\$2,195	9
(100) &	3:00 - 9:00 16	\$2,195	6
(90) &	* - 15	\$2,195	6
(120)	6:00 - 9:00 6		

Continuing Education

Program Title	Schedule	Fee	Credit Hours
(150) A... * &... A... A... A... (AA)	6:00 9:30 +7 9:00 3:00 16 *	\$2,195	10
(15)	6:00 9:30 +1 9:00 3:00	\$215	1
(45) A... A...	6:00 9:30 +2 9:00 3:00 4	\$660	3
(45)	6:00 9:30 +2 9:00 3:00 4		

Continuing Education Programs also include, but are not limited to:

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

Don't see what you are looking for?

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

Contracted Training Programs include, but are not limited to:

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

Y  2F 

Grant Writing

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

Business Communication and Leadership

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

Web Design

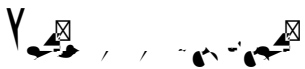
- Creating Web Pages
- Introduction to CSS and XHTML
- Intermediate CSS and XHTML
- Designing Effective Websites

Graphic & Multimedia Design with Adobe® Software

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

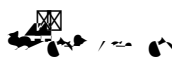
Microsoft® Word and Excel

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



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

Student withdrawal and refund procedure: In the event a course is 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.



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.





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



ACC 120 Principles of Accounting I

3 Semester Hours

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

ACC 121 Principles of Accounting II

3 Semester Hours

Prerequisite: ACC 120

This course is an introduction to principles and procedures in accounting for a corporation and manufacturing-type business. This course incorporates computer accounting technology to provide hands-on learning.

ACC 230 Income Tax Accounting

3 Semester Hours

Prerequisite: ACC 120

This course focuses on the accounting aspects of federal



AHS 108 Medical Terminology

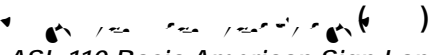
3 Semester Hours

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

1-3 Semester Hours

Special topics in allied health sciences 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 allied health sciences.



ASL 110 Basic American Sign Language

3 Semester Hours

This course introduces students to the fundamentals of American Sign Language (ASL). Topics include basic vocabulary, conversation skills, numbers, fingerspelling, history and Deaf culture.

ASL 115 Fundamentals of American Sign Language

3 Semester Hours

Prerequisite: ASL 110

This course will continue the development of student's receptive, expressive, and interactive ASL skills. Students will increase ASL vocabulary and conversation skills. SLPI (Sign Language Proficiency Interview) elements, rating, and criteria to be met in order to complete a SLPI Novice level rating.

ASL 201 Signing Naturally American Sign Language

3 Semester Hours

Prerequisite: ASL 201 or permission of instructor

This course emphasizes the further development of receptive, expressive and interactive skills.

ASL 202 Intermediate American Sign Language Practicum American Sign Language

3 Semester Hours

Prerequisite: ASL 201 or permission of instructor

This course is designed for the intermediate study of ASL. It provides students with opportunities to increase their ASL competence and to use ASL in a variety of discourse and narrative settings.

ASL 204 Advanced American Sign Language

3 Semester Hours

Prerequisite: ASL 202. SLPI with a demonstrated

Practicum rating or permission of the instructor

This course is designed for Advanced study of ASL. It

provides students with opportunities to increase their

ASL competence and to use ASL in a variety of settings.

SLPI (Sign Language Proficiency Interview) criteria at the

Advanced level will be addressed.

1-3 Semester Hours

Special topics in allied health sciences 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 allied health sciences.



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
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 heating and air conditioning systems. The course includes the diagnosis of mechanical and electronic malfunctions that impact climate control.

ATT 205 Automotive Electricity/Electronics II
4 Semester Hours

Prerequisite: ATT 124 or consent of the instructor
Laboratory Course: 3 hours lecture and 3 hours

4 Semester Hours

BET 210 Field Biology II

4 Semester Hours

Prerequisite: ENL 101, MTH 121, BET 200

Laboratory Course: 1 hour lecture and 6 hours lab each week.

Field Biology II is a continuation of Field Biology I and relies heavily on hands-on field activities, regardless of weather. This course covers classification, identification, ecology, and sampling methods of vascular plants, gymnosperms, angiosperms, microbes, aquatic invertebrates, birds, mammals, reptile, and amphibians. Focus will be on flora and fauna of mid-Atlantic and central Appalachia species. Use of dichotomous keys and field identification are emphasized.

BET 230 Air and Water Quality Sampling and Assessment

3 Semester Hours

Prerequisite: GSC 110, CHM 200, ENL 101, MTH 121

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

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

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

(s)1.7(i)-28.7ung ad.9B-10.4(9(s)11(a)(e)-14.8.1 1 Tf Tc0 TwTf3 S

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

Laboratory Course: 3 hours lecture and 2 hours laborato-

F (F)

BOG 276 Board of Governors Capstone Course
3 Semester Hours

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

The capstone course integrates coursework, knowledge skills, and experiential learning to demonstrate a broad mastery of learning across the curriculum through application to a project. Students develop a project exploring a problem, opportunity, or new trend in their area of

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 methodologies.

BUS 278 Business Management Internship

3 Semester Hours

Specialized work and service consisting of training and practice in a business organization. Must have prior approval from the Academic Program Director.

BUS 199/299 Special Topics in Business

1-3 Semester Hours

Special topics in business 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 business.



BOS 101 Introduction to Keyboarding

1 Semester Hour

This course is designed to introduce the student to basic keyboarding skills. It provides practice techniques for building speed and accuracy.

BOS 103 Keyboarding

3 Semester Hours

Emphasis is placed on learning the keyboard and developing proper keyboarding techniques. The student is introduced to various business forms and adaptation of keyboard skills to personal use.

BOS 126 Microsoft® Applications

6 Semester Hours

The course is an introduction to the computer and using word processing software, spreadsheet software, and electronic graphical presentation software packages.

BOS 251 Office Procedures & Techniques I

3 Semester Hours

This course presents the fundamental principles that will enable the student to expedite office work including office organization and management, office communications, filing systems, office location, layout and equipment, and design and control of office procedures.

BOS 278 Business Operations Support Internship

3 Semester Hours

Specialized work and service consisting of training and practice in a business organization. Must have prior

CHM 199/299 Special Topics in Chemistry
1-4 Semester Hours

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



CIS 109 Educational Technology
3 Semester Hours

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

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

CIS 111 Introduction to Electronic Presentations
1 Semester Hour

This course is an introduction to the creation and delivery of electronic presentations using an electronic graphical presentation software package.

CIS 114 Introduction to Computer Applications and Concepts
3 Semester Hours

Covers computer concepts and Internet skills and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills.

CIS 117 Word Processing Software
3 Semester Hours

Prerequisite: RDG 100 or minimum acceptable test scores and keyboarding skills or permission of the instructor

This course develops skills essential to creating and editing documents using word processing software. It covers advanced features such as outlines, tables/charts, graphics, web page, Object Linking and Embedding (OLE), and macros. Emphasis will be placed on utilizing practical business applications.

CIS 119 Spreadsheet Software
3 Semester Hours

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

CIS 121 Database Management Software
3 Semester Hours

Prerequisite: CIS 114 or permission of instructor

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

CIS 122 Introduction to Information Systems
3 Semester Hours

This introductory course covers the basic understanding

COM 199/299 Special Topics in Communications
1-3 Semester Hours

Special topics in communications 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 communications.

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.

EDE 150 Seminar in Education
1 Semester Hour

Prerequisite ENL100, and MTH 102, OR minimum acceptable test scores for placement in college-level English and math.

This course introduces the prospective teacher to the field of education. It focuses on the self as a learner, the nature of education in our society, and the practical and ethical issues that arise in the work of teaching. Based on readings, writing, and discussing, the student has the opportunity to develop a beginning philosophical, socio-historical, and practical understanding of learning and teaching. In addition, the course discusses the

requirements for successful progress through the program's curriculum. Requires 8 field-experience hours. This is a prerequisite to all education courses required for the Shepherd University 2 + 2 Agreement for Elementary Education.

EDE 200 Foundations of American Education
3 Semester Hours

This course presents the history and development of American education from the colonial period to the present. It covers the role of education in society and the impact of social, economic, and political changes on the educational system.

EDF 182 Residential Care Specialist II

3 Semester Hours

This course for Residential Care Providers integrates learning outcomes with disability-specific guided practicum activities. The third of six courses, this course focuses on ethics, universal precautions, nutrition, safety, and health issues.

EDF 203 Children's Literature

3 Semester Hours

This course provides a survey of the development of poetry and prose in children's literature, with emphasis on methods of presentation to enable children to become good readers. This course may not be used as a literature requirement in General Studies.

EDF 210 Infants and Toddlers Seminar

3 Semester Hours

This course will examine the developmental needs of infants to three-year-old children and presents routines, methods, materials, and attitudes that will enhance physical, perceptual, social, emotional, linguistic, and cognitive competencies. A portion of the course will provide an opportunity for the student to apply the material presented in the lecture.

EDF 211 Early Childhood Seminar

3 Semester Hours

Prerequisite: EDF 115 or permission of the Dean of Teaching and Learning

EDF 284 Residential Care Specialist IV

3 Semester Hours

This course for Residential Care Providers integrates outcomes for residential care providers with disability-specific practicum activities. The fifth of six courses, this course focuses on mediated learning strategies for enhancing child development in the area of communication. Foundations for learning, including print awareness, chil-

ELM 218 – Maintenance Applications

3 Semester Hours

Prerequisite: ELM 217 Lecture/Laboratory: 2 hours lecture and 2 hours laboratory per week.

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. In addition to gaining a broad historical understanding of film, students will also focus on individual films which we will analyze in much the same way you might analyze print-based texts, considering 1) the major textual elements of cinema (narrative, characterization, plot, symbolism), 2) the technical elements of cinema (mise en scene, cinematography, editing, sound), and 3) the major cultural elements of cinema (representations of race, class, gender).

ENL 161 Introduction to Literature

3 Semester Hours

Prerequisite: Grade of "C" or better in ENL 101

An analytical rather than historical approach to literature intended to deepen the student's insight into the nature and purpose of literature and to develop literary taste and judgment. This course uses a genre approach with an

FIN 232 Personal Finance

3 Semester Hours

The main focus of this course is to educate and assist students in the management of their personal finances. Topics include: personal budgeting and tax planning, consumer credit, fundamentals of personal investing, retirement, and estate planning.

FIN 199/299 Special Topics in Finance

1-3 Semester Hours

Special topics in finance 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 finance.

F 199/299 (F -)

GEO 220 World Regional Geography

3 Semester Hours

Studies physical and cultural characteristics of selected geographical regions of the world. Focuses upon significant problems within each of the regions, and examines the geographical background of those problems. Introduces the student to types and uses of maps.

GEO 199/299 Special Topics in Geography

1-3 Semester Hours

Special topics in geography 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 geography.

F 109/209 (F -)

GSC 109 General Physical Science I Lecture

3 Semester Hours

Prerequisite: MTH 115 or higher, OR minimum acceptable test scores for placement in college-level math. RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.

Co-requisite: GSC 109L

Laboratory Course: 3 hours in the classroom and 2 hours lab work each week.

A study of basic physics and astronomy designed to increase one's awareness of the physical universe.

GSC 109L General Physical Science I Lab

1 Semester Hour

Prerequisite MTH 115 or higher OR minimum acceptable test scores for placement in college-level math. RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.

Co-requisite: GSC 109

Laboratory Course: 2 hours lab work each week.

Required lab section for GSC 109. This lab provides the application and demonstration of the concepts presented in GSC 109 lecture.

GSC 110 General Physical Science II Lecture

3 Semester Hours

Prerequisite: MTH 115 or higher, OR minimum acceptable test scores for placement in college-level math. RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.

Co-requisite: GSC 110L

Covers basic chemistry and geology with special emphasis on the local strata.

GSC 110L General Physical Science II Lab

1 Semester Hour

Prerequisite: MTH 115 or higher, OR minimum acceptable test scores for placement in college-level math. RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.

Co-requisite: GSC 110

Laboratory Course: 2 hours lab work each week.

Required lab section for GSC 110. This lab provides the application and demonstration of the concepts presented in GSC 110 lecture.

GSC 120 Concepts in Environmental Science

3 Semester Hours

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

Concepts in Environmental Science are designed to provide students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world.

GSC 199/299 Special Topics in Physical Science

1-3 Semester Hours

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



HIT 104 Western Civilization I
3 Semester Hours

This course analyzes the history of the western world from prehistory to 1660 A.D. Emphasis is placed on the development of civilizations and their influence in the areas of political and economic organizations, religious ideas, and cultural contributions.

HIT 105 Western Civilization II
3 Semester Hours

This course analyzes the history of the western world from 1660 A.D. to the present. Emphasis is placed on the impact of political, economic, philosophical, technological, and cultural change.

HIT 240 American History I – 1492-1877
3 Semester Hours

An interpretive study of the cultural, diplomatic, political, environmental, and social history of the colonial, federal, and Civil War eras. Emphasis will be placed on significant ideas and personalities.

HIT 241 American History II – Since 1877
3 Semester Hours

An interpretative study of the cultural, diplomatic, political, environmental, and social history of the United States since 1877 with emphasis on industrialization, urbanization, and of the United States as a world power in the twentieth century.

HIT 250 American Civil War History
3 Semester Hours

This course details the trends which led to the Civil War, the events of that war, and the impact the war had on immediate and subsequent American history. This course will allow students to study political, social, economic, and military experiences which led to and impacted the war.

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 265 History of Women in America
3 Semester Hours
Prerequisite: HIT 241 or permission of Academic Program Director

History of American women, with particular emphasis on the mid-19th through the mid-20th centuries. Major themes include the family, work, social ideas about women, and feminism.

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.



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 e(z)-14.2(a)10((s)-9.6)-9.6(8l)-7.9(s t)-19.5(h)fe1-21.4(p)-

IT 229 Introduction to Digital Forensics

3 Semester Hours

Prerequisite: RDG 100 OR minimum acceptable test

MGT 251 Human Resource Management

3 Semester Hours

This course provides the guidelines used in the management of the human factor of production in the business enterprise.

MGT 262 Small Business Management

3 Semester Hours

This course focuses on the operation of the small business enterprise and concentrates on the difference between large businesses and the small business organization.

MGT 199/299 Special Topics in Management

1-3 Semester Hours

Special topics in management 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 management.

MTH 102

3 Semester Hours

This course is a study of the structure of mathematical systems and operations defined on these systems; historical development of numbers and number systems including contributions from diverse cultures, and elementary probability, statistics, and basic geometry. Emphasis will be placed on building conceptual understanding and developing problem-solving skills. This course does not satisfy the general education requirements for college-level math.

MTH 115 Business Math

3 Semester Hours

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

Co-requisite: MTH 115L if required by placement.

This course emphasizes how math is used in the world of personal and business finance. General ari21.5(f)-0.7(er)1ss 21A1>A:0



MKT 260 Principles of Marketing

3 Semester Hours

This course examines the development of the institution, channels of distribution, functions, federal regulations, and economics of marketing.

eratif

P

m

500; or ACCUPLACER

MKT 199/299 Special Topics in Marketing

1-3 Semester Hours

Special topics in marketing 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 marketing.



MTH 101S Math for Elementary Teachers Support

3 Semester Hours

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

Co-requisite: MTH 102

This course will provide targeted support to help students enhance their understanding and learning of MTH 102 material.

MTH 230 Calculus I

4 Semester Hours

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

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

MTH 231 Calculus II

4 Semester Hours

Prerequisite: MTH 230

This course will continue the study of integration introduced in MTH 230. Topics include applications of integration, integration techniques, sequences, series, parametric and polar equations, and differential equations. This course is designed to be the second in a three-part sequence of differential, integral, and multivariable calculus.

MTH 199/299 Special Topics in Mathematics

1-3 Semester Hours

Special topics in mathematics are courses offered in re-

ORT 200 Portfolio Development: Prior Learning Assessment

2 Semester Hours

Prerequisite: Contact the Associate Director of Admissions. RDG 99 or minimum level placement test scores for college-level English courses; ENL 101 is recommended

The purpose of ORT 200 is to assist adult students with the development of a comprehensive portfolio documenting knowledge acquired through life/work experiences and other formal or informal learning experiences. Students are guided through a series of group sessions on learning style, college-level learning, skill identification, goal setting, and the portfolio development process. Each student is responsible for the development of a written portfolio that provides the description, analysis, and documentation of learning experiences which are appropriate for his/her own educational program of study.

ORT 199/299 Special Topics in Orientation

1-3 Semester Hours

Special topics 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.

PHL 200 Introduction to Philosophy

3 Semester Hours

Prerequisite: ENL 101

This course considers some of the major questions about the nature of existence and human values, the problem of how such questions can be answered, and some of the proposed answers to these questions.

PHL 260 World Problems

3 Semester Hours

PHL 260 will engage students in moral reasoning by reading the accounts of camp survivors, slaves, and victims of poverty; also, by examining important events in the twentieth and twenty-first centuries, students will gain insight into questions such as: What makes some moral decisions better than others? What are our capacities to be good and to be bad? Is there a real difference between right and wrong, or is morality "all relative"?

PHL 290 Biomedical Ethics

3 Semester Hours

Prerequisite: ENL 101

Biomedical ethics is the study of ethical issues associated with the practice of medicine and biomedical research. Issues including medical paternalism and the physician-patient relations, the role and responsibilities of nurses, the definition of death, decisions regarding life-sustaining treatment, physician-assisted suicide and euthanasia, embryonic stem cell research, prenatal diagnosis, abortion on grounds of a genetic defect, and human cloning.

PHL 199/299 Special Topics in Philosophy

1-3 Semester Hours

Special topics in philosophy 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 philosophy.

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

POL 199/299 Special Topics in Political Science

1-3 Semester Hours

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

• • ()

PSY 200 General Psychology

3 Semester Hours

Introduces the principles and methods of the scientific study of human behavior.

PSY 209 Psychology of Human Relations

3 Semester Hours

This class is designed to increase awareness of interpersonal relationships, interpersonal skills, relating in context (such as at school or in the workplace vs. personal relationships), multicultural facets of personal relations, and awareness of how personal growth affects one

E0Ss9-A618-žqAfl6“txRqm Rš76AQWZD™0 10QexBpp4-f,šN!q-u

PSY 199/299 Special Topics in Psychology

1-3 Semester Hours

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

RDG 100 (F)

RDG 100 Integrated Reading and Composition

3 Semester Hours

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

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

RDG 199/299 Special Topics in Reading

1-3 Semester Hours

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

REL 105 (-)

REL 105 Understanding the New Testament

3 Semester Hours

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

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

REL 130 Introduction to Comparative Religion

3 Semester Hours

This course offers a comparative study of the major world and selected regional religions with an emphasis on analysis of belief, ritual, artistic expression, and social organization. Eastern and Wutdern society.

SOC 210 Ethics and the Environment

3 Semester Hours

Prerequisite: ENL 101

This course focuses on the ethical, moral, social, and aesthetic issues surrounding the preservation, conservation, and management of the environment. Sources include art, philosophy, and literature by a variety of figures that have heightened environmental awareness, including the historical and contemporary writings of Thoreau, Muir, Carson, Dillard, and others. Continued work in writing expository prose with an emphasis on interpretation, analysis, and evaluation is an important component of the class.

SOC 220 Introduction to Cultural Anthropology

3 Semester Hours

This course studies the beliefs, behaviors, and institutions of different peoples. Students will gain knowledge of how anthropological concepts and evidence are used to understand and appreciate cultural diversity.

WFHC 197 Medical Assistant Internship
2 Semester Hours

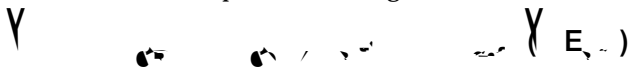
This course will feature specialized work and service consisting of training and practice in a medical office, hospital, or other approved medical setting. Students must have prior approval from the Associate Dean of Workforce Education or Program Manager in Workforce Education.

WFHC 198 Certified Nursing Assistant Internship
2 Semester Hours

This course will consist of specialized work and service consisting of clinical training and practice under the direction of a Registered Nurse in a hospital or nursing home facility. Certified Nursing Assistant (CNA) students will perform direct patient care per established laboratory policies and procedures. Students must have prior approval from the Associate Dean of Workforce Education or Program Manager in Workforce Education.

WFHC 201 WFED Advanced Medical Transcription
3 Semester Hours

This advanced transcription course is designed to refine transcription skills to a competitive level by providing 20 chapters of realistic, challenging activities. The text is organized into an introductory part, 18 medical specialty areas, and a final part containing student exercises.



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

This course presents classroom, lab, and over-the-road training to equip potential drivers with the skills needed to earn a Class A Commercial Driver's License. Emphasis is on providing students with the basic concepts of safely operating a tractor-trailer and preparing students for the CDL exam.



WFWD 101 Welding Fundamentals
4 Semester Hours

Welding Fundamentals is designed to provide students with an understanding of welding techniques and safety procedures. Students will be introduced to the welding field by both lecture and hands-on experiences. The materials presented are suitable for new students as well as experienced welders wishing to increase their proficiencies.

WFWD 102 Welding Intermediate Skills
4 Semester Hours

Welding intermediate skills is designed to provide students with an understanding of welding symbols and the ability to read and interpret welding detail drawings. Students will be introduced to gas metal arc welding (GMAW), flux core arc welding (FCAW) and gas tungsten arc welding (GTAW). The students will receive lecture and many hours of hands-on welding instruction. The materials presented are suitable for students who already have basic welding skills, as well as experienced welders wishing to increase their proficiencies.

WFWD 103 Welding Pipe
4 Semester Hours

Welding Pipe is designed to provide students with an understanding of welding techniques and safety procedures for use with various piping systems. Students will utilize shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux core arc welding (FCAW) and gas tungsten arc welding (GTAW) for use with piping. Students will receive both lecture and hands-on training. The materials presented are suitable for experienced students wishing to increase their proficiencies.



Governing Boards..... 149



Brown, Robert Lee, Chairman
 Cameron, Christina, Vice Chair
 Baker, William H., Secretary
 Boggs, Kenneth
 D'Antoni, Kathy
 Farrell, Michael
 Graney, Mike
 Miller, Tracy
 Parker, Charles
 White, Harry
 Roberts, Steve
 Sorrenti, John
 Tucker, Sarah, Chancellor



Tissue, Rob, Chairman
 Greenwalt, Greg, Vice Chair
 Bean, Dixie
 Chambers, Melinda
 Degnan, Ann, Staff Representative
 Dilly, Sean
 Hakala, Curtis, Faculty Representative
 Helmick, JR
 Sherman, Kimberly



Terrell, Charles	President
Backus, Debra	Dean of Teaching and Learning
Galatic, John	Executive Dean of Administrative Services
Gutierrez, Carlos	Human Resources Director
Hamilton, Ron	Chief Information Officer
Smoot, Stephen	Dean of Community Engagement and Partnerships
Wilson, Monica	Dean of Student Access and Success

E. - E. 

, English, M.A., Radford University (2001),
B.S., Virginia Tech (1996)

, Mathematics, M.S., Shepherd University
(1998), B.A., Shepherd University (1990)

, Psychology, M.Ed. + 45, James Madison
University (1977), B.S., Shepherd University (1974)

, Nursing, M.A., University of Phoenix (2006),
A.D., Marymount University (2000), B.S., George Mason
University (1997)

, History, M.A., St. John's University
(1978), B.A., St. John's University (1974)

, Nursing, B.A., Alderson-Broadus Col-
lege (2002), A.S., Shepherd University (1975), Additional
graduate work

, English, M.A., West Virginia University

2019-2020

NOTE: Registration for Summer 2019, Fall 2019, and Winter Term all begin April 1, 2019

March 10..... Mid-Semester Reports Due
 March 9-13..... Spring Break – No Classes
 March 16..... Classes Resume
 March 30..... Last Date to Withdraw with a Grade of “W” (11 weeks completed)
 April 1..... Registration for Summer 2020 and Fall 2020 Begins
 May 1..... Last day of classes (full-term classes only)
 May 4-8 Final Exams
 May 9..... Commencement (10:00 AM)
 May 12 Final Grades Due by 12:00 Noon

-  **2020**

April 1..... Pre-registration for Summer 2020 Begins
 May 18..... Classes Begin
 May 25..... Memorial Day – College Closed
 July 1..... Last Day to Withdraw with a Grade of “W”
 July 3..... Holiday – College Closed-Observe July 4th
 July 24..... Last day of classes/Final Exams
 July 28 Final Grades Due by 12:00 Noon

The Institution reserves the right to amend the academic calendar when circumstances require such action.

Lacey Koontz
Monica Wilson
Learner Support Services
316 Eastern Drive
Moore eld, WV 26836
304.434.8000

Carlos Gutierrez
Human Resources Director
316 Eastern Drive
Moore eld, WV 26836
304.404.8000

Debra Backus
Dean of Teaching and Learning
316 Eastern Drive
Moore eld, WV 26836
304.434.8000

Accounting
Administrative Support Technology
Associate in Arts
Associate in Science
Biology & Environmental Technology

Accounting
Administrative Support Technology
Allied Health Care
Biological & Environmental Technology

Certi ed Nursing Assistant
Dental Assisting
Industrial Equipment Maintenance
Medical Assistant

F
Students seeking admission to EWVCTC 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.



West V