



2024-2025 College Catalog

MCTC.EDU

A State Community and Technical College of West Virginia. An Equal Opportunity/Affirmative Action Employer.



COST OF ATTENDANCE

Average Tuition & Fee Rates

\$6,030 In-state

\$14,030 Out-of-state

FINANCIAL AID

Recipients | Awards



72%
Financial Aid
Participation Rate

10 | \$42,228

PROMISE

287 | \$644,328

HEGP

688 | \$2,578,584

PELL

344 | \$2,244,052

FEDERAL LOANS

6.1% 3-Year Default Rate

For more than 40 years, Mountwest has been helping students succeed in high-demand career fields through a high-quality academic experience, a friendly and helpful student services department and a multitude of career pathways from which to choose. Mountwest offers an easy to navigate campus, one-stop student services, free parking, free tutoring, access to computer labs, financial aid assistance, and faculty mentors and college transition programs. Additionally, classrooms are equipped with state-of-the-art technology and free Wi-Fi access.

- **FOUNDED** in 1975
- **PRESIDENT** Dr. Joshua Baker
- **LOCATED** in Huntington, WV
- **DEGREE LEVELS OFFERED:**
Certificate, Associate
- **CARNEGIE CLASSIFICATION:**
Associate Colleges: High Career
& Technical-Mixed Traditional/Nontraditional

GO FAR...
close to
HOME

STUDENTS' RESPONSIBILITY

It is the responsibility of the student to be aware of the information in this catalog. The student is also responsible for staying informed as additions, deletions and corrections are announced via various school media.

Disclaimer

The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant or student and Mountwest Community & Technical College. The college reserves the right to change any of the provisions, schedules, programs, courses, rules, regulations or fees whenever the college authorities deem it expedient to do so.

Mountwest Community & Technical College is accredited by:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
Toll-free: 1 (800) 621-7440 or (312) 263-0456
www.hlcommission.org

For additional information or information not covered in this catalog, please contact 1-866-676-5533 or (304) 710-3140.

Equal Opportunity/Affirmative Action

It is the policy of Mountwest Community & Technical College to provide equal opportunities to all prospective and current members of the student body, faculty and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, disability, national origin, protected veteran status or sexual orientation. This nondiscrimination policy also applies to all programs and activities covered under Title IX, which prohibits sex discrimination in higher education. Mountwest strives to provide educational opportunities for minorities and women that reflect the interest, individual merit and availability of such individuals. The college ensures equality of opportunity and treatment in all areas related to student admissions, instruction, employment, placement accommodations, financial assistance programs and other services. Mountwest also neither affiliates with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, sex, religion, age, disability, national origin, protected veteran status or sexual orientation. Further, the college is committed to the ideals of inclusion of students, faculty and staff and whenever appropriate, will take affirmative steps to enhance diversity. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Vice President of Student and Human Services Room 101VA Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701 or call (304) 710-3501.

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Mission & Goals

Mission

Mountwest empowers students to learn and lead in the community and in the workforce.

Mountwest Vision Statement

Mountwest makes a positive impact on the lives of our students while providing them with the education and tools to prepare for their future. We inspire, support, and develop students to achieve goals, build positive relationships, and succeed in the workforce.

Mountwest Strategic Plan

The strategic priorities and goals are:

1. Exceptional Student Success

Goal 1: Increase student achievement by intentionally adopting behaviors that increase student engagement

Goal 2: Increase access to higher education by expanding and strengthening flexible programs and schedule options

2. Aligned Workforce Development

Goal 1: Increase responsiveness to employers' workforce needs through relationship building

Goal 2: Develop, implement, market, and evaluate three short-term, certificate, and associate degree programs that meet industry needs.

3. Proactive Community Presence

Goal 1: Strengthen community partnerships to meet the academic and non-academic needs of students

Goal 2: Foster a college-going culture through the expansion of JumpStart

Goal 3: Deepen relationships with legislative delegation

4. Growth-minded Organizational and Employee Development

Goal 1: Develop a streamlined and transparent professional development system

Goal 2: Implement a data governance plan

Goal 3: Explore opportunities for expanding available physical space



FALL 2024

August 23 | Friday

Last Day for Full Semester Registration

August 26

First Day of Classes

August 26 - 30th | Monday - Friday

Schedule Adjustments only (no New Schedules)

August 30 | Friday

Last Day to add Full Semester Classes/ Last Day to add 1st 8 Week Class

September 2 | Monday

Labor Day (Campus closed - No Classes)

September 2 | Monday

"W" Period Begins

September 4 | Wednesday

Attendance Reporting due by 4:00pm for Full Term Courses and 1st 8 Week Courses

September 16 | Monday

First day of Classes for 12 Week Courses

September 24 | Tuesday

2nd Attendance reporting due by 4:00pm for Full Term Courses and 1st 8 Week Courses/ 1st Attendance report due by 4:00pm for 12 week courses

October 11 | Friday

Last Day to Withdraw from 1st 8 Week Courses

October 18 | Friday

Deadline to Apply for December Graduation

October 18 | Friday

Last Day of 1st 8 Week Classes

October 21 | Monday

Midterm Grades and Attendance due by 4:00pm

October 21 | Monday

First Day of 2nd 8 Week Courses

October 29 | Monday

Attendance Reporting due by 4:00pm for 2nd 8 Week Courses

October 30 | Wednesday

Priority Registration for Spring begins

November 4 | Monday

Registration for Spring for Currently Enrolled Students Begins

November 18 | Monday

Registration for New, Readmitted, and Returning Students Begins

November 25 - 29 | Monday - Friday

Thanksgiving Break (No Classes)

November 28 - 29 | Thursday - Friday

Campus Closed

December 2 | Monday

Classes Resume

December 6 | Friday

Last Day to Withdraw from Classes

December 9 - 13 | Monday - Friday

Final Exam Days

December 13 | Friday

Official December Graduation Date

December 16 | Monday

Final Grades and Attendance Due by 4:00pm

December 23 - January 1 | Monday - Wednesday

Winter Break, College Closed

Academic Calendar

SPRING 2025

January 2 | Thursday

College Offices Open

January 17 | Friday

Last Day for Full Semester Registration/ Last day for 1st 8 Weeks Registration

January 20 | Monday

College Closed, Martin Luther King Day

January 21 | Tuesday

First Day of Classes

January 21 - 24 | Tuesday - Friday

Schedule Adjustments Only (no New Schedules)

January 24 | Friday

Last Day to add Full Semester Classes/ Last Day to add 1st 8 Classes

January 27 | Monday

"W" Period Begins

January 28 | Tuesday

Attendance Reporting due by 4:00pm

February 10 | Monday

First Day of Classes for 12 Week Courses

February 18 | Tuesday

2nd Attendance Reporting due by 4:00pm/ 1st Attendance report due by 4:00pm for 12 Week Courses

March 7 | Friday

Last Day to Withdraw from 1st 8 Week Classes

March 14 | Friday

Deadline to Apply for May Graduation

March 17 | Monday

Midterm Grades and Attendance due by 4:00pm for Full Term and 1st 8 Week Courses

March 17 | Monday

First Day of Classes for 2nd 8 Week Courses/ Last Day to add 2nd 8 Week Courses

March 19 | Wednesday

Priority Registration for Summer/Fall begins

March 24 | Monday

Registration for Summer/Fall for currently enrolled students begins

March 24 - 28 | Monday - Friday

Spring Break (No Classes)

March 25 | Tuesday

Attendance Reporting due by 4:00pm

March 31 | Monday

Classes Resume

April 7 | Monday

Registration for New, Readmitted, and Returning Students begins

May 2 | Friday

Last Day to Withdraw from Classes

May 5 - 9 | Monday - Friday

Final Exam Days

May 9 | Friday

Official May Graduation Date

May 12 | Monday

Final Grades and Attendance Due by 4:00pm

SUMMER 2025

May 12 | Monday

First Day of Classes

May 12 | Monday

Last Day to Add Summer Session A or B Class

May 13 | Tuesday

"W" Period Begins

May 19 | Monday

Attendance Reporting due by 4:00pm

May 26 | Monday

Memorial Day, College Closed (No Classes)

June 2 | Monday

First Day of Classes for Session D

June 2 | Monday

Last Day to add Summer Session D Class

June 3 | Tuesday

"W" Period Begins

June 9 | Monday

Attendance Reporting due by 4:00pm

June 11 | Wednesday

Last Class Day/Last Day to Withdraw from Summer B Classes

June 12 | Thursday

Final Exam Day for Session B

June 13 | Friday

Deadline to Apply for Summer Graduation

June 16 | Monday

Final Grades and Attendance Due by 4:00pm for Session B

June 16 | Monday

First Day of Classes for Session C

June 16 | Monday

Last Day to add Summer Session C Class

June 17 | Tuesday

"W" Period Begins

June 23 | Monday

Attendance Reporting due by 4:00pm for Session C

July 4 | Friday

Independence Day, College CLosed (No Classes)

July 16 | Wednesday

Last Class Day/Last Day to Withdraw from Summer A and C Classes

July 17 | Thursday

Final Exam Day for Session A and C

July 21 | Monday

Final Grades and Attendance Due by 4:00pm

July 23 | Wednesday

Last Class Day/Last Day to Withdraw from Summer D Classes

July 24 | Thursday

Final Exam Day for Session D

July 24 | Thursday

Official Summer Graduation Date

July 28 | Monday

Final Grades and Attendance due by 4:00pm

General Education Philosophy

Mountwest Community & Technical College, in keeping with its mission, is committed to assisting students develop the competencies and skills necessary to become productive citizens. General education courses are a key component of this development and are a fundamental part of all our degree programs.

The Mountwest general education policy seeks to integrate basic principles, concepts, and methodologies throughout all our disciplines, expanding students academic experiences by promoting lifelong learning, encouraging engagement in civic activities, and fostering achievement of common goals through teamwork.

Students who completed either an Associate in Arts (AA) or Associate in Science (AS) will have successfully completed at least 24 semester hours of coursework in general education including the general education outcomes 1-4 below.

Students who complete an Associate in Applied Science (AAS) will have successfully completed at least 15 semester hours of coursework in general education including the general education outcomes 1-4 below.

Students who complete a Certificate in Applied Science (CAS) will have successfully completed at least 6 semester hours of coursework in general education, including essential communications and computation skills.

Students who complete the general education requirements of an associate degree should be able to exhibit the following outcomes:

- 1. Communication:** Students will compose coherent, unified written documents that demonstrate correct mechanics and style, as well as appropriate documentation of course. Students will also communicate verbal and nonverbal messages appropriate to the audience and situation.
- 2. Critical Thinking:** Students will use appropriate evidence and sound reasoning to make a judgment.

- 3. Cultural Intelligence:** Students will demonstrate an understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices.

- 4. Numerical Literacy:** Students will apply mathematical reasoning to solve quantitative problems.

History

Mountwest Community & Technical College was established as Marshall Community College, a college within Marshall University that provided two-year associate degrees and continuing and community education. Classes first began in the fall of 1975 with a wide range of programs.

In 1991, the college name became Marshall Community & Technical College to better reflect the technical nature of many of the programs offered. Marshall Community and Technical College became accredited for the first time as an independent institution in 2003.

Marshall Community and Technical College became a separate institution on July 1, 2008, as a result of West Virginia House Bill 3215. This bill made the College a free-standing, independent institution no longer administratively linked to Marshall University and established a separate Board of Governors to determine, control, supervise, and manage the financial, business, educational policies, and affairs of the College.

The College adopted the designation "MCTC" until it was officially named Mountwest Community & Technical College by West Virginia Senate Bill 499 in 2010.

Today, Mountwest is one of only nine public institutions that form the West Virginia Community and Technical College System, and it continues to meet the educational needs of Tri-State students and employers through hands-on, high-quality learning, as it has for nearly four decades.

West Virginia Council for Community and Technical College Education

Christina Cameron - Chair
Steve Roberts - Vice Chair
Tracy Miller - Secretary
William (Bill) Baker
Robert L. Brown
Clinton Burch
Mike Graney
Traci L. Nelson
Andrew A. "Drew" Payne III

Mountwest Community & Technical College Board of Governors

David A. Earl - Chair
Jeffrey Blatt - Vice Chair
Dinah Ledbetter - Secretary
MariBeth Anderson
J.L. Brydie
Melanie Hall
Justin Jarrell
Mark A. Morgan
Jennifer Plymale
Madison Keith - Student Representative
Erin Rich - Faculty Representative
Stacy Carroll - Staff Representative

Mountwest Community & Technical College Advisory Committees

Mountwest Community & Technical College seeks the advice and counsel of residents of the community, employers, and educational representatives through the establishment of advisory committees.

Advisory committee members serve as advocates of necessary change to maintain current, quality career programs and supporting services for students in order to facilitate and enhance graduate employability in the surrounding community.

Advisory Committees for the 2024-2025 Academic Year

Accounting
Alcohol and Drug Counseling
American Sign Language
Banking and Finance
Biomedical Instrumentation Technology
Board of Governors' Degree
Certified Coding Specialist
Criminal Justice
Culinary Arts
Early Childhood Education
Electronics Technology
Graphic Design
Health Information Technology
Health Science
Information Technology
Machinist, CNC Technology
Management Technology
Medical Assistant
Multimedia Design
Occupational Development
Paralegal
Paramedic Science
Pharmacy Technician
Physical Therapist Assistant
Radiologic Technology
Respiratory Therapy Technology
SMART
Surgical Technology
Technical and Digital Marketing
Technical Studies
Transportation
Utility Construction
Veterinary Technology
Welding Technology

Mountwest Community & Technical College is accredited by The Higher Learning Commission. Copies of Mountwest Community & Technical College's regional and specialized accreditation reports, certifications, and licenses are available for review in the President's office.

The Higher Learning Commission- HLC

230 South LaSalle St., Suite 7-500
Chicago, IL 60604
P: (800) 621-7440 or (312) 263-0456
www.hlcommission.org | info@hlcommission.org

The following programs have additional specialized accreditation as indicated:

Health Information Technology

Commission on Accreditation for Health Informatics and Information Management Education- CAHIIM
233 N. Michigan Ave., 21st Floor
Chicago, IL 60601-5800
P: (312) 233-1134 | info@cahiim.org
www.cahiim.org

Medical Assistant

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19N, Suite 158,
Clearwater, FL 33763
P: (727) 210-2350 | mail@caahep.org
www.caahep.org

Paralegal

Approved by the American Bar Association
321 N. Clark St. Chicago, IL 60654
P: (800) 285-2221
www.abanet.org

Paramedic Science

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19N, Suite 158,
Clearwater, FL 33763
P: (727) 210-2350 | mail@caahep.org
www.caahep.org

Pharmacy Technician

American Society of Health System Pharmacists (ASHP)
4500 East-West Highway, Suite 900
Bethesda, MD 20814
P: (866) 279-0681
www.ashp.org

Physical Therapist Assistant

Commission on Accreditation in Physical Therapy Education
1111 N. Fairfax St. Alexandria, VA 22314-1488
P: (703) 706-3240 | accreditation@apta.org
www.capteonline.org

Veterinary Technician

American Veterinary Association
1931 North Meacham Road, Suite #100
Schaumburg, IL 60173-4360
P: (800) 248-2862
www.avma.org

The following articulated programs are accredited through the hosting institutions:

Machinist Technology

The National Institute for Metalworking Skills
10565 Fairfax Blvd., Suite 10
Fairfax, VA 22030
P: (703) 352-4971
www.nims-skills.org

Radiologic Technology

Joint Review Committee on Education and Radiologic Technology
20 N. Wacker Dr. Suite 2850
Chicago, IL 60606-3182
P: (312) 704-5300 | mail@jrcert.org
www.jrcert.org

Respiratory Therapy

Committee on Accreditation for Respiratory Care
PO Box 54876 Hurst, TX 76054-4876
P: (817) 354-8519
www.coarc.com

Copyright Infringement - Policies and Sanctions

- Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
- Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.
- Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.
- For more information, please see the Web site of the U.S. Copyright Office at <https://www.copyright.gov/title17/>, especially their FAQ’s.

Copyright law infractions are considered by Mountwest Community and Technical College as an academic dishonesty violation and follows the Academic Dishonesty Policy found in the Academic Definitions and Procedures section of this catalog or on our website at: <http://www.mctc.edu/consumer-information/copyright-infringement/>

Equal Opportunity/Affirmative Action Policy Statement

It is the policy of Mountwest Community & Technical College to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, disability, national origin, protected veteran status or sexual orientation.

This nondiscrimination policy also applies to all programs and activities covered under Title IX, which prohibits sex discrimination in higher education.

Mountwest Community & Technical College strives to provide educational opportunities for minorities and women that reflect the interest, individual merit, and availability of such individuals. The college ensures equality of opportunity and treatment in all areas related to student admissions, instruction, employment, placement accommodations, financial assistance programs, and other services.

Mountwest Community & Technical College also neither affiliates with, nor grants recognition to, any individual, group, or organization having policies that discriminate on the basis of race, color, sex, religion, age, disability, national origin, protected veteran status or sexual orientation. Further, the college is committed to the ideals of inclusion of students, faculty and staff, and, whenever appropriate, will take affirmative steps to enhance diversity. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Vice President of Student and Human Services, Room 101VB, Mountwest Community & Technical College, One Mountwest Way, Huntington, West Virginia, 25701 or call (304) 710-3501.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies

of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CFR 99 .31):

- School officials with legitimate educational interest; Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued sub poena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of

their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at (800) 877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920 Liability Policy
Mountwest Community & Technical College, as a state agency, cannot assume responsibility for loss of or damage to the personal property of students. Furthermore, the college cannot assume responsibility for personal injury to students.

Sexual Harassment Policy

It is the policy of Mountwest Community & Technical College to maintain a work and educational environment free from all forms of sexual harassment of any employee, applicant for employment, or student. Sexual harassment in any manner or form is expressly prohibited.

It is the responsibility of the College to provide educational opportunities to create this free environment and to take immediate and appropriate corrective action when sexual harassment is reported or becomes known. Supervisors at every level are of primary importance in the implementation and enforcement of this rule.

Sexual Harassment Defined

Sexual harassment is intended to be defined consistent with EEOC and United States Department of Education guidelines. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is an explicit or implicit

condition of employment;

- Submission to or rejection of such conduct is used as the basis for employment decisions or;
- Such conduct has the purpose or effect of:
 - a. Unreasonably interfering with an individual's work or educational performance, or;
 - b. Creating an intimidating, hostile or offensive work or educational environment.

Anyone who believes he or she has been the subject of sexual harassment should report the alleged conduct immediately to the Vice President of Human Resources & Student Services, Suite 101V, Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701 or call (304) 710-3401.

Weather-Related and/or Emergency Closings and Delays

Generally it is Mountwest Community & Technical College's procedure to maintain its normal schedule, even when conditions are inclement. However, this is not always possible. In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected—students, faculty, staff and the general public as expeditiously and as comprehensively as possible in the following ways:

College Closed: All classes suspended and offices closed. Staff are expected to work from home.

Classes Canceled: All classes suspended; offices open and following normal hours of operation.

Delay: A delay in the opening of all classes AND a delay in the opening of all offices at the main campus location. Employees work from home until required to report in office.

Remote Learning or Online Learning: Classes will be conducted virtually or alternative assignments will be provided.

Class operation under delays: Students and faculty

should go to the class that would begin at the stated delay time or the class that would have convened within 30 minutes of the stated delay time. For example, a two-hour delay means that classes that normally begin at 10:00 a.m. will begin on time. Classes that begin at 9:30 a.m. will begin at 10:00 a.m. and continue for the remaining period of that class. If a student determines they cannot travel to class safely by the stated delay time, they should notify their instructor of their absence. Determination of an excused or unexcused absence will be at the discretion of the instructor. If an instructor determining they cannot travel to class safely by the stated delay time may make alternative arrangements with their Program Chairs and/or Dean.

You will be notified about closings, cancellations, or delays through your student email. Information will also be presented on our web site, social media platforms, and local media outlets such as television and radio stations, local news outlets.

Students taking classes at off campus sites not managed by the College, such as Career Centers, must contact the Career Center. Mountwest will adhere to their inclement weather schedule.

Ethical Recruitment of Students including Military

(1) Mountwest Community and Technical College does not use third parties or agents to represent it for purposes of recruiting or enrolling students. Only appointed employees, trained students, or trained alumni of the college are authorized to officially represent the college in recruiting and enrolling students through direct contact with prospective students, their parents or legal guardians, spouses, school counselors or other entities.

(2) No one may offer an inducement (including a gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals or other items) to any individual or entity, or its agents, for the purpose of securing enrollment of students or obtaining access to federal financial aid or tuition assistance funds.

(3) No one may provide commissions, bonuses, or other incentive payments based directly or indirectly on

securing enrollment of students or Federal financial aid funding to any person or entities engaged in student recruiting or admission activities.

(4) No one may engage in high-pressure tactics to recruit or secure enrollment of students.

(5) Substantial Misrepresentation about the nature of the college's educational programs, financial charges, or employability of graduates is prohibited.

Definitions:

High-pressure tactics includes, but is not limited, to making three or more unsolicited contacts to an individual by phone, e-mails, texts or other electronic means or in person.

Military service means the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard and their reserve components.

Substantial misrepresentation means a false, erroneous, or misleading statements to prospective students that influences his or her decision to enroll at Mountwest Community and Technical College.

Student Rights & Responsibilities

Mountwest Community & Technical College supports freedom of speech, freedom of inquiry, freedom to dissent, freedom to assemble, and freedom to demonstrate in peaceful fashion. The college also supports the right of students to pursue their legitimate educational goals without interference. Accordingly, the college encourages and expects its community to conduct itself in accordance with the general society's standards of polite behavior, the college's specific rules and regulations, and all applicable laws of the local, state and federal government.

Admissions and Access

Mountwest Community & Technical College is consistent with the purpose and role of an open-door higher education institution. Admission standards are based on the capacity of students to contribute to or profit from the particular educational programs they desire. The college makes clear to students the characteristics and expectations which it considers relevant to success in a chosen program. Admission to the college is not granted or denied on the basis of ethnic origin, race, religion, sex, sexual orientation, age, nationality, political belief or affiliation. Thus, within the limits of its facilities, Mountwest is open to all students who are qualified according to its admission standards. Mountwest Community & Technical College does not require immunization records for general admission to the college. However, some selective admissions programs may require necessary vaccinations and medical information to be provided prior to the start of classes. Please contact the Dean of the Division for additional information.

The Classroom Environment

Free and open discussion, speculation, and investigation are basic to the academic process. Student performance is evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic matters.

Students are free to take reasonable exception to views presented in any course of study and to reserve judgment on matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

Students do have orderly procedures to follow in order to be protected against prejudiced or capricious academic evaluation. They, at the same time, are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

An instructor may exclude from his/her course, any student who, in the instructor's judgment, has seriously impaired the ability of the class to achieve the objectives of the course, or who is guilty of offensive conduct toward the instructor or other members of the class. The student may appeal the instructor's action to the division dean who will, when necessary, detail the full grievance procedure to the student. Copies of this procedure are available from division deans and other administrative offices.

Student Records

Students have a right to expect that institutional records will be safeguarded; that no information will be made available to unauthorized persons; that no information will be misused by college authorities; and information not pertinent to the students' role in the college not be recorded. Students will be given the opportunity to review the contents of their respective files upon written request and have the right to reply to any derogatory material. These responses become part of their files. Procedures for the retention of student files have been established that will safeguard the confidence in which they should be held.

Student Organizations

It is recognized that students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They are free to organize and join associations to promote their common interests.

Affiliation with an extramural organization does not of itself disqualify a student organization from institutional recognition.

Campus advisors are required for student organizations. Full details on campus procedures for clubs or organizations are available from the Office of

Student Government. It must be remembered that the college will disallow any association that threatens its openness, receptivity to free inquiry, and the overall learning process.

Freedom of Inquiry and Expression

Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it will be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

Students are allowed to invite and to hear any person of their own choosing. Routine procedures required by the college before a guest speaker is invited to appear on campus are designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. Institutional control of campus facilities will not be used as a device of censorship. It should be made clear to the academic and larger community that student sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the college.

No student or authorized visitor is subject to any limitation or penalty solely for the expression of his/her views or for having assembled with others for such purpose. There will not be interference with peaceful picketing and other orderly demonstrations in public areas. Public areas include sidewalks and parking lots but not areas such as lobbies, corridors, and rooms in buildings.

In order to afford maximum protection to the participants and to the institutional community, students or student groups will give the college administration reasonable advance notice of any planned assembly, picketing, or demonstration upon the grounds of the institution, its proposed locale, and intended purpose. The peddling of newspapers or handbills which convey a

point of view in the public areas of the college campus is protected by the First Amendment. Harassment or intimidation of members of the campus community by persons distributing literature supporting points of view or causes may require the removal of those persons from college property. It is recommended that any student group planning to distribute literature notify the college administration of its plans so that the administration is aware of the group activities. (If an off-campus group wishes to come on campus and distribute literature supporting a point of view or cause, it shall seek permission to do so from the college administration.)

Institutional Authority and Civil Penalties

When activities of students result in violation of law or when students feel that their civil rights have been violated, institutional officials will be prepared to inform students of sources of legal counsel and may offer other assistance. Institutional authority will never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved will the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his/her off-campus activity, such as those relating to class attendance, will be subject to no greater penalty than would normally be imposed. Institutional action will be independent of community pressure.

The college will take no action affecting a student's status while his/her case is before the courts, and awaiting final determination. Unless, such action is necessary to protect the safety of the college community. If the student is convicted, the college will attempt to support the intent of the courts. If the court places a student on probation, the college will cooperate with the court to determine the most desirable course of action for the student, the college, and society. Normally when an individual is returned to society, the intent of the court is to allow him/her to return to the position held before commission of the offense for which he/she was convicted. Thus, the college will normally allow such a student to remain in the institution or return to it unless there is evidence

Student Rights & Responsibilities

that his/her presence imposes a clear danger to other students, faculty, staff or guests of the college or to the orderly operation of the college.

Student Property

Students and their property are not subject to search and seizure by college authorities except by officials designated by the college President, only when the immediate safety of the college community is threatened, and in accordance with state and federal laws.

Student Behavior

In general, college jurisdiction and disciplinary sanctions will be applied to incidents and conduct which occur on the college campus or at college sponsored events or activities. However, jurisdiction and disciplinary sanctions may also be applied at the discretion of the college to conduct that occurs off campus and which adversely affects the college. Visitors on campus are also expected to abide by the prohibitions pertaining to student conduct and by all local, state and federal laws and ordinances. Visitors failing to do so may be asked to leave campus and may be declared persona non grata. The following prohibitions pertaining to student conduct are considered essential to the educational mission and community life of the college.

- Behavior which disrupts the learning environment.
- Use, possession, and/or distribution of weapons, firearms, firecrackers, explosives and/or chemicals.
- Use or possession of illegal or controlled drugs and/or alcohol.
- Gambling
- Abusive and/or disorderly behavior.
- Deliberate destruction and/or abuse and misuse of college property or facilities.
- Theft from an individual, organization or agency, and/or division of the college.
- Assault and battery, threats of violence, and/or intimidation.
- Written, verbal, sexual and/or physical intimidation or harassment.
- Violations of the college's Acceptable Use Policy for computer access and use.
- Failure to comply with reasonable requests of a college representative.

Any conduct which violates the laws of the United State, the State of West Virginia, Cabell County, and/or the City of Huntington.

This list of prohibitions is not a full listing of unacceptable behavior in a college community. Other unacceptable behavior may also result in

disciplinary action. Academic dishonesty (such as cheating and plagiarism) or classroom behavior considered detrimental to the teaching-learning process will be addressed by the college's academic offices under a separate academic dishonesty policy. A full statement on student academic dishonesty can be found in the Academic Definitions & Procedures section of the catalog.

Filing a Complaint

If a student, employee, or another parties wishes to file a complaint alleging misconduct, the complaint must be submitted to the Vice President or Dean of Student Services in the One Stop. Please note that anonymous complaints will be reviewed, however because a respondent is entitled to certain due process, including the right to confront his/her accuser, the College's ability to address alleged misconduct reported by anonymous sources is significantly limited.

Violation Penalties

The typical penalties for violation of student behavior and college conduct requirements are restitution, disciplinary warning, disciplinary probation, suspension, and expulsion, however other actions may be taken when appropriate. These penalties do not preclude any legal action that may be taken as a result of violations of federal, state, county and/or city laws.

Restitution- In case of damage, destruction, defacement, or theft of property, restitution is generally required.

Disciplinary Warning- An official notice to the student that his or her behavior is in violation of the Student Code of Conduct or other college regulation. Further violations will result in more severe disciplinary action. A student under disciplinary warning must meet those conduct requirements that may be determined in his/her case.

Disciplinary Probation- A disciplinary sanction informing the individual that his/her behavior is in serious violation of the Student Code of Conduct or other college regulation. During the probationary period, the student may be barred from participating in extracurricular activities, denied the use of certain

Student Code of Conduct

college facilities, and/or assigned special duties. Any further violations during the probationary period may result in more severe action up to and including expulsion from the college.

Suspension- A mandatory separation from the college for a specific period of time. Students who are suspended are barred from enrolling at or visiting Mountwest during the period of suspension. Students who are suspended from the college and who continue to violate the Student Code of Conduct are subject to further disciplinary action (expulsion) during the period of the suspension at the discretion of the college. Expulsion- Termination of student status at Mountwest with no promise of future readmission. Students who are expelled are permanently barred from enrolling at or visiting Mountwest and from attending college-sponsored events.

Other- As appropriate, other disciplinary measures may be taken so long as it is appropriate when considering all of the facts of a violation and ensures the security and safety of the College. For instance, a student may be sanctioned to only take online courses, be prohibited from on campus events, etc., depending upon the conduct.

Violations of the Student Code of Conduct and other non-academic regulations are brought before the Vice President of Student Services or his/her designee for review. The VP will investigate the situation and make a decision regarding disciplinary action based on the outcome of the investigation. If the student wishes to appeal the VP's decision, see student grievance procedure.

In some instances, a student's behavior may be egregious that immediate removal of the student from campus may be necessary to protect the campus environment. In the event that a student is immediately removed from campus, the VP will conduct an investigation as soon as possible after removal of the student from campus.

Additional interim measures may be taken to protect the safety and well-being of person(s) involved, such as interim suspension, no contact directives, or other accommodations.

Initial Resolution Process for Student Code of Conduct Violations (Non-Academic)

The purpose of the resolution and grievance procedure is to provide students at the college access to due process for resolving any concerns related to their student rights.

Step One: Upon receiving a complaint regarding a violation of the Student Code of Conduct, the Vice President of Student Services, or his/her designee, will conduct an initial investigation to determine if a violation may have occurred. If it is determined that there is not a violation of the Code of Conduct, or the complainant requests a less formal process, the report may be resolved through an informal process, such as an educational conversation or mediation.

Step Two: The Vice President or his/her designee will review all facts associated with the alleged violation, such as complaints received. Complainants, witnesses, and respondents may all be interviewed, and evidence may be reviewed and compiled at this time. If it is determined that a violation could have occurred, notification will be sent and another meeting will be scheduled.

Step Three: The student alleged of the misconduct will be notified, in writing, either electronically, in person, via mail, or a combination of the methods, of the alleged violations. When sent electronically, the notice will be sent to the Mountwest email account of the student. The notice will contain the accusations, charges or action taken against the student, additional meeting instructions to further discuss the matter, and resources for the student conduct process, including the students rights and responsibilities. to an advisor, the right to a hearing, and the right to request their student file.

If the student does not wish to further discuss the alleged violations, admits responsibility, or does not otherwise want to move forward with a meeting, the VP must be notified in writing. Once notified, the VP will issue the appropriate sanction. If the student fails to attend the meeting without an advanced written notification, the VP is authorized to decide on responsibility and to issue sanctions.

Note: The standard of evidence used in determining a violation will be the preponderance of the evidence, meaning that the conduct violation is more probable than not.

Step Four: Meeting - The meeting is the student's opportunity to discuss the violations with the Vice President or his/her designee. After the meeting, an outcome letter will be sent to the student within 10 business days. The outcome letter will include the result of the investigation, the sanction(s) imposed upon the student, and list the appeal process. When possible and appropriate, the complainant(s) will receive a copy of this letter.

Student Grievance Procedure for Student Code of Conduct Violations

If after the initial resolution process, the student wishes to grieve the decision issued, the student may request a hearing under the student grievance procedure for Student Code of Conduct Violations. The appeal/hearing request must be received within 5 business days from the date that the outcome letter is sent. If the student does not request a hearing within this timeframe, the outcome decision will be final. Students are permitted to bring an advisor of their choice, at their own expense, to hearings, however the advisors will not be permitted to speak during the hearing. Any sanctions already imposed will stand until the conclusion of the hearing, unless the health, safety, and welfare would not be impacted by delaying the sanction.

Step One: The College will schedule a hearing within 10 working days of the request. If this is not possible, the College will notify the student of a timeframe that is reasonable to schedule the hearing.

Step Two: A hearing panel will be formed consisting of, at the very least:

- 1 faculty member
- 1 staff member
- 1 student

Members serving on the panel must be objective and uninvolved in the decision making of the imposed sanction.

Step Three: The hearing panel will organize a hearing, either in person or electronically. If the hearing is electronic, there must be a visual and audio component present from all participating parties.

Step Four: The College will send a notification of the hearing to the student requesting the hearing. The notice, at a minimum, must include the location, time, date, name of panel members (with an opportunity to challenge panel members), summary of the conduct violations and complaints received, rescheduling instructions, and further instructions for the student regarding the request of witnesses. When appropriate, the College will include copies of any materials made to make the initial decision.

Step Five: The hearing will commence, and will be recorded. The student may present any evidence on their behalf, including, but not limited to, papers, letters, photos, cards, tapes, etc. that are relevant to the misconduct alleged in the complaint. After the hearing, the hearing panel will make a written recommendation to the President for consideration. The recommendations will be to uphold, overturn, or modify the original decision. The President will make a final decision and notify the student in writing within 10 business days. Failure to attend the hearing without notification will not prevent the panel from making a decision.

Step 6: Appeal - The student may appeal the decision of the hearing panel and President. An appeal is not a new hearing. Rather, the appellate review will be limited to a record of the original hearing and supporting documents. An appeal may only be requested on the basis of:

- The hearing was not conducted fairly or in conformity with the prescribed College procedures. The appellant must show that any alleged bias or deviation from the process is likely to have adversely affected the outcome of the original hearing.

- Sanctions imposed by the hearing body were substantially disproportionate to the violation(s) for which the student was found responsible.

Student Code of Conduct

- New, substantive information, sufficient to alter the decision, exists and was clearly not known at the time of the original hearing.

An appeal may be requested in writing within 5 business days after the receipt of the decision by submitting a statement of appeal to the VP of Student Services. The appeal must include the grounds for the appeal, relief requested, and reason in support of relief requested.

After review of all appeal information, the Vice President for Academic Affairs will notify parties within 10 business days in writing of the decision.

The decision of the Vice President of Academic Affairs or his/her designee shall be final.

The Academic Dishonesty/Academic Grievance Procedure should be used in situations discussed in the Academic Dishonesty/Academic Definitions and Procedures Section.

Initial Resolution Process

The purpose of the grievance procedure is to provide students at the college access to due process for resolving any concerns related to their student rights.

The student must first present his/her grievance to the individual against whom the grievance exists.

If there is a program level grievance policy in place, the student must follow this procedure in seeking resolution. If presentation to Program Director is not applicable (e.g., a grievance filed against a non-program faculty member), then the grievance will be presented to the appropriate Chair.

If the grievance is not resolved at the program level and/or between the individuals involved, the student must notify all the concerned parties, in writing, that he/she is initiating the institutional grievance procedure (step two below). This action must be taken within 15 days of the original incident.

Initiation of Institutional Academic Grievance Procedure

Step One- If the grievance is not resolved initially, the student shall present, in writing, the grievance to the appropriate Dean. If the grievance is directed against a Deans, the grievance shall be presented to that individual's supervisor. Notice of the institutional grievance must be given no later than 15 business days of the original incident. Grievance notifications outside such time frames are subject to dismissal at the discretion of the Dean.

Step Two- Upon receipt of a formal grievance, the Dean shall hold a hearing, within 10 business days of receiving written grievance and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard.

The Dean shall consider the merits of the grievance and either:

Dismiss the grievance at this point and provide the rationale for the decision in writing to all concerned parties within 10 business days of the hearing, or Refer the matter to the Chief Academic Officer (CAO) to convene a grievance committee.

Step Three- The CAO will appoint a committee, within 10 business days of receiving the Dean's referral, of neutral and objective individuals from the following representative groups: administrators, faculty members and students. The CAO will designate a chair for the committee from among the appointees.

Step Four- Each committee member will receive a copy of the written grievance with the supporting statements and evidence. After receiving the written grievance, the committee chair will hold a hearing within 10 business days of receipt and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard. The grievant may have one advisor at the hearing; however, the advisor may not speak during the meeting. The Committee Chair shall be responsible for informing the CAO and appropriate Dean (or appropriate supervisor) of the committee's recommendation and the rationale for the findings in writing within 10 business days of the committee hearing.

Step Five- The CAO shall then consider the committee recommendation and render a written ruling on the matter to the Dean (or appropriate supervisor). The Dean (or appropriate supervisor) shall inform both parties of the decision in writing by certified mail within 10 business days of receipt of the committee recommendation. This notification concludes the grievance process.

Step Six: Appeal - The student may appeal the decision of the hearing panel and President. An appeal is not a new hearing. Rather, the appellate review will be limited to a record of the original hearing and supporting documents. An appeal may only be requested on the basis of:

- The hearing was not conducted fairly or in conformity with the prescribed College procedures. The appellant must show that any alleged bias or deviation from the process is likely to have adversely affected the outcome of the original hearing.
- Sanctions imposed by the hearing body were substantially disproportionate to the violation(s) for which the student was found responsible.
- New, substantive information, sufficient to alter the decision, exists and was clearly not known at the time of the original hearing.

An appeal may be requested in writing within 5 business days after the receipt of the decision by submitting a statement of appeal to the VP of Student Services. The appeal must include the grounds for the appeal, relief requested, and reason in support of relief requested.

After review of all appeal information, the Vice President for Academic Affairs will notify parties within 10 business days in writing of the decision. The decision of the Vice President of Academic Affairs or his/her designee shall be final.

Academic Definitions & Procedures

Academic Dishonesty Policy

Academic dishonesty is something that will not be tolerated as these actions are fundamentally opposed to “assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance” as described in the Mountwest Statement of Philosophy.

A student, by voluntarily accepting admission to the college or enrolling in a class or course of study offered by Mountwest Community & Technical College, accepts the academic requirements and criteria of the college. It is the student’s responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process.

For the purposes of this policy, an academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward the completion of degree or certification requirements. This includes, but is not limited to: Exams, quizzes, papers, oral presentations, data gathering and analysis, practicums and creative work of any kind.

Definitions of Academic Dishonesty: Each instructor may modify the general definition of academic dishonesty to fit the immediate academic needs within that particular course of study, provided the instructor defines, in writing and preferably in the course syllabus, the details of any departure from the general definition.

Cheating: Any action which if known to the instructor in the course of study would be prohibited. This includes:

- The unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise.
- The unauthorized assistance of a person other than the course instructor during an academic exercise.

- The unauthorized viewing of another person’s work during an academic exercise.
- The unauthorized securing of all or any part of assignments or examinations, in advance of submission to the instructor.

Fabrication/Falsification: The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence or a college record.

Plagiarism: Submitting as one’s own work or creation any material or an idea wholly or in part created by another.

This includes:

- Oral, written and graphical material
- Both published and unpublished work

It is the student’s responsibility to clearly distinguish his/her own work from that created by others. This includes the proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

Bribes/Favors/Threats: Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.

Complicity: Helping or attempting to help someone commit an act of academic dishonesty.

Sanctions: Sanctions for academic dishonesty may be imposed by the instructor of the course, the division dean, or the dean’s designee. Sanctions for academic dishonesty may be imposed even if a student withdraws from an individual course or from Mountwest entirely.

The instructor may impose the following sanctions:

- A lower or failing project/paper/test grade
- A lower final grade
- Failure of the course
- Exclusion from further participation in the class (including laboratories or clinical experiences)

The following sanctions may be recommended by the instructor but will need to be imposed by the division dean or his/her designee:

- Exclusion from an academic program
- Academic probation for up to one year
- Academic suspension for up to one year
- Dismissal from Mountwest
- Other (as appropriate)

In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic sanctions may be pursued through the Office of Academic Affairs.

A student will be informed in writing by the instructor or responsible office, of any charges and subsequent sanctions imposed for academic dishonesty. (See "Reporting" below.) Written notification of academic dishonesty charges (and the inclusion of confirmed charges/sanctions in a student's record) is designed to inform a student of the potential repercussions of repeat offenses and his/her rights of appeal.

If a student believes that charges of academic dishonesty have been erroneously levied, he/she should appeal such charges in accordance with the process outlined below (See "Appeals Process.")

Sanctions for repeated academic dishonesty offenses will be imposed by the division dean, dean's designee, or Vice President for Academic Affairs.

- A student's record of academic dishonesty offenses will be maintained throughout his/her enrollment at Mountwest, and the period of time between offenses may have no impact on sanctions for repeated offenses.
- A student with a second academic dishonesty offense during his/her enrollment at Mountwest will be academically suspended for a period of time not to exceed one academic year (to include summer terms).
- A student with a third academic dishonesty offense during his/her enrollment at Mountwest will be dismissed from Mountwest Community & Technical College.

Reporting: Any time an accusation of academic dishonesty is made, and a sanction imposed (or a sanction will be imposed with the submission of final grades), a notice should be sent to the Office of the Vice President for Academic Affairs within ten (10) days of the accusation.

A copy of the notice of an act of academic dishonesty will be reported to the Office of Student Services through the completion of an Academic Dishonesty Report.

The Academic Dishonesty Report will include:

- Instructor's Name
- Course Information (Term, Number, Section)
- Student's Name
- Student's Mountwest Community & Technical College Identification Number
- Brief Description of the Charge
- Date of Accusation
- Brief Description of the Proposed Sanction

Instructors are required to give a written copy of the Academic Dishonesty Report to the student accused of an offense. However, within ten (10) days of receipt of the Academic Dishonesty Report the appropriate dean will inform the student of the accusations made, the sanctions prescribed, the repercussions of repeat offenses, and his/her rights of appeal.

A copy of the report will be placed in the student's restricted college file maintained in the Vice President for Student Services office.

Any subsequent actions taken (additional sanctions imposed, the lessening of sanctions, the withdrawal of accusations, the results of appeals, etc.) should be reported to the Office of the Vice President for Student Services within ten (10) days of the action.

Recording: The Office of the Vice President for Academics, as well as the Office of Student Services will maintain a file of academic dishonesty incidents.

Academic Appeals/Grievance Process:

The purpose of the grievance procedure is to provide students at the college access to due process for resolving any concerns related to their student rights.

Academic Definitions & Procedures

Initial Resolution Process

The student must first present his/her grievance to the individual against whom the grievance exists.

If there is a program level grievance policy in place, the student must follow this procedure in seeking resolution. If presentation to Program Director is not applicable (e.g., a grievance filed against a non-program faculty member), then the grievance will be presented to the appropriate Chair.

If the grievance is not resolved at the program level and/or between the individuals involved, the student must notify all the concerned parties, in writing, that he/she is initiating the institutional grievance procedure (step two below). This action must be taken within 15 business days of the original incident.

Initiation of Institutional Academic Grievance Procedure

Step One- If the grievance is not resolved initially, the student shall present, in writing, the grievance to the appropriate Dean. If the grievance is directed against a Dean, the grievance shall be presented to that individual's supervisor. Notice of the institutional grievance must be given no later than 15 business days of the original incident. Grievance notifications outside such time frames are subject to dismissal at the discretion of the Dean.

Step Two- Upon receipt of a formal grievance, the Dean shall hold a hearing, within 10 business days of receiving written grievance and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard.

The Dean shall consider the merits of the grievance and either:

- Dismiss the grievance at this point and provide the rationale for the decision in writing to all concerned parties within 10 business days of the hearing, or
- Refer the matter to the Chief Academic Officer (CAO) to convene a grievance committee.

Step Three- The CAO will appoint a committee, within 10 business days of receiving the Dean's referral, of neutral and objective individuals from the following representative groups: administrators, faculty members and staff. The CAO will designate a chair for the committee from among the appointees.

Step Four- Each committee member will receive a copy of the written grievance with the supporting statements and evidence. After receiving the written grievance, the committee chair will hold a hearing within 10 days of receipt and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard. The grievant may have one advisor at the hearing; however, the advisor may not speak during the meeting. The Committee Chair shall be responsible for informing the CAO and appropriate Dean (or appropriate supervisor) of the committee's recommendation and the rationale for the findings in writing within 10 business days of the committee hearing.

Step Five- The CAO shall then consider the committee recommendation and render a written ruling on the matter to the Dean (or appropriate supervisor). The Dean (or appropriate supervisor) shall inform both parties of the decision in writing by certified mail within 10 business days of receipt of the committee recommendation. This notification concludes the grievance process.

NOTE: The grievant may withdraw his/her grievance at any phase of the process provided that all concerned parties are notified in writing.

In all instances "days" refer to working days.

Academic Forgiveness Policy

The academic forgiveness policy allows forgiveness of 'D' and 'F' grades for purposes of calculating the grade-point average (GPA) required for graduation and does not apply to GPA calculation for special academic recognition (such as graduating with honors) or to meet requirements for professional certification that may be within the province of licensure boards, external agencies, or the West

Virginia Board of Education. This policy is designed to assist returning students who left college in poor academic standing. The policy may be implemented provided the following conditions are satisfied:

1. The student must not have been enrolled in college on a full-time basis during any semester or term in the last four consecutive years.
2. Only grades for courses taken at least four years prior to the request for academic forgiveness may be disregarded for graduation grade-point average computation.
3. To be eligible to apply for academic forgiveness, a student must be currently admitted to Mountwest Community & Technical College and enrolled.
4. Grades disregarded for graduation GPA computation remain on the student's permanent transcript.
5. The student applies for academic forgiveness by submitting an "Application for Academic Forgiveness" to the Mountwest Vice President for Student Services. The "Application for Academic Forgiveness" can be accepted, modified, or rejected upon submission. Upon request, a justification will be provided for any changes made to the application.
6. If the student applies for academic forgiveness, he/she must be aware that this is a Mountwest Community & Technical College procedure that may not be recognized by other institutions of higher education to which the student may transfer.

To qualify for graduation, the student must satisfy all graduation requirements in effect at the time of acceptance into the program and successfully complete a minimum of 15 semester hours of college-level work at Mountwest with a minimum GPA of 2.00 on all work attempted after acceptance.

Academic Residence Requirements

"In residence" means to be enrolled in Mountwest Community & Technical College courses. Mountwest Community & Technical College Associate degree and certificate program students must earn at least 15

hours credit in residence. These 15 hours must be for college level course work and must be applicable to the degree program. Except for the AAS in Board of Governors, AAS in Technical Studies, AAS in Aviation Maintenance, and AAS in Occupational Development which require 3 credit hours of college level coursework at Mountwest.

Academic Probation and Suspension Policy

Academic Probation: All students whose Mountwest Community & Technical College GPA drops below a 2.0 will be placed on Academic Probation. Academic Probation is a period of restricted enrollment for a student. All probation students are subject to the following restrictions.

- Students on probation must meet with the Academic Counselor or a designated advisor before registering for classes to develop an Academic Improvement Plan to achieve good academic standing each term. This plan will be binding on the student.
- Students on probation may take a maximum of 14 credit hours during the semester and should repeat courses under the D/F Repeat Rule to reduce deficiency points.
- Students on probation must earn a 2.0 GPA or higher during every semester they are on probation. Failure to achieve a 2.0 semester GPA or higher while on Academic Probation could result in suspension.
- Other requirements may be imposed in the Academic Improvement Plan. The student is returned to Academic Good Standing when his/her overall GPA is 2.0 or higher.

Academic Suspension: Is defined as a period in which a student cannot enroll in courses at Mountwest Community & Technical College. A student who has pre-registered and is subsequently suspended will have his/her registration automatically canceled.

Students who earn less than a 2.0 semester GPA while on Academic Probation or who accumulate or exceed

Academic Definitions & Procedures

the Quality Point Deficit for their GPA Hours (see Table One) will be suspended for one regular semester. (The summer terms do not count as a term of suspension.)

Table One - Suspension Quality Point Deficit

GPA Hours	0-25	26-57	58-89	90+
Quality Pt Deficit	20	15	12	9

Computing Quality Point Deficit

To compute Quality Point Deficit, use the following formula:

$$\text{GPA Hours times } 2 = X;$$

$$X - \text{Quality Points} = \text{Quality Point Deficit.}$$

For example, a student with 48 GPA hours and 90 Quality points would have this academic profile:

$$48 \times 2 = 96$$

$$96 - 90 = 6 \quad (\text{a quality point deficit of } 6)$$

When a student returns to Mountwest Community & Technical College after any suspension, the student will be placed on probation and must follow all of the requirements of his/her Academic Improvement Plan. Failure to meet all of the requirements of the Academic Improvement Plan or exceeding the Quality Point Deficits listed in Table One will result in suspension. A second suspension will be for a period of one calendar year. Third and subsequent suspensions will be for a period of two calendar years each.

Reinstatement after a second or subsequent suspension is only by written petition to the Vice President for Student Services. The petition must be in writing and provide evidence that the student can meet the requirements of his/her Academic Improvement Plan.

Students can use their Overall GPA information to compute their Overall Quality Point Deficit and their Mountwest Community & Technical College GPA information to compute their Mountwest Quality Point Deficit.

Class Attendance

It is Mountwest Community & Technical College's view that each instructor evaluates the importance of student class attendance. In the course syllabus, the instructor must provide his/her requirements on class attendance, make-up work, and related matters. If a student is absent from class, the absence can be handled by an arrangement between the student and the instructor. The instructor must honor the college excused absences list by this requirement and allow the student an opportunity to catch-up/make-up work missed. This requirement excludes those academic endeavors that require the completion of a certain number of clock hours, as in clinical experiences, practice or internships. For those courses, the maximum number of absences will be determined by the program coordinator. This requirement does not supersede program accreditation requirements.

Definitions of Excused Absences

Excused absences fall into five categories:

1. College-Sponsored Activities:
 - Academic activities including, but not limited to, performing arts, debate and individual events, honors classes, and division functions.
 - Other college activities, including student government and student organizations. The activity must have a clear educational mission and be closely linked to academic pursuits or to other official college functions.
2. Student Illness or Critical Illness/Death in the Immediate Family*
 - *"Immediate Family" is defined as a spouse/life partner, child, parent, legal guardian, sibling, grandparent or grandchild.
 - Student Illness or Injury: Absences will be excused only for illnesses or injuries that prohibit students from participating in class.
 - Critical Illness of Immediate Family Member: Absences will be excused if the student documents that he/she had to provide needed care and/or support for a critically ill immediate family member.
 - Death of an Immediate Family Member

3. Short-Term Military Obligation:

This is defined as absence as the result of military orders for a short-term period. Note: Students subject to federal activation are covered by a separate policy. Please see the Military, Veterans and Dependents section for this policy.

4. Jury Duty or Subpoena for Court

Appearance: This applies to absences that are a result of official requests from a court of law.

5. Religious Holidays:

This applies to major religious holidays.

Academic Standing

Students receive official notification of academic standing via MCTC e-mail at the end of the regular semester. Academic standing is defined by one of three categories:

Good Standing: A student is in good standing when his/her cumulative Mountwest GPA is at least 2.0.

Academic Probation: A student is placed on academic probation at the end of any regular semester or summer session when his/her cumulative Mountwest GPA is less than 2.0. The student will be notified by e-mail of probation status and that a hold has been placed on his/her registration activity. The student cannot register or make schedule changes on the web. All of his/her registration activity must take place in person with a Student Success Specialist/ Advisor in the Mountwest One Stop. Probation students also are limited in the number of credit hours they can take each semester and may be subject to financial aid loss.

Academic Suspension: If a student exceeds the maximum quality point deficits in the cumulative Mountwest Community & Technical College GPA hours at the end of any given semester, he/

she will be suspended for the following semester. The Vice President for Student Services notifies suspended students by US Postal Service and e-mail that a suspension hold has been placed on their registration status and that their registration for the following semester has been cancelled (excluding summer terms) when the suspension is for one semester.

Assessment

Mountwest Community & Technical College has an ongoing assessment program that is rooted in the college's mission. The assessment process provides the college and programs with information regarding institutional effectiveness. All segments of the college community – faculty, staff, administration and students – are to be actively involved in this process.

Assessment of Student Academic Achievement:

Of central importance is the assessment of student learning in the major and in general education. Mountwest Community & Technical College is committed to providing quality educational opportunities and experiences for every student. While grades are one measure of student performance, grades do not provide the Institution with the necessary data to determine areas of the curriculum that are strong and areas that need improvement. Therefore, it is expected that students attending Mountwest Community & Technical College will participate in periodic assessment activities as directed by the college to include specialized end of program exams to benchmark knowledge against knowledge required to work in the field.

Auditing Courses

Audit students enroll only for the purpose of refreshing or acquainting themselves with the material offered in the course. Students may audit a course when space is available in the class and the instructor authorizes a student's audit status. Audit students receive no academic credit. Enrollment for audit is limited to the regular registration period for the semester or term.

The audit student must enroll for the course as an Audit and must pay fees in the same way and at

Academic Definitions & Procedures

the same tuition rate as students enrolling for credit. Faculty members who wish to audit courses must secure approval of the instructor of the course and must enroll in the regular way. The instructor of the course will determine attendance and any other special requirements for audit students. It is the instructor's responsibility to discuss the requirements of the course with the auditor.

Students cannot change a registration from credit to audit or audit to credit after the close of the Schedule Adjustment Period at the beginning of a semester or summer term.

Catalog of Record

The catalog of record is the academic catalog that is in effect at the time a student declares a major. It identifies the graduation requirements students must meet to earn the degree. Once a student declares a major, the catalog of record remains the same, unless there is a break of enrollment of at least one year. The student must meet the graduation requirements in this catalog. Students can substitute courses no longer offered with the permission of their Academic Division Dean.

Classification of Students

Classification of students is based on the number of college level credit hours earned as shown:

Classification	Semester Hours
Freshman	0-25
Sophomore	26+

Course Numbers	Level
000-099	developmental (or pre-college)
100-199	freshman level
200-299	sophomore level

Commencement/Graduation Dates

Mountwest observes one formal commencement exercise with three graduation dates during an academic year. The official graduation dates are:

- Last day of final examinations for the fall semester.
- Day of Commencement for the spring semester.

- Last day of the summer term.

Students will not be graduated on any dates other than those noted above. Students who are graduated at the end of the summer term or at the end of the fall term of an academic year are invited and highly encouraged to participate in the spring commencement exercises.

Core Coursework Transfer Agreement

The West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education maintain a Core Coursework Transfer Agreement that lists the general studies courses at each institution that generally will transfer to any state public higher education institution. Under the terms of the agreement, a student may transfer up to thirty five credit hours of undergraduate coursework in the areas of English composition, communications and literature, fine arts appreciation, mathematics, natural science, and social science as general studies credits. The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements. Since coursework is generally transferable among institutions in the state colleges and universities, a student could conceivably transfer more than thirty five hours of general studies from one institution to another that are provided for in this agreement. The agreement is not designed to limit the number of credits that are transferred. Its purpose is to assure that students will be able to transfer credits in accordance with the terms of the agreement. The hours of core coursework that are acceptable as counting toward fulfillment of general studies requirements are as follows:

- English Composition - 6 hours
- Communication and Literature - 6 hours
- Speech/oral communication - 3 hours
- Literature - 3 hours
- Fine Arts Appreciation - 3 hours

Art, music, drama, or theater appreciation

- Mathematics - 3-5 hours

College math including general math, algebra, trigonometry or calculus

- Natural Science - 8-10 hours
- Social Science - 9 hours

History, political science, psychology, sociology, or economics with no more than six hours from any one area.

The complete Core Coursework Transfer Agreement is located on the Mountwest website.

College-Level Examination Program (CLEP) and DANTES (DSST)

The College Level Examination program (CLEP) and the DSST Standardized Tests are credits by examination tests that helps a student to receive college credit for what they already know. Credit earned through the CLEP and DSST exams do not automatically satisfy specific academic requirements. Students are encourage to consult with Program Chair or Dean in their area of study for specific curriculum requirements and credit. For a complete listing of available CLEP and DSST exams for which students may receive Mountwest course credit, visit the MCTC Testing web page at: www.mctc.edu/testing-center/.

To schedule an exam contact the MCTC Testing Center at 304.710.3395, or e-mail at testingcenter@mctc.edu.

For additional questions and/or information contact:
Jamie Bayne
Phone: (304) 710-3465, E-mail: bayne@mctc.edu

College Course Challenge Exams (CCCE)

College Course Challenge Exams, or CCCEs, are exams that test a student's proficiency of a Mountwest course. Students successfully receiving passing scores on CCCEs are considered to have "tested out" of a Mountwest course. Credit only (CR), not a letter grade will be recorded on the transcript for successful completion; no transcript will record a failed attempt of the examination. To be eligible to take an exam, a student must be fully admitted. Students are responsible for paying the \$40 proctoring fee per exam. A complete listing of available College Course Challenge Exams are available on the MCTC Testing web page at www.exploremctc.info/TestingCenterRevised. To schedule and exam contact the MCTC Testing Center at 304.710.3395, or e-mail at testingcenter@mctc.edu.

Credit for Experiential Learning (Prior Learning Assessment) and Portfolio Credit

Prior learning is learning that may have taken place in other settings of a student's life, perhaps during military service, independent studies, volunteer or community services, on-the-job training, or industrial certifications and licenses a student has achieved. Any of these could qualify as college level learning and could qualify a student to receive college credit, which could shorten the requirements needed to obtain a college degree. Portfolio college credit will only be awarded for college level learning experiences that have occurred after high school. Students are eligible to apply for portfolio credit two years after high school graduation or two years after their high school class has graduated. To earn this credit the student must provide evidence of possessing equivalent knowledge, theory, or industry skills demonstrated by the presentation of a portfolio, industry certification or diplomas - all of which are subject to acceptance by Mountwest Community and Technical College.

To learn if your prior learning experience qualifies for college credit, or how to get started, visit the MCTC PLA web page at www.exploremctc.info/PLARevised.

For additional questions and/or information contact:
Michael McComas
E-mail: mccomas2@mctc.edu

Credit Hour

Generally a student earns one credit for each 15 hours of class contact. Classes normally meet 45 hours in a semester for 3 units of credit. Students should plan on two hours of preparation/study for each in-class hour. Laboratory classes require two or three hours of lab per week for each semester hour of credit.

Course Delivery

- Blended Course is a course in which both credit and noncredit students are enrolled in the same section during any semester. Non-credit students are not required to submit and write papers or take exams. Noncredit students must register and pay associated

Academic Definitions & Procedures

fees for the class through continuing education.

- **Hybrid Course** is blend face-to-face learning with online learning. Instead of attending all class meetings on campus, students in hybrid courses attend some classes in-person (on campus) and “attend” some classes online, similar to an online course. (See description above.) How much of the course is in-person versus online is specified by a percentage for that specific class, and this percentage may differ between hybrid courses. For instance, if the hybrid class is specified to be 50% online, then students would meet half of the time in-person for class meetings on campus – as determined by the course schedule – while completing the remaining half of the course online as they would in a fully online course. Hybrid courses are not self-paced, and they have some on-campus requirement.

Off-Campus Course is a course that is offered off of the main college campus. Off-campus courses may have a special fee, see current fee chart.

On-Campus Course is a course offered on Mountwest Community & Technical College’s campus.

Online Course is asynchronous and offered completely electronically with no face-to-face meetings.

Traditional Course is when students and teacher meet in a designated location on a regular basis each week.

Live Remote Course is when students in live remote classes will experience and participate in a live, virtual classroom through a video-conferencing software, such as Zoom or Teams. Class meetings will be held “virtually” at specified days and times. To join the class, you will simply click on the link provided by your instructor. You may be required to turn on your webcam and/or microphone to participate in class discussions, so classmates can see and hear you as they would in a traditional face-to-face class. “In-class” learning activities may include group work in “breakout rooms” and participating in polls to facilitate discussions and/or gauge prior knowledge. Homework and other class assignments will be completed outside of this class time. Live remote courses are not self-paced, and even though they have no on-campus requirements, they do

have synchronous requirements where you are required to login and participate at specific days and times.

Flex course is when students will have the option to attend class virtually (using video conferencing software) or attend in-person, except when in-person activities are required by the instructor. These course are not self-paced, and each student’s decision regarding whether to attend virtually or in-person will determine their experience for any given class:

If they choose to attend virtually, they will experience a live remote class (as described above) where some of their classmates may be attending in-person.

If students choose to attend in-person, they will experience a face-to-face class where some of their classmates may be attending virtually.

D/F Repeat Rule (Repeating Courses)

Students have the opportunity to repeat any course in which they earned a grade of D or F during the period up to and including the semester in which they attempt their 60th hour. Any course taken during the semester or term in which the 60th attempted hour is taken also may be repeated under this rule. The repeat of a course taken within the first 60 attempted hours may be made any time before graduation.

The 60th attempted hour sets the limit for courses which may be repeated and not the time by which the course must be repeated. A course may be repeated only once under this rule, and the repeat must be done prior to completion of the degree.

The second grade will replace the first in determining the student’s GPA, hours attempted, and hours credited. The second grade is the grade that counts (excluding a W), even if it is a lower grade than the original one. The original grade remains on the transcript, but it is noted as a repeated course. Whenever a student plans to repeat a course under the D/F repeat rule, he/she must complete the D/F repeat form early in the semester in which the course is repeated. Forms are available in the Office of Student Services.

The D/F Repeat Rule applies only to graduation requirements and not to requirements for professional

certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

In other words, any course a student takes prior to attempting the 60th credit hour for which a grade of D/F was received can be repeated at any time prior to graduation. If a student originally took a course while he/she was a sophomore (26-57 hours) and received a D, the course can be repeated.

The second grade replaces the first grade - not the better of the two grades. If the second grade is an F, then the F replaces the original grade of D.

If a student withdraws from a course for which he/she is D/F repeating, it does not count as the second grade - the course can be taken again for a final grade.

Another D/F repeat form will need to be completed in the Office of Student Services to replace the form for the withdrawn course.

The Dean's List is compiled for the fall and spring semesters. Full-time students, in good academic standing and completing twelve or more credit hours with a minimum 3.30 to 3.99 Term GPA are eligible. A grade of "I" will disqualify students. A student will not be named to more than one lists. Grades are reviewed at the end of each semester and students on the Dean's List will be notified through their MCTC email account. The email will contain an electronic letter and certificate for the student to print and archive. Students may be recognized on social media accounts, website, local newspapers, etc..

Vice President's List

The Vice President's List is compiled for the fall and spring semesters. Part time students in good academic standing and completing six or more credit hours with a minimum 3.30 to 4.00 are eligible. A grade of "I" will disqualify students. A student will not be named to more than one lists. Grades are reviewed at the end of each semester and students on the Dean's List will be notified through their MCTC email account. The email will contain an electronic letter and certificate for the student to print and archive. Students may be recognized on social media accounts, website, local newspapers, etc..

President's List

The President's List is compiled for the fall and spring semesters. Full-time students in good academic standing who complete twelve or more credit hours with a 4.00 Term GPA are eligible. A grade of "I" will disqualify students. A student will not be named to more than one lists. Grades are reviewed at the end of each semester and students on the President's List will be notified through their MCTC email account. The email will contain an electronic letter and certificate for the student to print and archive. Students may be recognized on social media accounts, website, local newspapers, etc..

Degree Program

A degree program is a unified series of courses or learning experiences composed of at least 60 required credit hours that lead to an Associate of Arts, Associate of Science, or Associate of Applied Science degree.

Developmental Courses

Developmental courses are credit/no-credit (CR/NC) recorded on the transcript counted as earned hours, used to determine a student's classification and as hours attempted for financial aid. Credits earned for these courses cannot be used to satisfy graduation requirements.

Grade Information and Regulations

Mountwest Community & Technical College uses a 4.0 scale to express grade point averages. The Grade Point Average (GPA) is a numeric value calculated by dividing total quality points by total credit hours for courses in which a student earned a letter grade.

Grade Quality	Points Per Semester Hour
A (superior)	4
B (above average)	3
C (average)	2
D (below average)	1
F (failure)	0
I (incomplete)	0
CR (credit)	0
NC (no credit)	0
W (withdrawn)	0
AU (audit)	0

The GPA computed for graduation purposes is based

Academic Definitions & Procedures

on all of a student's work except:

- Courses with grades of W, I, CR/NC, and AU
- Courses repeated under the D/F Repeat Policy

Graduation

Students must apply for graduation at the beginning of the semester or term in which they intend to complete graduation requirements, including the following:

- Minimum of 60 credit hours excluding developmental hours
- Have a Mountwest GPA of 2.0 or higher
- Have earned a "C" or better in ENL 111 or equivalent
- Have a minimum of the last 15 college-level credit hours earned at Mountwest
- Complete any program specific additional requirements

The due dates for each graduation are listed in the current schedule of courses and also in the academic calendar section of the Mountwest Community & Technical College catalog as well as on the web.

Academic Rigor Statement

This statement clarifies the attributes of a rigorous curriculum at Mountwest and defines the traits of corequisite courses, 100-level courses, and 200-level courses.

The purpose of this statement is to:

Ensure consistency of rigor across the curriculum, both in General Education courses and programmatic courses.

Create transparency for students, so that they are aware of the expectations of courses regardless of the level of learning.

By doing so, it is our belief that students will be better able to: achieve course and program-level outcomes, become lifelong learners, and meet the demands of the workplace after completion of a degree.

Traits of a Rigorous Curriculum at Mountwest (C.H.A.S.E.)

Challenging Content

When appropriate, coursework should emphasize analysis, evaluation, application, and synthesis, including applying knowledge between different courses and disciplines.

Higher-Order Thinking

Learning outcomes for a course express demonstrable goals appropriate to the course level and use verbs from the corresponding level of Bloom's Taxonomy, while operating within the constraints of the discipline.

Active Learning

To the extent that it is appropriate to the discipline, students are actively involved in the learning process. Instead of simply receiving information, as in a teacher-centered model, students will instead work to apply what is being taught and assume a participatory role, both in and out of the classroom.

Sufficient Academic Support

Learners must be provided with adequate additional support outside of the classroom to help them achieve learning goals and comprehend course material. This is a college-wide effort and will be achieved by (1) Student Success Specialists/Advisor placing students in courses that are at an appropriate level and delivered via the appropriate modality; (2) both advisors and instructors referring students to support services as needed; (3) instructors and advisors using early intervention software to communicate about students' needs; and (4) learners are expected to utilize the Academic Support Services available on campus and/or virtually when needed.

Expectations That Are Clearly Articulated

Students are made aware of the expectations of a particular course by way of information in the syllabus and within assignment instructions. Instructors strive to be as transparent as possible regarding the expectations of their courses, assignments, and the manner in which they assign grades.

Definitions of Course Levels

Corequisite Courses - These courses' numeric designators begin with "0." Corequisite courses equip learners with the skills necessary to successfully

complete 100-level courses. Enrollment in these courses may be determined by a placement test. Corequisite courses are taken concurrently with the corresponding 100-level course to provide the additional academic support needed to complete the corresponding 100-level course successfully.

100-level Courses - These courses impart disciplinary knowledge and skills at a foundational level and are normally taken in the first year of study. To complete these courses successfully, students should possess adequate writing skills to be able to compose college-level assignments on their own or with the aid of the Writing Center. 100-level courses may require no prerequisite, or they may be taken in the same semester as a corequisite course.

200-level Courses - These are intermediate courses that expand upon introductory knowledge and skills, may require a prerequisite, and are normally taken after the first year of study. When they enter these courses, students will possess adequate skills acquired from General Education and other prerequisite courses to help them be successful. Students will be acquainted with the basic terminology or methodology of the subject of the course and will be able to accomplish a substantial amount of work at a more advanced level.

Student Resources & Services

Writing Center

The writing experience is unique for every individual. Thus, the Mountwest Community & Technical College Writing Center, located in Room 304, promotes the development of writing by engaging students in all aspects of the writing process through the use of individualized instructional sessions. These sessions allow students to acquire the strategies, techniques, and confidence necessary to engage effectively with a variety of writing topics and assignments.

One Stop Center

The One Stop Center is dedicated to helping students become well-informed decision-makers, maximizing their educational experiences. Located on the first floor of the Mountwest building, it serves as a comprehensive source of information on academic programs, policies, and procedures. The staff focuses on meeting the specific needs of all students.

In the One Stop, students can meet with:

- Accessibility and Wellness Office
- Advising Office
- Cashiers Office
- Financial Aid Office
- IT HelpDesk
- Registrar Office
- Student Engagement Office

Advising Services

Advising services are available for students seeking personalized assistance. Students can meet with advisors who are committed to helping them in any way possible by coming to the One Stop during Walk-In Wednesday, or by appointment. Whether you need guidance on course selection, academic planning, or navigating your educational journey, advisors are here to support you. Students can get advising help by calling (304) 710-3140 or by visiting the One Stop Center, or by emailing advising@mctc.edu. The One Stop Center is open Monday through Thursday from 8:00 a.m. to 5 p.m. and Fridays from 8:00am-3:00pm.

Library & Learning Commons

Mountwest Community & Technical College students may access instructional resources and computers in the

library. Hands-on assistance is available for research, printing, and other computer services. The Learning Commons features break-out study rooms and meeting rooms for student use. Databases allow access to eBooks, periodicals, articles, and other resources through www.mctc.edu/library.

Office of Public Safety

The Office of Public safety is directly responsible for the College's community. By virtue of West Virginia State Law, College Police Officers have the same responsibilities and authority as those of any other law enforcement officers in the state. Sworn officers and civilian Security Officers provide patrol protection to the main campus, and all College-owned facilities and parking lots. All emergencies, criminal complaints, general requests for service, and public safety concerns can be reported directly to the Office of Public Safety in person, or by dialing Extension 3499 from a main campus phone, or by dialing (304) 710-3499.

Tutoring Services

The Tutoring Center, located in Room 342 on the main Mountwest campus, provides a positive learning environment, services, and resources designed to empower students to become successful, independent learners.

A staff of tutors and instructors collaborate to assist Mountwest Community & Technical College students in meeting academic demands through better understanding of subject matter. Instructors help students find their own answers for continued academic growth. The Tutoring Center provides guidance for under-prepared students to prepare, prepared students to advance, and advanced students to excel.

The Tutoring Center offers drop-in tutoring and study groups for all math students.

In addition to working with instructors, students have access to computers and videos to assist in building academic skills and refreshing existing skills. Students enrolled in MAT 099 courses are required to attend study sessions in the Tutoring Center.

For students requesting assistance with additional

Student Resources & Services

classes, the Tutoring Center's study mentors and tutors offer free academic support and organizational assistance.

To request a 50-minute session with a study mentor or tutor, please stop by the Tutoring Center to complete a request form or contact hallk@mctc.edu at 304-710-3443.

Mountwest Student Ambassador Program

The Student Ambassador Program at Mountwest Community & Technical College plays a key role in attracting and enrolling new students. By showcasing the passion of current students, we aim to offer an authentic experience for prospective students, helping grow Mountwest's community.

Role of Student Ambassadors

Student Ambassadors are dynamic leaders who enhance campus life and beyond. They serve as role models, working with Admissions and Student Life to support recruitment, campus events, and community outreach.

Office of Accessibility

The Accessibility Services Office ensures that students with disabilities are given equitable opportunities to succeed. Staff coordinate accommodations for qualified students with disabilities as they pursue their educational goals and act as a liaison between students with disabilities and faculty. Services are available to any full-time and part-time students with a documented disability. For more information, contact Allison Flanagan at flanagana@mctc.edu or 304-710-3417.

Mental Health Counseling On Campus Services

On Campus Services - For mental health concerns and support, students can book an appointment with the Accessibility and Wellness Specialist for help problem solving or connecting to resources in the area. For more information, please contact Allison Flanagan at flanagana@mctc.edu or 304-710-3417.

Virtual Services

Mountwest students have access to free virtual counseling services through BetterMynd. To register and make an appointment, visit bettmynd.com and register using your student email. BetterMynd also includes free virtual workshops on topics like stress, time management and self-confidence.

Crisis Services

Students that are experiencing a mental health crisis can contact the BetterMynd crisis line at 844-BTR-MYND (844-287-6963).

Maternity Room

Located in Rm G15A, mothers in need of a private space for pumping breast milk while on campus may access our Maternity Room.

Food Pantry

Students have unlimited access to our food pantry, located on the ground floor. During normal business hours, the pantry is open to students to grab anything they may need, 100% confidentially.

Bus Passes

Mountwest offers a bus pass program for students requiring transportation assistance. To access this service, please visit Student Services in person at our main facility on the first floor.

Phi Theta Kappa

Mountwest Community & Technical College is home to the Alpha Eta Upsilon Chapter of Phi Theta Kappa, an international honor society for two-year colleges. The chapter recognizes and encourages academic achievement by students and provides opportunities for individual growth and development. Members can participate in campus service projects, take professional development courses provided through PTK, and apply for scholarships available only for PTK members. To be eligible for membership, students must be enrolled in Mountwest Community & Technical College, must have completed at least 12 semester hours in coursework applicable to an associate degree, and must achieve a cumulative grade point average of 3.5 (and maintain a grade point average of 3.2 to maintain membership).

Student Government Association

The purpose of the Mountwest Community & Technical College Student Government (SGA) Association is to give students a voice, to make positive changes on campus and in the community, to create bonds within the student body, to form lifelong friendships and to unify the student body. Leadership and service learning experience are both gained by being a member of the SGA, which not only works for Mountwest Community & Technical College students, but also the community. One may earn valuable service learning and leadership experience by being an active SGA member. The Mountwest Community & Technical College Student Government Association sponsors and plans events and activities on campus to create a cohesive learning community at Mountwest Community & Technical College .

Clubs

Explore a variety of student clubs and academic organizations that bring together individuals with shared interests, hobbies, and passions. These groups provide a fantastic opportunity for collaboration and community. For more information, connect with our Student Engagement Coordinator at studentlife@mctc.edu or call 304-710-3501.

Activities

Student activities on campus provide a vibrant and engaging environment for personal and social growth. There are numerous opportunities for students to connect, collaborate, and develop new skills. Whether you're interested in leadership, community service, or simply making new friends, there's something for everyone to enjoy and participate in! Please speak with our Student Engagement Coordinator at studentlife@mctc.edu or at 304-710-3501 for more information.

Admissions Procedure

Admissions Information

For general information regarding Mountwest Community & Technical College programs and policies please visit www.mctc.edu.

Admissions Policy

Mountwest Community & Technical College adheres to an open admissions policy as outlined in Title 135 Procedural Rule, West Virginia Council for Community and Technical College Education, Series 23, Standards and Procedures for Undergraduate Admissions at Community and Technical Colleges. It is the intent of this policy that everyone shall have access to higher educational opportunities commensurate with their interests and abilities.

- Admission to community and technical colleges is open to any person age eighteen or older and able to benefit from study at the community college level.
- Those who possess a high school diploma or General Education Development (GED)/TASC equivalency. This is a requirement if an applicant intends to apply for Federal Financial Aid.

A. General Admissions Information

Applicants should contact the Mountwest Community & Technical College Office of Admissions for application information. Applicants may also download an application for admission at www.mctc.edu (Select either the online or printed version of admissions form for submission). Applications should be mailed to:

Mountwest Community & Technical College
Office of Admissions
One Mountwest Way
Huntington, WV 25701

An individual may enroll as a non-degree-seeking student to take courses for personal or professional enrichment.

Being admitted to Mountwest does not guarantee that applicants will be accepted into all associate or certificate programs. Some programs have additional admissions requirements.

To receive financial aid, an individual must be admitted as a degree-seeking student and have official high school transcripts or GED/TASC scores on file with the Mountwest Community & Technical College Office of Admissions. Students entering college directly from high school are strongly encouraged to complete the ACT or the SAT. For additional testing information, contact the Office of Student Services; phone (304) 710-3140.

B. Board Policy

Regular admission to Mountwest Community & Technical College is open to any person who has a high school diploma or meets General Educational Development (GED)/TASC requirements.

- Persons not holding a high school diploma or GED/TASC who demonstrate an ability to benefit from postsecondary education may be admitted. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.
- High school transcripts or equivalent may be required to be on file for each incoming freshman who is registered in an undergraduate certificate or degree program, and who has graduated from high school within five years for financial aid purposes. Such transcripts shall be on file with the institution prior to eligibility for financial aid.
- Transfer students desiring to apply transfer credits must supply the institution with official transcripts. Transcripts must be from a regionally accredited institution to receive credit. Receipt of transcripts will not discriminate against admission.
- Control and administration of this admissions policy rests with the Mountwest Community & Technical College Office of Student Services.

C. Students Seeking Readmission

Students who have not attended Mountwest Community & Technical College during the past 12 months are required to apply for readmission. The readmission form is available from the Office of Admissions or online at: www.mctc.edu and must be printed, completed, and sent to the Mountwest Office of Admissions and Recruitment.

Mountwest Community & Technical College
Office of Admissions
One Mountwest Way
Huntington, WV 25701

There is no fee for applying for readmission and the application is normally processed within 7 to 10 business days. However, if a student has attended another college since last attending Mountwest Community & Technical College, the student must reapply as a transfer student as outlined in Section D.

D. Transfer Policy

College level course credits earned at regionally accredited post-secondary institutions can be transferred to Mountwest Community & Technical College. Transfer credit is subject to the approval of the Division Dean in which the student matriculates, and with the following provisions:

- Mountwest Community & Technical College must receive official transcripts from a regionally accredited college before formal transfer credit will be awarded. Grades earned at other institutions will not be entered into the cumulative grade-point average (GPA) at Mountwest Community & Technical College.
- Courses in which a grade of "C" or higher is earned are transferable for credit if coursework is relevant to the student's program at Mountwest Community & Technical College with the approval of the Division Dean.
- Credits earned at foreign post-secondary institutions may also be transferred, subject to review and approval of the Dean of the Division in which the student matriculates. Students applying for foreign credit transfer must submit an official evaluation of foreign educational credentials from an accredited evaluation agency.
- Transfer students are required to complete their academic residency requirement prior to graduation.
- The transfer evaluation is based on the declared major of the student.

Students who transfer to Mountwest Community & Technical College must complete at least their most recent 15 credit hours at Mountwest Community & Technical College to obtain an associate degree, or their most recent 6 credit hours at Mountwest Community & Technical College to obtain a certificate degree.

Mountwest Community & Technical College reserves the right to suspend or expel any student who misrepresents the truth on any admissions document.

E. Early Entrance High School Students

High school students may enroll in courses at Mountwest Community & Technical College provided they meet course prerequisites and the following requirements:

- Complete a consent form signed by the high school principal or counselor and parent/guardian.
- Submit a completed Mountwest Admissions Application.
- Have a 2.0 grade point average on a 4.0 scale.
- Early admission students are not eligible for financial aid.
- Provide preliminary high school transcript.

Programs with Specific Admission Requirements

The following degree programs have either limited admissions or selective admission requirements. For more information about admission requirements contact the Dean of the program.

1. Allied Health and Life Sciences:

A. Physical Therapist Assistant Program:

Students seeking admission into the Physical Therapist Assistant Program at Mountwest Community & Technical College may arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection.

Admissions Procedure

- Application packets are available after November 15 from the Career & Technical Division, Room 427.
- Application deadline is March 15.
- Applications are valid only for the noted academic year.

B. Associate in Applied Science in Radiologic Technology (Collins Career Center):

Admission Requirements:

(Applications to the CCTC Radiologic Technology program must be submitted on or before October 1) (Admission to Mountwest Community & Technical College must be complete before applying to the program.)

Prior to acceptance into the Radiologic Technology Program, a student must have completed the following:

1. Prerequisite college courses. Courses may be completed at any post-secondary institution. For courses to qualify for the Associates of Applied Science degree in Radiologic Technology through Mountwest, they must be accepted and successfully transferred to Mountwest. This transfer process is the sole responsibility of the student. A minimum of 12 hours must be taken directly on Mountwest campus to be granted the associate's degree.

The following courses must be passed with a "C" or better:

AH 151	Medical Terminology
AH 204	Legal & Ethical Issues in Healthcare
BIOL 257	Intro. to Anatomy & Physiology
BIOL 260	Applied Human Anatomy
COM 125	Interpersonal Communication
ENL 111	Written Communication
MAT 145	College Algebra
SCI 110	College Physics

2. Minimum ACT score of 21 or
3. Successful completion of the pre-entrance (Work Keys) examination with a score of four in Locating Information, and five in both Applied Mathematics and

Reading for Information.

High School and Post-Secondary GPA are also weighted factors in the application process. Points will be awarded for the following:

- High School GPA of 3.0 or better
- College GPA of 2.5 or better
- Completion of College Chemistry and/or Psychology with a grade of "C" or better will be awarded additional points.

C. Associate in Applied Science in Respiratory Therapy (Collins Career Center):

C. The Respiratory Therapy Program has selective admissions each year. The first 23 eligible applications received will be admitted to the program. If admitted, there are 48 credit hours of respiratory therapy courses to be completed at Collins Career Center. As part of the 48 credit hours, the student will be required to complete clinical practice rotations at area health care facilities.

Prior to admission to the Respiratory Therapist Program and/or clinical internships, students may be required to document that they have successfully passed a criminal background check and drug screen.

D. Veterinary Technician Program

This program is a selective admissions program. Students are required to submit a veterinary technology program application in addition to applying to the college. Students may find this application on our webpage or feel free to contact program faculty.

*Applications for fall start will be available in Jan of the application year and due at the beginning of May.

*Applications are only valid for the current academic year.

2. AAS in Machinist/CNC Technology

Students must apply for admission to the Robert C. Byrd Institute for Advanced Flexible Manufacturing and pass a mathematics test for machinist with a score of 70% or above. Successful candidates will be invited for a personal interview.

3. Associate in Applied Science in Welding Technology

students must apply for admission to the Robert C. Byrd Institute for Advanced Flexible Manufacturing and successful candidates will be invited for a personal interview.

4. Off-Campus Programs:

Associate in Applied Science in Occupational Development: All options are available only to students who have completed the Department of Labor Apprenticeship program.

5. Associate in Applied Science in Underground Utility Construction

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Students will be scheduled to complete a background check and a pre-employment drug screening prior to beginning classes. Students must pass the drug screening and background check as outlined by the company employing the student for the on-the-job training component in order for the student to participate in the program. Random drug screenings are a condition of continued employment.

6. Aviation Maintenance Program

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission.

Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

The Aviation Program requires the following additional admission requirements:

Test Scores

- SAT: Writing 480, Math 510 or higher
- ACT: Writing 18, Math 19 or higher
- Accuplacer: Writing 250, Math 250 or higher

Students **must also apply** to Marshall University. Students will be required to pass a FBI background check and undergo airport badging and safety training.

7. St. Mary's Respiratory Care

All applicants must be a graduate of an accredited high school or have a high school equivalent through GED testing. Students who have fewer than 12 hours of college credits are required to have taken the ACT examination.

PROCEDURE:

Applicants who have completed at least twelve (12) college credit hours must have:

- A minimum of C on each required nonrespiratory course completed
- An overall 2.0 GPA (C average) or better on ALL courses completed Mountwest Community & Technical College Catalog 41
- An overall 2.0 GPA on all courses completed at Mountwest Community & Technical College
- Taken twelve (12) college semester credit hours at the 100 level or above for a grade GED applicants must:
- Meet the criteria for GED admission as stated in the Mountwest Community & Technical College undergraduate catalog
- Have completed at least twelve (12) college credit hours at the 100 level and earned grades of C or above
- Meet criteria for applicants who have completed at least 12 college credit hours

Application Process

Students applying for admission to Mountwest Community & Technical College must submit a Mountwest admission application form available from the Office of Admissions or online at www.mctc.edu. All necessary supporting materials should be on file with the Mountwest Office of Admissions at least two weeks before the beginning of a semester or term. All materials submitted in support of an application

for admission become the property of Mountwest Community & Technical College. Materials will not be returned or released to third parties. Any student admitted on the basis of false and/or incomplete information is subject to immediate dismissal or other disciplinary action.

Requests for applications, and additional information can be found at www.mctc.edu.

Students with a high school diploma or General Education Development Certificate (GED) or TASC may apply for regular admission to a one-year certificate and/or a two-year degree program at Mountwest Community & Technical College.

Full- and Part-Time Students

A full-time student is someone who is enrolled in at least 12 credit hours during fall and spring term. Students carrying fewer than 12 hours during fall and spring terms are considered part-time regardless of past full-time enrollment. Full- or part-time status may affect eligibility for financial aid in many programs; so students should consult with the Office of Financial Aid for more information.

Application Fees

There is no fee to apply to Mountwest Community & Technical College. If a student does not attend that academic year, the student must reapply. .

Compliance with Military Selective Service Act

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of post-secondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et. eq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship, or other financial assistance for post-secondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act.

Placement Score Information

Placement Tests

Beginning Spring 2019, Mountwest Community and Technical College will no longer require students to take the placement (Accuplacer) exams. All incoming students without the required ACT/SAT scores for placement in a college level course will be eligible to register for co-requisite Math and/or English courses. However, if a student is confident they would be able to “test out” of co-requisite placement they should contact the Testing Center and request to take the Accuplacer exam.

To be eligible for placement exams, a student must be a fully admitted Mountwest student, or currently enrolled in a secondary school. Students who have received a “NC”, “F”, or “W” grade, or have dropped or failed a co-requisite course are not eligible to take the Accuplacer exam.

Placement (Accuplacer) exams will be offered throughout the academic year in the Testing Center, located in Room 106. Currently admitted students requesting to take placement testing are required to get permission for testing from their advisor prior to scheduling their appointment with the testing center at testingcenter@mctc.edu.

Students not currently admitted to Mountwest may request placement testing during the admissions and registration process.

For more information on placement testing, or to schedule an appointment, contact the MCTC Testing Center at 304.710.3395, or e-mail the testing center at testingcenter@mctc.edu.

MAT 099 co-requisite courses enable students to take subsequent college-level work. The hours and credit earned in these courses do not count toward the hours and grade point requirements for graduation; however, the courses do count toward full-time status and eligibility for financial aid.

Math	Course Placement	Accuplacer	ACT	SAT
	Math 100, 121, 144	up to 249	up to 18	up to 509
	Math 120, 145	250+	19+	510+
	Math 130	260+	21+	530+
Writing				
	ALPS	200 - 249	15-17	440-470
	ENL 111	250 - 300	18+	480+

College Courses in the High School

If a student meets the following requirements and a Mountwest Community & Technical College course is offered at his or her high school, he or she may earn college credit while in high school:

- Be a Junior or Senior and letter of recommendation by the principal or counselor
- Submit a completed Mountwest Community & Technical College Admissions Application.
- Have a 2.0 grade point average on a 4.0 scale.
- Submit a preliminary high school transcript.

Early admission students are not eligible for financial aid.

College Graduates

Application procedures for college graduates seeking an associate degree:

An applicant who has attained a degree elsewhere and who wishes to pursue an Associate degree at Mountwest Community & Technical College must apply as a transfer student and submit official transcripts from all institutions attended if credit is to be transferred. (See Transfer section). An associate degree requires students to fulfill the requirements of the degree.

EDGE Credit

EDGE stands for "Earn a Degree - Graduate Early," and it allows students to earn community and technical college credit for high school courses. Entering students who have taken selected high school courses and received EDGE Credit must notify the Admission's Counselor when enrolling at Mountwest to receive EDGE Credit.

Resident Aliens

Resident Aliens must submit a copy of a valid resident alien card and meet all relevant freshmen or transfer student admission requirements.

Transient Students

Students Visiting Mountwest from Other Institutions students enrolled in a degree program at another collegiate-level institution during the previous year who

would like to enroll at Mountwest Community & Technical College may be admitted as transient students. Transient students must submit an application to the Mountwest Community & Technical College Office of Admissions for each term in which they wish to enroll and have the Registrar at their home institution send a letter of good academic standing to the Mountwest Community & Technical College Office of Admissions for each term in which they wish to enroll.

Mountwest Students Who Wish to Visit Other Institutions current Mountwest Community & Technical College students who wish to enroll at another institution must complete an advanced standing (transient approval) form prior to enrollment. The form may be obtained from the Mountwest Community & Technical College Registrar's office. Students who attend another institution for more than two semesters (excluding summer terms) must reapply as transfer students, even if prior transient approval has been granted.

A student who completes an advanced standing (transient approval) form must submit a transcript from the host institution for all semesters attended. If the student did not actually attend the host institution for which approval was granted, that institution must provide documentation stating that the student was never enrolled there. Failure to provide these documents will result in a hold being placed on the student's record.

Enrollment Checklist

College Courses in the High School

Submit an Application for Admission
Complete and submit our Application for Admission or apply online. An acceptance letter will be mailed and will include your student ID. Keep it secure!

Contact: Office of Student Services

One Stop Area
304-710-3060 or 866-676-5533
admissions@mctc.edu

Request Documents

Request your official high school transcript or a copy of your GED/TASC, AP scores, ACT/SAT or Compass scores, and any official college transcripts. Transcripts may not be faxed or hand-delivered. They must be mailed from the institution or organization.

Request all documents be sent to the Office of Admissions at Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701.

Contact: Office of Student Services

One Stop Area
304-710-3060 or 866-676-5533
admissions@mctc.edu

Apply for Financial Aid

Apply for Financial Aid at www.fafsa.ed.gov. Mountwest's school code is 040414. First-time students must complete a Master Promissory Note and entrance counseling to receive loans.

West Virginia Residents
Find out requirements for and apply for the West Virginia Invest Grant at www.wvinvests.org

Contact: Office of Financial Aid

One Stop Area
304-710-3370 or 866-676-5533
ofa@mctc.edu

Register for Classes

Contact: Office of Student Services
One Stop Area
304-710-3060 or 866-676-5533

Print Your Schedule

Print your course schedule. This can be viewed in your myMCTC account. Login into myMCTC, choose Student & Financial Aid Information, Registration, and Student Detail Schedule. Please note that online courses do indicate a class time; however, this is only for administrative purposes. Online classes do not have set class times.

Confirm Financial Aid Award

Verify that your financial aid is ready for the start of classes. Award can be viewed through myMCTC.

Contact: Office of Financial Aid
One Stop Area
304-710-3370 or 866-676-5533
ofa@mctc.edu

Note: If you are unable to attend orientation please ensure these actions are done prior to the start of your first semester.

Buy Your Books

Purchase or rent your textbooks online at the Campus Bookstore. If you receive financial aid you may be eligible to receive a book voucher from the Cashier's Office to pay for your textbooks.

Mountwest Bookstore
<https://www.mountwestbookstore.com/>

Contact: Cashier's Office
Office #: 101 • 304-710-3480
cashier@mctc.edu

Pay Your Tuition

Pay your tuition bill by the due date. Pay online or set up a payment plan through the Cashier's Office. You may pay in person at the Cashier's Office by cash, check or money order. Debit/credit card payments are

accepted online by logging into myMCTC.

Payments may also be mailed to Office of Business Services, ATTN: Cashier's Office, Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701.

Contact: Cashier's Office • One Stop Area •
304-710-3480 | cashier@mctc.edu

Activate Your BankMobile Account

If you are receiving financial aid you will receive a BankMobile kit in the postal mail. After you receive your kit, activate it using the provided instructions, and select your refund preference to receive funds disbursed from Financial Aid.

Contact: Cashier's Office • Office #: 101 • 304-710-3480 cashier@mctc.edu

Important Dates

Check the Academic Calendar for important dates, print your final class schedule after all changes are complete through myMCTC, and attend your classes!

Tuition & Fees

Tuition and Fees

Mountwest Community & Technical College (the "College") and its governing board reserve the right to change fees and rates without prior notice. For current information regarding tuition and fees, please visit the Tuition and Fees website at: www.mctc.edu/paying-for-college/tuition-fees.

Payment of Fees

Tuition and fees are due and payable to the College in accordance with the due dates shown on any student billing statement, along with any due date posted in the Office of Student Accounts, in or around common areas and on the College's website. If payment of tuition and fees are not received on or before the posted due date, student registrations may be cancelled and subject to late and reinstatement fees, or the student may be withdrawn from the College. Students utilizing VA Post 9-11 (Chapter 33) and Vocational Rehabilitation & Employment (Chapter 31) education benefits are exempted. (See the Withdrawal/Reinstatement Policy).

Students will receive postcard reminders before the date in which tuition is due for the term; however, all billing after such time will only be available electronically through myMCTC. Regardless of the method in which billing is received, it is the student's responsibility to know when tuition and fees are due and to remit payment by the posted due date.

Student deferred payment plans for tuition and fees are available; however, all available financial aid for the term must be applied to the student's account prior to determining the amount to defer. Students electing and eligible to participate in a deferred payment plan must complete a Payment Plan Agreement and remit payment of the first installment prior to the posted due date. Payment of tuition and fees may be made online through the students myMCTC account, in person at the Office of the Cashier, or by mail.

Registration is not complete until all tuition and fees are paid unless covered by a third-party sponsor from which an authorization has been received or VA Post 9-11 (Chapter 33) and Vocational Rehabilitation & Employment (Chapter 31) education benefits. Payments made by check or ACH (electronic check) and returned to the College as "Non-Sufficient

Funds" may result in the cancellation of the student's registration. Returned payments are subject to a \$25 NSF fee and assessed against the student's account.

Students with a financial obligation to the College cannot engage in any registration activity until the obligation is satisfied. Any student account with a remaining financial obligation may be reported to a state-authorized collection agency, and the student may be responsible for any collection costs incurred by the College unless covered by VA Post 9-11 (Chapter 33) and Vocational Rehabilitation & Employment (Chapter 31) education benefits.

Withdrawal/Reinstatement Policy for Nonpayment of Enrollment Fees

- Upon notice to the Office of the Registrar, students with remaining financial obligations after the posted due date will be subject to the "Drop for Non-Payment" withdrawal process. The withdrawal will be classified as "Administrative-Nonpayment of Enrollment".
- Should the student satisfy the financial obligation after the "Drop for Non-Payment" process, notification will be made to the Office of the Registrar. The Registrar shall have discretion to approve or disapprove registration reinstatement requests.
- A student who owes a financial obligation to the College will not be permitted to enroll in subsequent semesters or terms until the obligation is fully satisfied or placed onto a special repayment plan contingent upon satisfactory academic and repayment progress.
- Students may file an appeal with the Registrar to dispute an "Administrative-Nonpayment of Enrollment" withdrawal.

Refund Procedures

Information regarding the current refunding schedule may be obtained by visiting the Tuition and Fees website at: www.mctc.edu/paying-for-college/tuition-fees. Refunds may occur when:

- Students are denied admission, declared academically ineligible to return, or are unable to return for medical reasons. Students who are unable to return due to medical reasons may be refunded on a prorated basis.
- Students called to armed service will be refunded in accordance with issued military orders.

- Students registered for a course(s) which become necessary to cancel by administrative and/or faculty action, will be refunded the full cost of the course(s).
- Students officially requesting a complete withdrawal (CW) or total withdrawal through the Office of the Registrar from all courses for the term.

Refund Schedule

The following schedules apply for students officially withdrawn from the College and eligible to receive refunds. NOTE: Students withdrawn from the College for disciplinary reasons are ineligible to receive a refund of tuition and fees.

Academic Year (Fall and Spring)

- 90% Refund
Changes processed during the first and second week of classes.
- 70% Refund
Changes processed during the third and fourth week of classes.
- 50% Refund
Changes processed during the fifth and sixth weeks of classes.
- No Refund
Any changes beginning with the seventh week of classes. Summer Term, Non-Traditional Periods and 8-Week Classes
- 90% Refund
Changes processed up to the first three (3) days of classes (up to 13% of the term)
- 70% Refund
Changes processed during the fourth through sixth day of classes (from 14% to 25% of the term)
- 50% Refund
Changes processed during the seventh through ninth day of classes (from 26% to 38% of the term)
- No Refund

Any changes processed after the tenth day of classes (after 38% of term complete)

An entire day will be included in the refunding period should the percentage calculation result in a partial day.

The governing board of Mountwest Community & Technical College reserves the right to change refunding schedules without prior notice.

IMPORTANT:

In order to ensure proper notice of withdrawal, it is the student's responsibility to contact their respective academic counselor to drop courses. Students who do not officially withdraw from courses according to issued procedures shall be liable for the fees incurred up to the date in which the unofficial withdrawal was processed.

The refund schedule is promulgated by:
West Virginia Council for Community & Technical
College Education Legislative Rule, Title 135, Series
32: Tuition and Fees, Section 6: Refunds

Mountwest Community & Technical College Institutional
Board of Governors, Policy No. F - 7, Assessment,
Collection, and Refund of Student Tuition and Fees.

Tuition & Fees

Fall 2024 - Summer 2025

Students are assessed prorated base tuition and fees up to the 12-hour cap regardless of location and type of course, including E-Courses. An additional \$40.00 per credit hour fee will be assessed for any course designated as 100% online.

Program Fees are assessed as a flat fee based on the total number of hours enrolled. Students enrolled for seven (7) or more credit hours will be assessed 100% of the published program fee. Students enrolled for six (6) credit hours or less will be assessed 50% of the published program fee.

* Metro counties include the following:

Ohio: Gallia, Jackson, Lawrence, Meigs, Pike, Scioto
 Kentucky: Carter, Elliot, Floyd, Greenup, Johnson
 Kentucky Reciprocity counties assessed at WV Resident rates include the following:
 Boyd, Lawrence, Martin and Pike - Students living in eligible Kentucky Reciprocity counties must coordinate with the Office of Financial Aid to validate eligibility status.

Additional fees may be assessed for specific course offerings. Please contact the Office of Student Accounts: Cashier at cashier@mctc.edu or by calling 304/710.3480 for additional information.

Program Fees and Charges

Accreditation Exam Fee-Allied Health	\$ 350.00
Accreditation Exam Fee-Veterinary Tech	\$ 340.00
Aviation Maintenance Technology (per credit hour)	\$ 275.00
Course Fee - ADC	\$ 25.00
Course Fee - Advanced Safety Techniques	\$ 76.00
Course Fee - E-Course (per credit hour)	\$ 40.00
Course Fee - Medical Assisting Exam Fee	\$ 150.00
Course Fee - Veterinary Tech Rabies Vaccination	\$ 875.00
Course Fee - Deckhand	\$ 400.00
Course Fee - EME/PAR	\$ 158.00
Course Fee - Fire Science Level 1	\$ 135.00
Course Fee - Fire Science Level 2	\$ 92.00
Course Fee - Fire Science Level 3	\$ 175.00
Course Fee - Life Sciences	\$ 150.00
Course Fee - Life Sciences [ONLINE]	\$ 160.00
Course Fee - Machinist/Welding (per credit hour)	\$ 175.00
Course Fee - Massage Therapy	\$ 75.00
Course Fee - MAS & PTA Capstone	\$ 300.00
Course Fee - Medical Assisting	\$ 123.00
Course Fee - Pharmacy Technician	\$ 75.00
Course Fee - Physical Therapy Asst.	\$ 53.00
Course Fee - Physical Therapy Asst. [Clinical]	\$ 63.00
Course Fee - Tankerman	\$ 400.00
Course Fee - Applied Tech_Safety	\$ 284.00
Course Fee - Utility Construction	\$ 360.00
Course Fee - Transportation Technology	\$ 32.00
Course/Lab Fee - Allied Health	\$ 53.00
Course/Lab Fee - Business, Business Law & CJ	\$ 53.00
Course Fee- Veterinary Tech	\$ 85.00
Lab Fee - Banking and Finance	\$ 158.00
Lab Fee - Business & Information Technology	\$ 42.00
Lab Fee - Career & Technology	\$ 79.00
Lab Fee - CISCO/Microsoft/Networking	\$ 142.00
Lab Fee - Culinary Arts	\$ 210.00

Lab Fee - Hospitality Management	\$ 69.00
Lab Fee - Liberal Arts & General Transfer Studies	\$ 32.00
Lab Fee - MIS/Virtualization/Gaming/Net+	\$ 63.00
Lab Fee - Physical Therapy Asst.	\$ 116.00
Lab Fee - Veterinary Tech	\$ 180.00
Program Fee - Career & Technical - Allied Health Varies by program	\$ 1,600.00
Program Fee - Career & Technical - General	\$ 100.00
Program Fee - Career & Technical - Applied Tech. Varies by program	\$ 500.00
Other Fees	
Adobe Certifies Associate Exam Fee (Photoshop)	\$ 115.00
Application Fee - Allied Health Program	\$ 45.00
Application Fee - Physical Therapy	\$ 65.00
Application Fee - Veterinary Tech Program	\$ 45.00
AutodeskUser Certification Exam Fee	\$ 73.50
Background Check Fee - Allied Health	\$ 125.00
Background Check Fee - Education (Early Ed_Elementary) - Maximum Fee	\$ 125.00
Background Check Fee - Physical Therapy Assistant	\$ 125.00
Background Check Fee - Veterinary Technology	\$ 125.00
Credit by Exam Fee-per course	\$ 40.00
Diploma Replacement Fee	\$ 20.00
Equivalent Credit Evaluation/Posting Fee (per credit hour)	\$ 10.00
Game Development Coursework Exam Fee	\$ 120.00
Graduation Fee	\$ 50.00
HTML/CSS/Javascript Certification Exam Fee	\$ 85.00
ID/Payment Card Replacement Fee	\$ 20.00
IT Repair & Certification Test	\$ 200.00
Microsoft Office Systems(MOS)-Certification Exam	\$ 75.00
Off Campus Fee (per credit hour)	\$ 10.00
High School Early Entry (per credit hour, up to 6 credit hours)	\$ 50.00
Orientation Fee	\$ 75.00
Payment Card (Inactive) Replacement Fee	\$ 10.00
Placement Re-Test Fee	\$ 10.00
Portfolio Evaluation Fee (per submission)	\$ 300.00

Returned Check Fee	\$ 25.00
Test Center - Administrative Fee	\$ 30.00
Transcript Fee	\$ 8.00

A complete listing of all base, program and special fees can be viewed by visiting www.mctc.edu/paying-forcollege/tuition-fees.

Program Fees (Per Credit Hour)			
WV Resident	On Campus (Per Hour)	Program Fee 7+ Hours Min./Max* 150.00-1,600.00	On Campus 12+ Hours+ Program Fee
Allied Health (General)	\$ 205.75	\$ 150.00	\$ 2,619.00
Respiratory Therapy	\$ 205.75	\$ 1,600.00	\$ 4,069.00
Surgical Technology	\$ 205.75	\$ 300.00	\$ 2,769.00
Applied Technology (General)	\$ 205.75	\$ 100.00	\$ 2,569.00
Aviation Maintenance	\$ 205.75	\$ 400.00	\$ 2,869.00
Job Trades	\$ 205.75	\$ 125.00	\$ 2,594.00
Career & Technical (General)	\$ 205.75	\$ 100.00	\$ 2,569.00
General	\$ 205.75	-	\$ 2,469.00
Transportation Technology Online Program	\$ 205.75	\$ 100.00	No Cap
Metro*			
Allied Health (General)	\$ 350.50	\$ 150.00	\$ 4,356.00
Respiratory Therapy	\$ 350.50	\$ 1,600.00	\$ 5,806.00
Surgical Technology	\$ 350.50	\$ 300.00	\$ 4,506.00
Applied Technology (General)	\$ 350.50	\$ 100.00	\$ 4,306.00
Aviation Maintenance	\$ 350.50	\$ 400.00	\$ 4,606.00
Job Trades	\$ 350.50	\$ 125.00	\$ 4,331.00
Career & Technical (General)	\$ 350.50	\$ 100.00	\$ 4,306.00
General	\$ 350.50	-	\$ 4,206.00
Transportation Technology Online Program	\$ 205.75	\$ 100.00	No Cap
Non-Resident			
Allied Health (General)	\$ 512.67	\$ 150.00	\$ 6,302.00
Respiratory Therapy	\$ 512.67	\$ 1,600.00	\$ 7,752.00
Surgical Technology	\$ 512.67	\$ 300.00	\$ 6,452.00
Applied Technology (General)	\$ 512.67	\$ 100.00	\$ 6,252.00
Aviation Maintenance	\$ 512.67	\$ 400.00	\$ 6,552.00
Job Trades	\$ 512.67	\$ 125.00	\$ 6,277.00
Career & Technical (General)	\$ 512.67	\$ 100.00	\$ 6,252.00
General	\$ 512.67	-	\$ 6,152.00
Transportation Technology Online Program	\$ 205.75	\$ 100.00	No Cap

Tuition & Fees

First Steps to Apply for Financial Aid

A student must be admitted to Mountwest Community & Technical College and enrolled as a regular student in an eligible program before he or she can receive any financial aid. To apply for need-based financial aid, a student (and parent, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov. A student must submit the FAFSA to be considered for all available resources including institutional waivers, scholarships, grants, loans, and student employment. A processing fee is not required for the FAFSA.

The FAFSA determines family ability to meet the cost of the student's education, which, in turn, determines "financial need." Applicants should electronically submit the FAFSA as soon after October 1 as possible to receive consideration for programs with limited funding. Application deadline for West Virginia Higher Education Grant Program is April 15.

The federal application processor will send an acknowledgment to the student and will submit the data to Mountwest Community & Technical College upon student request. Mountwest's Title IV Institutional Code is 040414.

Need-Based Aid

Types of financial assistance:

Grants/Scholarships - Student assistance that does not have to be repaid, available from a number of sources.

Work Study - Employment opportunities for students with financial aid eligibility, based upon need and institutional funding.

Loans - Student assistance that must be repaid upon graduation or dropping at or below half-time enrollment.

Financial Assistance Programs at Mountwest Community & Technical College

Federal Pell Grant - (available to full- and part-time students). Applicants must complete the FAFSA.

Federal Supplemental Educational Opportunity Grant (SEOG) - (available to full- and part-time students). Priority is given to Pell Grant recipients. Applicants must complete the FAFSA.

Federal Work Study

Under the Federal Work Study Program, eligible students enrolled at least half-time can work part-time to earn money for educational purposes. Students earn at least the current federal minimum wage and can work until the total amount reaches a preset level. Applicants must complete the FAFSA. Employment and/or positions are not guaranteed for all those who qualify or for all those who apply. Priority is given to students in on-campus, community service, and literacy program positions. Mountwest Community & Technical College has a separate application process as funds are limited. See Mountwest Community & Technical College's Office of Financial Aid for details.

Federal Student Loans

Federal Direct Subsidized Loan - need-based loans (borrowed money that must be repaid, with interest, just like car loans and home mortgages) for students enrolled for at least six hours in a term. Applicant must complete the FAFSA and have unmet financial need. A variable interest rate is set annually, not to exceed 8.25%.

Federal Direct Unsubsidized Loan - for students enrolled for at least six credit hours who have not had their expenses met through other financial aid. Applicants must complete the FAFSA. Loan amounts, interest rates, and repayment conditions are the same as for the Federal Direct Stafford Subsidized Loan. However, interest payments on this loan accrue from the time the loan is disbursed until it is paid in full.

All first-time borrowers are required to complete an interactive entrance counseling interview at www.studentloans.gov. Entrance interviews are designed to familiarize the borrower with his or her rights and responsibilities. All first-time borrowers are required to complete a Master Promissory Note at www.studentloans.gov. Loan proceeds cannot be distributed until a student completes these requirements.

Repayment begins six months after graduation or after enrollment drops to fewer than six hours. All borrowers are required to complete an interactive Exit counseling interview at <https://studentloans.gov/myDirectLoan/index>.

State-Sponsored Tuition Waivers and Scholarships

West Virginia PROMISE Scholarships - The West Virginia PROMISE Scholarship Program is available to West Virginia high school graduates meeting eligibility standards. More details are available at https://secure.cfwv.com/Financial_Aid_Planning/Scholarships/Scholarships.aspx, or by calling toll-free: 1-877-987-7664.

WVInvests - Some students may qualify for WVInvests, a last dollar in financial assistance program. To see if you meet the requirements, students are encouraged to visit <https://www.collegeforwv.com/programs/invest-grant/>

West Virginia Higher Education Grant Program - (available to full-time students who are West Virginia residents). Applicants must complete the FAFSA. Details are available on the West Virginia Higher Education Policy Commission Web site, www.wvhepc.edu

West Virginia Higher Education Adult Part-time Student (HEAPS) Grant Program - Awarded to eligible part-time students taking no fewer than six hours or more than eleven semester hours and who have been West Virginia residents for 12 months immediately preceding the date of HEAPS Grant application. All applicants must complete the FAFSA. Details on HEAPS can be found at www.wvhepc.edu

Tuition Waivers and Scholarships at Mountwest Community & Technical College

Mountwest Community & Technical College requires a separate, annual application for institutional funds including Tuition Waivers and Scholarships. Incoming freshmen and transfer students are not automatically considered for scholarship assistance based upon admission records.

State-Mandated Tuition Waivers - The State of West Virginia mandates tuition be waived for certain

classifications of students. See Mountwest's Community & Technical College Office of Financial Aid for specific requirements.

Metro Area Fees

Kentucky - Carter, Elliott, Floyd, Greenup, and Johnson counties
Ohio - Gallia, Jackson, Lawrence, Meigs, Pike and Scioto Reciprocity - Boyd, Lawrence, Martin, and Pike counties in Kentucky

Rates apply to persons residing in these counties.

Satisfactory Academic Progress

Federal regulations require Mountwest Community & Technical College to have a written policy for reviewing students' progress toward attaining their certificate or degree.

To continue to be eligible for Federal Student Aid (FSA) funds, a student must make satisfactory academic progress (SAP). Mountwest Community & Technical College checks degree and certificate-seeking students' progress at the end of each academic term. Mountwest Community & Technical College's SAP policy requires students to maintain a cumulative GPA of 2.0, complete at least 67% of all hours they attempt, and not exceed attempting 150% of the credit hours required for their credential. See Mountwest's Community & Technical College Office of Financial Aid for a complete description.

Return of Title IV Funds

Federal regulations require Mountwest Community & Technical College to have a written policy for the return of Title IV funds received by students who withdraw during a term for which they receive payment. These policies are effective only if a student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing 60% or more of the enrollment period.

Students planning to terminate enrollment at Mountwest Community & Technical College must contact their assigned counselor to complete the appropriate paperwork. Adjustments to tuition charges

Tuition & Fees

resulting from official terminations are based on the effective date of termination and in accordance with the federally mandated calculation as specified in Section 484B of the Higher Education Act.

This law also specifies the order of return of Title IV funds to the programs from which they were awarded. The calculation is based on the period of enrollment completed. That percentage is computed by dividing the total number of calendar days in the term into the number of calendar days completed as of the date of student notification.

The percentage of Title IV assistance to which the student is entitled (has "earned") is equal to this percentage of the term completed up to 60%. If the termination occurs after 60% of the term is completed, the percentage is equal to 100%.

The amount of Title IV aid which must be returned is based on the percentage of "unearned" aid. That percentage is computed by subtracting earned aid from 100%.

Mountwest Community & Technical College is required to return the lesser of 1) the unearned aid percentage applied to institutional charges or 2) the unearned aid percentage applied to the total Title IV aid received.

The student is required to return the difference between the amount of unearned aid and the amount returned by the college. Mountwest Community & Technical College will bill the student for the amount the student owes the Title IV programs and/or any amount due the college resulting from the return of Title IV funds used to cover college charges, including collection costs. If the student (or parent(s) in the case of PLUS loan) is required to return a portion or all of his or her loan proceeds, the calculated amount is to be repaid according to the loan's terms. Students must return only half the amount of grant funds calculated as a repayment due.

Funds are returned to the following Title IV sources in order of priority:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants
5. Federal SEOG

Important WebSites

Mountwest - www.mctc.edu

West Virginia Higher Education Policy Commission
www.wvhepc.edu/

FAFSA - www.fafsa.ed.gov

FSA ID - fsaid.ed.gov/npas/index.htm

FSA Programs - studentaid.ed.gov/sa/

Direct Stafford Loans
studentloans.gov/myDirectLoan/index.action

Important Phone Numbers Main - 1 (866) 676-5533

Mountwest Student Services - (304) 710-3140

Office of Financial Aid - 1 (866) 676-5533/ (304) 710-3370

FSAIC (Federal Student Aid - 1 (800) 433-3243
Information Center)

Default Resolution Group - 1(800) 621-3115

West Virginia Higher Education
Policy Commission - (877) 987-7664

GI Bill Information

- Post 9/11 GI Bill (Chapter 33) – Pays for tuition, fees, books, and cost of living based on BAH rate for an E5 with dependents. This benefit is based on the amount of active duty served after 9/11.
- Montgomery GI Bill (Chapter 30) and Montgomery GI Bill-Selected Reserve (Chapter 1606) – Pays a monthly living allowance.
- Reserve Educational Assistance Program (Chapter 1607) – Pays a monthly living allowance based on the longest active duty deployment. If you have deployed three or more times for a combined service of at least 36 months, reservists may qualify for the maximum payment for this benefit. This is the only time a combination of combat tours under this chapter is authorized.
- Dependents Educational Assistance Program (Chapter 35) – Pays a monthly living allowance.
- Vocational Rehabilitation (Chapter 31) – An employment benefit that is available for Service Connected Disabled Veterans. If approved for college as part of a VOCREHAB plan, this benefit pays 100% tuition, fees, books, a monthly living allowance (based on you and your number of dependents) and a stipend for needed school supplies.

Seven Simple Steps to Getting Started

1. Obtain your military transcripts.
 - For the Army, Navy, Coast Guard, and Marines, go to: <https://jst.doded.mil/jst/>
 - For the Air Force, go to: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>
 2. Email Transcripts to beanes@mctc.edu for a credit evaluation. You will need to provide your email address, phone number, and mailing address.
 3. Apply to Mountwest Community and Technical College using this link: <https://www.mctc.edu/getting-started/>
- 54 Mountwest Community & Technical College Catalog

4. Apply for education benefits. You should fill out both of the following applications to maximize financial assistance:
 - GI Bill – <https://www.va.gov/education/>
 - Federal Financial Aid: <https://studentaid.gov/h/apply-for-aid/fafsa>
5. Contact your School Certifying Official (SCO) at beanes@mctc.edu to register for your first term of classes.
6. Check status of financial assistance.
 - Federal Tuition Assistance – contact the Education Officer for your unit
 - State Tuition Assistance (Guard) – contact your Army/Air Guard Education Service Officer
7. Once you have completed the above steps, fill out this form for certification of your benefits at Mountwest: <https://www.mctc.edu/veterans-certification-request/>

Compliance with Military Selective Service Act

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et. eq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship, or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this state, or receive a student loan guaranteed by the state unless he is in compliance with the Military Selective Service Act.

Service Members Opportunity Colleges

Mountwest Community and Technical College is an institutional member of Service Members Opportunity Colleges (SOC), a group of over 1800 colleges and universities providing postsecondary education to members of the military throughout the world. As an SOC member, Mountwest Community & Technical College recognizes the unique nature of the military and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

Training Credit

The Commission on Accreditation of Service Experiences of the American Council on Education has developed equivalence credit recommendations for educational experiences in the Armed Forces. This is credit in addition

Military, Veterans and Dependents

to that awarded for physical education. Veterans should contact the Military Programs Coordinator for evaluation of their armed services educational experiences and should submit the Joint Services Transcript (JST) or CCAF transcript by bringing a copy to the Office of Military Programs. JST transcript request forms are available in the Office of Military Programs or can be retrieved at the secure website <https://jst.doded.mil/official.html>.

Residency

An individual who is on full-time active military service in another state or a foreign country or an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees: Provided, that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes. Dependents of deployed service members shall be classified an in-State student for the purpose of payment of tuition and fees: Provided, the dependent applied to Mountwest during the period of the spouse's/parent's deployment and deployment orders are provided.

Military, Veterans and Dependents

Persons assigned to full-time active military service in West Virginia and residing in the State 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.

Veterans participating in Vocational Rehabilitation (VOCREHAB) through the Department of Veterans Affairs shall be classified as an in-State student for the purpose of payment of tuition and fees only for the period of participation within the VOCREHAB program. Recruits entering any branch of the military and participating in the Military Recruit Concurrent Admissions Program shall be classified as an in-State student for the purpose of payment of tuition and fees. Recruiters from all branches of the military participating in the Recruiter Education Incentive Program shall be classified as an in-State student for the purpose of payment of tuition and fees.

Called To or Volunteered for Active Duty

Service members called to or volunteering for active duty missions will be granted the following:

1. If the student meets $\frac{3}{4}$ of the term, they will receive their grade as it stands on the $\frac{3}{4}$ mark.

2. If the student does not reach the $\frac{3}{4}$ point of the term, they will be backdated out of the term and all Tuition Assistance paid will be reimbursed to the entity that paid it.

3. Upon return from active duty, the student will be able to continue with their degree pursuit as if they had never left the institution.

Contact Information

Scott Beane, Instructional Specialist

Phone: (304) 710-3417 • E-mail: beanes@mctc.edu

Department of Workforce Development

Mountwest Community & Technical College offers a wide range of short-term, non-credit, skills training that can provide you or your family members with opportunities for professional development and personal enrichment. Call (304) 710-3484 for more information on these and other training programs offered at Mountwest Community & Technical College. Or visit www.mctc.edu for more information on current course schedules, costs, or a complete listing of professional development and personal enrichment classes.

Customized Training

The college provides customized training to business and industry. It proactively assists business in identifying organizational goals, training needs, and appropriate solutions to keep pace with changes. Cost-effective training is provided by Mountwest Community & Technical College faculty or contracted training specialists at a time and place convenient to the customer.



MOUNTWEST

COMMUNITY AND TECHNICAL COLLEGE

Find the
right career for you.

PROGRAMS OF STUDY

mctc.edu/programs

ALLIED HEALTH

2 Year Degrees

AAS Health Information Technology
AAS Health Science
AAS Massage Therapy
AAS Medical Assistant
AAS Paramedic Science
AAS Pharmacy Technician
AAS Physical Therapy Assistant
AAS Radiologic Technology
AAS Respiratory Care (St. Mary's)
AAS Respiratory Therapy (Collins)
AAS Surgical Technology
AAS Veterinary Technology

1 Year Certificates

CAS Allied Health Occupations
CAS Certified Coding Specialist
CAS Health Professions
CAS Medical Assisting
CAS Paramedic Science
CAS Pharmacy Technician

Skill Sets

Community Pharmacy Technician
EMT for Health Professionals
Medical Administrative Assistant

APPLIED TECHNOLOGY

2 Year Degrees

AAS Aviation Maintenance Technology
AAS Biomedical Instrumentation Technology
AAS Electronics Technology

- *Advanced Automation*

AAS Machinist/CNC Technology
AAS SMART
AAS Welding Technology

1 Year Certificates

CAS Machinist
CAS Welding Technology

Skill Sets

CNC Machinist
CNC Operator
Manual Machinist

BUSINESS PROGRAMS

2 Year Degrees

AAS Accounting
AAS Banking and Finance
AAS Management Technology

- *Business Administration*
- *Call Center Supervisor*
- *Hospitality Management*
- *Industrial Management*

1 Year Certificates

CAS Accounting/Bookkeeping
CAS Business Administration

Skill Sets

Entrepreneurship
Retail Management

CULINARY & HOSPITALITY

2 Year Degrees

AAS Culinary Arts

1 Year Certificates

CAS Hospitality Management

- *Culinary Arts*

Skill Sets

Event Management

GENERAL STUDIES & TRANSFER

2 Year Degrees

AS General/Transfer Studies

- *Healthcare Professions*

AA Transfer Studies

- *Behavioral Science*
- *Elementary Education*
- *Media Studies*
- *Social Studies Education*
- *Social Work*

1 Year Certificates

CAS Social Media Management

HUMAN SERVICES & EDUCATION

2 Year Degrees

AAS Alcohol and Drug Counseling
AAS American Sign Language
AAS Early Childhood Education

1 Year Certificates

CAS Addiction Studies
CAS Assistant Teacher
CAS Deaf Studies

INFORMATION TECHNOLOGY

2 Year Degrees

- AAS Graphic Design
- AAS Information Technology
 - *Game Development*
 - *Mobile Application Development*
 - *Network & Cloud Systems Administration*
 - *Network Systems Cyber Security*
 - *Network Systems Security*
- AAS Multimedia Design
- AAS Technical and Digital Marketing

1 Year Certificates

- CAS Cisco Certified Network Associate
- CAS Microsoft Certified Solutions Associate
- CAS Microsoft Certified Solutions Expert

LEGAL STUDIES

2 Year Degrees

- AAS Criminal Justice
- AAS Paralegal Studies

1 Year Certificates

- CAS Legal Support

NON-TRADITIONAL DEGREES

2 Year Degrees

- AAS Board of Governors
 - *Allied Health*
 - *Business*
 - *Criminal Justice*
 - *Information Technology*
 - *Maintenance Technology*
 - *Transportation*
- AAS Fire Science
- AAS Occupational Development
 - *Child Development Specialist*
- AAS Technical Studies
 - *Surgical Technology*
- AAS Utility Construction

1 Year Certificates

- CAS Technical Studies
- CAS Utility Construction

Skill Set

- Workforce Readiness

TRANSPORTATION

2 Year Degrees

- AAS Transportation
 - *Intermodal Management*
 - *Maritime*

ALLIED HEALTH

mctc.edu/programs

2 Year Degrees

AAS Health Information Technology
AAS Health Science
AAS Massage Therapy
AAS Medical Assistant
AAS Paramedic Science
AAS Pharmacy Technician
AAS Physical Therapy Assistant
AAS Radiology Technology
AAS Respiratory Care (St. Mary's)
AAS Respiratory Therapy (Collins)
AAS Surgical Technology
AAS Veterinary Technology

1 Year Certificates

CAS Allied Health Occupations
CAS Certified Coding Specialist
CAS Health Professions
CAS Medical Assistant
CAS Paramedic Science
CAS Pharmacy Technician

Skill Sets

Community Pharmacy Technician
EMT for Health Professionals
Medical Administrative Assistant

Health Information Technology, AAS

Academic Year 2024-2025

Program Description:

The health information technician is the professional responsible for maintaining components of health information systems in a manner consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. In all types of facilities, and in various locations within a facility, the technician possesses the technical knowledge and skill necessary to process, maintain, compile, and report data for reimbursement, facility planning, marketing, risk management, quality assessment, and research; to abstract and code clinical data using appropriate classification systems; and to analyze health records according to standards. The health information technician may be responsible for functional supervision of the various components of the health information system. Within the 64 credit hours students must earn for the associate degree, 36 credit hours of health information technology classes are required. This includes 4 credit hours of directed practice where the students will practice their skills in a health information or simulated setting.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Health Data Management
 - Collect, maintain, and analyze health data
 - Apply healthcare information requirements and standards to the organization and accuracy of data
 - Use, maintain, and validate clinical classification systems
- Health Statistics, Biomedical Research, and Quality Management
 - Collect, maintain and report healthcare for research and quality management
- Health Services Organization and Delivery
 - Apply laws and standards related to health information initiatives from various levels and from healthcare providers
 - Adhere to healthcare privacy, confidentiality, and ethical standards
- Information Technology Systems
 - Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information
 - Maintain data security
- Organizational Resources
 - Use tools and techniques to monitor, report, and improve human resources
 - Manage and monitor financial and material resources

Admission Requirements:

1. Completion of the first year of course work with a grade point average of 2.5 or above with a grade of at least C in all courses.
2. Applications will be accepted from January 1 of each year for the upcoming fall semester. Admission to the program will be granted starting in May. This is a limited enrollment program.
3. Students seeking admission into the Health Information Technology program must arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection. Application packets are available in the Allied Health Main Office, Room 455.

Employment Opportunities:

- Acute care facilities
- Long-term care facilities
- Insurance companies
- Rehabilitation centers
- Physicians' offices
- Medical transcription
- Ambulatory care facilities
- State and local health departments
- Sales representatives for health information supplies
- Professional billing companies
- Attorneys' offices

Contact Information:

Janet B. Smith

Room 433

Phone: 304-710-3516 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: smithjan@mctc.edu

Mountwest empowers students to learn and lead in the community and in the workforce.

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Mountwest Community & Technical College

02/19/2024

Academic Year 2024-2025

Health Information Technology - Major Code CH 10

Name:					ID Number 942-				
Educational Counselor:									
Faculty Advisor:									
COURSE	REQUIREMENTS	SE	M	HRS	GR	SUBSTITUTE/REPEAT CRS		SEM	CR
AH 151	Medical Terminology			3					
MAT 120	Applied Professional Math ¹²			3					
ENL 101	Written Communication ¹¹			3					
HIT 201	Health Information Tech I			3					
HINF 101	Intro to Health Informatics			3					
				15					
AH 216	Basic Pharmacology ¹			3					
HIT 202	Health Information Tech II			3					
BIOL 257/259	Principles of Anatomy & Physiology and Lab			4					
COM 125	Interpersonal Communication			3					
HIT 206	Healthcare Statistics ⁶			3					
				15					
AH 205	Principles of Disease ²			3					
HIT 205	ICD-10-CM Diagnostic Coding I ³			3					
HINF 201	Analyzing Healthcare Data ⁷			3					
HIT 210	Computer Health Information Systems			3					
PSYC 215	Lifespan Psychology			3					
				15					
AH 204	Legal and Ethical Issues in Healthcare			3					
HIT 207	ICD-10-CM/PCS Coding II ⁸			3					
HINF 202	Enterprise HI Management ⁹			3					
HIT 209	CPT-Procedural Coding ⁴			3					
HIT 215	Healthcare Data Analytics ¹⁰			3					
				15					
HIT 212	HIT Capstone ⁵			3					
HIT 218	HIT Practicum			3					
				6					

HOURS REQUIRED FOR GRADUATION: 67

*Application Process for Health Information Technology: File a Mountwest Community & Technical College application provided by the Office of Admission. File a Health Information Technology Program application provided by the HIT Program Coordinator in the spring of the first year in the program prior to starting classes in the fall.

**Academic Policy for Health Information Technology: Each HIT course must be completed with a grade of “C” or better. Students earning a grade of less than “C” in a course must repeat the course. Evidence of a current satisfactory health record must be submitted prior to participation in the HIT Practicum. Students are responsible for transportation to and from the HIT practicum sites.

¹ AH 216 has a prerequisite of AH 151

² AH 205 has a prerequisite of BIOL 257 or BIOL 260 and AH 151.

³ HIT 205 has a prerequisite of BIOL 257/259

⁴ HIT 209 has a prerequisite of BIOL 257/259 and AH 151

⁵ HIT 212 has a co-requisite of HIT 218 and completion of all core curriculum

⁶ HIT 206 has a prerequisite of HINF 101 and Math 100 (CR: MAT 099)

⁷ HINF 201 has a prerequisite of HINF 101 and HIT 206.

⁸ HIT 207 has a prerequisite of HIT 205.

⁹ HINF 202 has a prerequisite of HINF 201.

¹⁰ HIT 215 has a prerequisite of HIT 201 and HINF 201.

¹¹ ENL 101 requires placement in 100 level English or a corequisite of ENL 095. Students must earn a “C” or better in ENL 101 to graduate.

¹² MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

Health Science, AAS

Academic Year 2024-2025

Program Description:

The Health Science A.A.S. program is a unique opportunity for students holding a national certification in a professional field to build on that experience and earn an associate's degree. The associate degree often allows students greater flexibility in their chosen field of study and opportunities for advancement in their jobs. Health Science A.A.S. graduates have a wide range of career options within the health science industries. Graduates work in professional, scientific, or technical services firms. Health Science graduates also work in education services, federal, state, and local governments, or pharmaceutical and medicine manufacturing.

The A.A.S. Health Science Degree includes a minimum of 21 general education credits, at least 9 allied health and/or life science credits and a maximum of 30 credit hours earned through national certification. The credits earned through national certification can be from a variety of careers, including but not limited to, medical records, phlebotomy, patient care technician, certified nurse assistant, massage therapy, cardiovascular technician, EKG technician, DOT drug testing, and many more.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Demonstrate leadership with technical proficiency and graduates demonstrate use of principles of management and leadership evidence in: management of fiscal, physical and human resources
- Apply critical thinking and problem solving to the provision of health care services evidenced by successful completion of internships or clinical practicums
- Incorporate the principles of communication, advocacy, and health care education into practice
- Utilize the current allied health certification in professional fields for further advancement
- Exhibit commitment to individual growth as a lifelong learner evidenced by:
 - Continuing formal education, informal education
 - Reading professional reference journals
 - Participating in shaping the healthcare delivery system
 - Demonstrate collaboration with other healthcare providers to promote the full human potential

Admission Requirements:

1. Mountwest Community and Technical College is an open enrollment institution. Please contact Student Services (304) 710-3361 for specific admission requirements.
2. Applicants must complete all general education and prerequisite courses with a "C" or better, and must have a cumulative GPA of 2.0 or higher.
3. Prior to admission to the Health Science Program and/or clinical internships, students may be required to document that they have successfully passed a criminal background check and drug screen.

National Areas of Emphasis Include, but are not limited to:

- EMT
- Clinical Laboratory (MLT, HT, Phleb)
- EKG Tech
- Massage Therapy
- Nursing (CAN, LPN, PCT, PCS)
- Pharmacy Technician
- Radiology Technology
- Respiratory Therapy
- Surgical Technology
- Ophthalmic Technician
- Ultrasound
- Veterinary Technician

Contact Information:

Janet Smith
Room 433
Phone 304-710-3516
Email: smithjan@mctc.edu

Mountwest empowers students to learn and lead in the community and in the workforce.

Health Science—Major Code CH 70

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
BIOL 257	Intro to Anatomy and Physiology ¹		3				
IT 101	Fundamentals of Computers		3				
COM 112	Oral Communication		3				
ENL 101	Written Communication ²		3				
MAT 120	Applied Professional Math ⁸		3				
	General Education Elective		3				
	Humanities or Social Science Elective		3				
			21				
	Please choose a minimum of 9 hours from the following:						
AH 151	Medical Terminology (EDGE)		3				
AH 205	Principles of Disease ³		3				
AH 207	Infection Control for Health Professionals ⁴		3				
AH 216	Basic Pharmacology ⁵		3				
AH 217	Personal Fitness Training		4				
AH 220	Basic Nutrition		3				
EME 105	First on Scene		3				
			22				
	Nationally Certified Credentialed Area of Emphasis ^{6,7}		15-30				
	HOURS REQUIRED FOR GRADUATION:60						

1. BIOL 257 or suitable substitute.
2. ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Student must earn a "C" or better in ENL 101 to graduate.
3. AH 205 has a prerequisite of BIOL 257 or BIOL 260.
4. AH 207 has a prerequisite of AH 151.
5. AH 216 has a prerequisite of AH 151.
6. Equivalency hours based on the WV Board of Governor's Credit Equivalency Guidelines: "Summary of credit awards for certified credentials," or credit recommendation from the American Council for Education.
7. Students must complete a minimum of 60 hours including the nationally certified credential.
8. MAT 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

Massage Therapy, AAS

Academic Year 2024-2025

Program Description:

The A.A.S. degree in Massage Therapy offers two options for students to earn their associate degree in Massage Therapy. Licensed Massage Therapists (LMTs) offer a range of services from relaxation massage to precise clinical soft tissue treatment. Massage techniques can release scar tissue, increase joint range of motion, enhance circulation of blood and lymph and increase the supply of oxygen and nutrients to cells, eliminating toxic waste products resulting in a healthier person. A holistic approach to massage therapy integrates an understanding that there are physical, mental, emotional, and spiritual components to each individual. LMT's are currently employed through private practice, chiropractic offices, hospitals, health clubs, day spas, cruise ships, fitness centers, beauty salons, and more.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Describe the structure and function of the human body from a Western scientific perspective
- Describe the structure and function of the human body from a traditional Eastern medical perspective
- Explain the functions of the musculoskeletal system, including pathologies and contraindications in massage therapy treatment
- Plan and organize an effective therapeutic bodywork session
- Outline the skills needed to operate a successful massage therapy practice
- Apply soft tissue therapy techniques in order to assess and treat, based on a Western scientific perspective of health
- Exhibit ethical behavior, including appropriate interpersonal behavior, in a professional massage therapy setting
- Assess personal well-being
- Maintain personal health and wellness through the use of somatic self-care techniques
- Identify lifestyle management methods and techniques based in a Traditional Eastern medicine perspective of health
- Locate resources for continuing professional development

Program Admission Requirements:

Students seeking admission into the Massage Therapy program must arrange an appointment with the Mountwest Community and Technical College program coordinator prior to submitting the application packet. This is to ensure that students receive current information requirements and the criteria for selection. Application packets are available in the Allied Health and Life Sciences Division, Room 355 or call (304) 710-3513 for more information

Contact Information:

Janet Smith

Room 433

Phone: 304-710-3516 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: smithjan@mctc.edu or

Mary Jo Perdue, LMT, BSPH

Room 355

Phone: 304-710-3519 or 1-866-N-ROLLED (1-866-676-5533)

Email: perduem@mctc.edu

Mountwest empowers students to learn and lead in the community and in the workforce.

Massage Therapy¹—Major Code CM70

Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology (Edge)	F	3				
BIOL 257	Intro to Anatomy & Physiology	F	3				
COM 125	Interpersonal Communication	F	3				
IT 101	Fundamentals of Computers	F	3				
MAS 101	Intro to Massage Therapy (2 nd 8 weeks)	F	1				
			13				
BIOL 260	Human Anatomy	SP	4				
MAS 230	Kinesiology for MAS ^{3,6}	SP	4				
MAS 212	Body Works I for MAS ³	SP	2				
MAS 212L	Body Works I for MAS Lab ³	SP	1				
MAS 240	Muscle Palpation I ³	SP	3				
			14				
MAS 228	Pathology and Pharmacology for MAS ³	SU	3				
ENL 101	Written Communication ²	SU	3				
			6				
MAS 201	Intro to Eastern Theory (1 st 8 weeks) ³	F	2				
MAS 214	Body Works II for MAS ³	F	2				
MAS 214L	Body Works II for MAS Lab ³	F	1				
MAS 250	Shiatsu (2 nd 8 weeks) ^{3,4}	F	2				
MAS 245	Muscle Palpation II ³	F	3				
MAS 255	Deep Tissue ³	F	3				
			13				
MAS 222	Business and Ethics for MAS ³	SP	3				
MAS 235	Student Clinical Integrative Massage ³	SP	3				
MAS 270	Spa Theory for MAS ³	SP	2				
MAS 275	MAS Board Review/Capstone ³	SP	4				
MAT 120	Applied Professional Math ⁵	SP	3				
			15				
HOURS FOR GRADUATION: 61							

¹ Criminal Background check and drug screen are required prior to admission to summer clinical courses.

² ENL 101 has a prerequisite of placement in 100-level English, or a co-requisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

³ MAS courses are by permission of the Program Coordinator pending admission to program. Successful completion of all MAS courses with a "C" or better is required for transition in the MAS program. Students receiving a D or F in any program course will be required to repeat that course before continuing in the program. ALL MAS courses must be taken in sequence and completed within 3 years.

⁴ MAS 250 has a prerequisite of MAS 201 and co-requisite of MAS 214, MAS 245, and MAS 255.

⁵ MAT 120 has a prerequisite of placement in 100-level or minimum ACT Math score of 19 or SAT Math score of 510.

⁶ BIOL 221 is an accepted substitute for MAS 230.

⁷ COM 125 preferred, but COM 112 can be substituted.

Medical Assistant AAS

Academic Year 2024-2025

Program Description:

Medical Assistants are allied health professionals who assist physicians in their offices or other medical settings. In accordance with respective state laws, they perform a broad range of administrative and clinical duties, as indicated by the American Association of Medical Assistants recent role delineation study. The Mountwest Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), on recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Educational Programs

Contact information:

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763 (727)

210-2350 www.caahep.org

Administrative duties include scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls and writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patient for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician.

Both administrative and clinical duties involve maintenance of equipment and supplies for the practice. A medical assistant who is sufficiently qualified by education and/or experience may be responsible for supervising personnel, developing and conducting public outreach programs to market the physician's professional services, and participating in the negotiation of leases and of equipment and supply contracts.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
- To prepare graduates to perform within the legal and ethical boundaries of the medical assistant's scope of practice
- To prepare graduates to value the needs of each patient, their family, culture and beliefs
- To prepare graduates to communicate effectively, professionally, and be culturally sensitive with providers, staff and patients
- To prepare graduates to participate as team members while in the work place
- To prepare graduates to maintain currency within their field through certification and continuing education
- Encourage the student to be a lifelong learner
- Perform a variety of clinical procedures
- Perform a variety of administrative procedures
- To prepare students to successfully complete the Certified Medical Assistant, CCMA (NHA) exam and earn their national professional credential

Admission Requirements:

Students seeking admission into the Medical Assistant program must arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection. Application packets are available in the Allied Health and Life Sciences Division, (304) 710-3513 for more information.

1. Completion of the first year general and support courses with a 2.5 or better GPA with at least a C in all courses;
2. CPR certification (EME 105);
3. Physical exam with proper documentation of vaccinations, prior to practicum.
4. Applications are available after February 1 on the MA page of the MCTC website or pick up in room 427.

Applications will be accepted beginning March 1 each year for the upcoming fall semester. Admission to the program will be granted starting in May. This is a limited enrollment program. For additional information about careers as a Medical Assistants, visit the American Association of Medical Assistants web site at www.aama-ntl.org.

Contact Information:

Donna Roy

Room 453

Phone 304-710-3526 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: nance2@mctc.edu

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Mountwest Community & Technical College
Academic Year 2024-2025

02/19/24

Medical Assistant¹—Major Code CM30

Name: _____ ID Number 942- _____

Educational Counselor: _____

Faculty Advisor: _____

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology (EDGE)		3				
ENL 101	Written Communication ²		3				
EME 105	First on Scene		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math ³		3				
			15				
AH 220	Basic Nutrition		3				
BIOL 257	Intro to Anatomy & Physiology		3				
COM 125	Interpersonal Communications		3				
IT 150	Application to Spreadsheets ⁴		3				
PSYC 215	Lifespan Psychology		3				
			15				
AH 204	Legal & Ethical Issues in Healthcare ²		3				
MA 201	Medical Assisting Techniques I		4				
MA 205	Medical Office Coding & Claims Procedures		3				
MA 206	Medical Office Procedures I		3				
			13				
AH 216	Basic Pharmacology		3				
MA 202	Medical Assisting Tech II		4				
MA 203	Medical Lab Techniques		4				
MA 208	Medical Office Procedures II ⁵		3				
			14				
MA 210	Medical Office Practicum ⁶		3				

HOURS REQUIRED FOR GRADUATION: 60

¹ All MA courses have a prerequisite of admission to the program, and a "C" or better in all courses, and 2.5 overall GPA.

² ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

³ MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

⁴ IT 150 has a prerequisite of IT 101 or IT 102.

⁵ MA 208 has a prerequisite of MA 206.

⁶ MA 210 has a prerequisite of MA 201, MA 202, MA 203, MA 204, MA 205, MA 206, MA 208, and AH 216 and a current BLS CPR certification.

Paramedic Science, AAS

Academic Year 2024-2025

Program Description:

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The student completing an Associate in Applied Science Paramedic Degree will complete in addition to the Paramedic courses, general education courses that will better prepare the student to enter the workforce and progress to competitive job markets and management positions. The Paramedic Science Associate Degree is an intense program designed for individuals involved in pursuing a career in the Emergency Medical Services field. The program consists of classroom lectures, practical labs and approximately 400 hours of clinical internships. Students will be eligible to sit for the National Registry of Emergency Medical Technicians Examination after the successful completion of the core courses for the level they will be testing, only if the student has maintained a letter grade of "C" or better in all EME/PAR courses and a "CR" in all clinical courses.

Occupational Risks:

Working in Emergency Medical Services poses inherent occupational risks for EMS providers. Risks include the following:

- Violence/assaults
- Verbal threats/aggression
- Motor vehicle crashes
- Infectious disease
- Lifting injuries
- Sprains and strains
- Psychological trauma
- Hazardous chemical exposure
- Hyper/hypothermia

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Students of the program will be prepared to enter the workforce as competent EMS providers to provide prehospital emergency care to acutely ill or injured patients
- Students will gain employment in the field and employer surveys will indicate satisfaction with skills and knowledge
- Students will be prepared to successfully pass the National Registry of EMT's psychomotor and cognitive exams
- The general education courses better prepare the student to enter the workforce and progress to competitive job markets and management positions

Admission Requirements:

1. Students seeking admission into the Paramedic Science program should arrange an appointment with the program faculty to obtain current admission requirements. This is to ensure that students receiving up to date information regarding the program admission requirements and the criteria for selection.
2. Students must be EMT certified and maintain EMT certification as prerequisite for admission to and continuation in the program.
3. Students must successfully pass a criminal background and drug screen prior to placement in a clinical setting.

Contact Information:

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Huntington, WV 25701
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Mountwest Community & Technical College

02/20/2024

Academic Year 2024-2025

Paramedic Science^{1,2,3,4,5}- Major Code CP 30

Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
Fall (First) Semester							
BIOL 257	Principles of Anatomy & Physiology ⁷		3				
BIOL 259	Principles of A & P Lab		1				
ENL 101	Written Communication ⁸		3				
MAT 135	Technical Math ⁹		3				
	Gen Ed Elective (100-level or above)		3				
Spring (Second) Semester			13				
EME 109	Emergency Medical Technician		10				
	Gen Ed Elective (100-level or above)		3				
Fall (Third) Semester			13				
EME 201	Intro to Medical Emergencies		3				
EME 202	Airway/Trauma Management		4				
PAR 212	Pre-Hospital Pharmacology		2				
PAR 225	Rescue Operations		3				
EME 251	EMS Clinical I		2				
Spring (Fourth) Semester			14				
PAR 220	Cardiovascular Emergencies		4				
PAR 230	Special Patient Considerations		3				
PAR 231	Medical Emergencies		3				
PAR 251	Paramedic Clinical I		2				
PAR 252	Paramedic Clinical II		2				
PAR 270	EME Emergencies		4				
Summer (Fifth) Semester			18				
PAR 253	Paramedic Clinical III		3				
PAR 205	EMS Preparatory		3				
PAR 290	Paramedic Capstone		3				
			9				
Hours required for Graduation: 67							

¹ Students move through paramedic (EME/PAR) coursework in sequence, beginning with the Third Semester (Fall) coursework.

² Students must receive a letter grade of “C” or higher in “EME/PAR” courses to be eligible for the National Registry Exam.

³ Students who hold a current National Registry AEMT certification and meet all General Education requirements may begin the program in the Spring (Fourth) semester.

⁴ Clinical Grades will be given on a Credit/Non-Credit basis. Students must earn a credit grade in all “EME/PAR” clinical courses to be eligible for the National Registry Exam.

⁵ Students who at any time during the program earn a letter grade below “C” in “EME/PAR” courses, or receive a non-credit in “EME/PAR” clinical courses will be dismissed from the program.

⁶ Students who are dismissed from the program may reapply the next time the program begins.

⁷ Students who are EMT certified may begin coursework during the third semester of the A.A.S. Degree Program. If a student has not completed BIOL 257 & 259 it must be taken during the Fall (Third) Semester.

⁸ ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

⁹ MAT 135 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

Pharmacy Technician, AAS

Academic Year 2024-2025

Program Description:

As pharmacies expand patient care services, the role of and need for pharmacy technicians will also expand. Pharmacy Technicians are highly skilled individuals who play a critical role in providing optimal patient care in medication management. They assist Pharmacists with day-to-day operations so that Pharmacists can devote additional time to provide high level care to patients in a vast array of patient care settings.

Pharmacy technicians who work in retail or mail-order pharmacies have varying responsibilities, depending on State rules and regulations. In hospitals, nursing homes, ambulatory care clinics, specialty pharmacy, nuclear pharmacy and compounding pharmacies, technicians have added responsibilities. They interpret patient charts, complete prior authorizations, obtain financial assistance, and medication reconciliation. With the appropriate amount of training and experience, pharmacy technicians may be promoted to supervisory roles, may seek specialization (e.g. oncology, nuclear pharmacy), or may pursue further education and training to become a pharmacist. Some technicians gain specialized skills in sterile products admixture, pharmacy automation, and health information systems.

The A.A.S. Pharmacy Technician Degree includes a total of 61 credit hours, of which 30 credit hours are Pharmacy Technician specific courses. Successful completion of the PHT program will include a clinical internship at an affiliated health-care and retail facility. Many states required licensure in order to perform pharmacy technician work. The West Virginia Board of Pharmacy currently requires licensure of all pharmacy technicians. Upon completion of the PHT program, graduates will be eligible to sit for the national board examination. For more information about West Virginia requirements and the national certification exam please visit, www.wvbop.com and www.ptcb.org. Currently, the PTCE pass rate for program graduates is 42%.

Career Outlook:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Program Outcomes: See page 3

Admission Requirements:

1. Completion of Pharmacy Technician admission packet, which may be found in the Allied Health Division.
2. Applicants must complete all general education and prerequisite courses with a grade of “C” or better, and must have a cumulative GPA of 2.0 or higher.
3. Proof of medical insurance coverage is required for internship.
4. Prior to externship, students must submit proof of Tuberculosis testing and Hepatitis B vaccination, or any additional vaccines required by the site.
5. Prior to externship, students must pass a drug screen and background check.
6. The PHT program is a limited enrollment program. Program admission for the upcoming fall semester will be granted beginning in June.
7. Convicted felons or Misdemeanor Drug Charges are not eligible for this program.

Additional Requirements:

- In order to graduate from the A.A.S. PHT program, students must maintain a minimum grade of “C” or better in all PHT courses. They will be allowed to repeat the course one time before dismissal from the program.
- The cost of tuberculosis testing, vaccinations, and registration with the Board of Pharmacy are the responsibility of the student.
- Students are responsible for room and board, as well as transportation during clinical internship.
- Prior to the end of the first semester, students must be registered as a pharmacy technician trainee in WV, KY, and OH.

Contact Information:

Melissa Ballard, CPhT
Pharmacy Technician Program Coordinator
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Email: ballard@mctc.edu

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02/20/2024

Academic Year 2024-2025

Pharmacy Technician-Major Code CP70

Name: ID Number 942-

Educational Counselor:

Faculty Advisor:

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
PHT 203	Pharmacy Law		3				
PHT 204	Community/Retail Pharmacy		3				
PHT 206	Pharmacy Calculations		3				
PHT 216	Pharmacology for PHT I		3				
MAT 120	Applied Professional Math ⁸		3				
			15				
PHT 205	Institutional/Hospital Pharmacy		3				
PHT 208	Intro to Sterile Products		3				
PHT 255	Pharmacy Technician Seminar		3				
PHT 290	Community/Retail Exp. Training		3				
ENL 131	Business and Technical Writing ⁷		3				
			15				
BIOL 257	Intro Anatomy & Physiology		3				
EME 101	CPR/First Aid		1				
PHT 260	Community/Retail Pharmacy Lab ³		3				
PHT 265	Sterile Products ⁴		2				
PHT 270	Institutional/Hospital Pharmacy Lab ⁵		3				
PSYC 215	Lifespan Psychology		3				
			15				
AH 205	Principles of Disease ¹		3				
COM 125	Interpersonal Communication		3				
PHT 226	Pharmacology for PHT II ²		3				
PHT 240	Point of Care		3				
PHT 291	Institutional/Hospital Exp. Training ⁶		3				
			15				
Hours Required for Graduation: 60							

¹ AH 205 has a prerequisite of BIOL 257 or BIOL 260² PHT 226 has a prerequisite of PHT 216³ PHT 260 has a prerequisite of PHT 204⁴ PHT 265 has a prerequisite of PHT 208⁵ PHT 275 has a prerequisite of PHT 205⁶ PHT 291 has a prerequisite of PHT 203, 204, 205, 206, 208, 216, 226, 240, 255, 260, 265, 275, and 290⁷ ENL 131 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must earn a "C" or better to graduate.⁸ MAT 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510

Program Outcomes:

Personal/Interpersonal Knowledge and Skills

- Demonstrate ethical conduct in all job-related activities.
- Present an image appropriate for the profession of pharmacy in appearance and behavior.
- Communicate clearly when speaking and in writing.
- Demonstrate a respectful attitude when interacting with diverse patient populations.
- Apply self-management skills, including time management, stress management, and adapting to change.
- Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
- Apply critical thinking skills, creativity, and innovation to solve problems.

Foundational Professional Knowledge and Skills

- Demonstrate understanding of healthcare occupations and the health care delivery system.
- Demonstrate understanding of wellness promotion and disease prevention concepts, such as use of health screenings; health practices and environmental factors that impact health; and adverse effects of alcohol, tobacco, and legal and illegal drugs.
- Demonstrate commitment to excellence in the pharmacy profession and to continuing education and training.
- Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician's role, including anatomy/physiology and pharmacology.
- Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
- Demonstrate understanding of the pharmacy technician's role in the medication-use process.
- Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the pharmacy profession.
- Demonstrate understanding of non-traditional roles of pharmacy technicians.
- Identify and describe emerging therapies.
- Demonstrate understanding of the preparation and process for sterile and non-sterile compounding.

Processing and Handling of Medications and Medication Orders

- Assist pharmacists in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.
- Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
- Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
- Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).
- Distribute medications in a manner that follows specified procedures.
- Practice effective infection control procedures, including preventing transmission of blood borne and airborne diseases.
- Assist pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation [(e.g., controlled substances, immunizations, chemotherapy, investigational drugs, drugs with mandated Risk Evaluation and Mitigation Strategies (REMS))].
- Assist pharmacists in the monitoring of medication therapy.
- Prepare patient-specific medications for distribution.
- Maintain pharmacy facilities and equipment, including automated dispensing equipment.
- Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials.

Sterile and Non-Sterile Compounding

- Prepare medications requiring compounding of sterile products (if selected).
- Prepare medications requiring compounding of non-sterile products (if selected).
- Prepare medications requiring compounding of chemotherapy/hazardous products (if selected).
- Procurement, Billing, Reimbursement and Inventory Management
- Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services.
- Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies
- Apply accepted procedures in inventory control of medications, equipment, and devices.
- Explain pharmacy reimbursement plans for covering pharmacy services.

Patient and Medication Safety

- Apply patient- and medication-safety practices in all aspects of the pharmacy technician's roles.
- Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals (e.g., tech-check-tech).
- Explain pharmacists' roles when they are responding to emergency situations and how pharmacy technicians can assist pharmacists by being certified as a Basic Life Support (BLS) Healthcare Provider.
- Demonstrate skills required for effective emergency preparedness.
- Assist pharmacists in medication reconciliation.
- Assist pharmacists in medication therapy management.

Technology and Informatics

- Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing

Regulatory Issues

- Compare and contrast the roles of pharmacists and pharmacy technicians in ensuring pharmacy department compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
- Maintain confidentiality of patient information.

Quality Assurance

- Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.
- Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.

Physical Therapist Assistant, AAS

Academic Year 2024-2025

ACCREDITATION:

The Physical Therapist Assistant Program at Mountwest Community & Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; Telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

Program Description:

Physical Therapist Assistants (PTA) are educated, skilled healthcare workers who work under the supervision of a Physical Therapist (PT). PTA's assist in implementing physical therapy interventions in accordance with an established plan of care. Physical Therapist Assistants perform various treatment procedures which may involve the therapeutic use of water, massage, ultrasound, and the thermal properties of light and electricity to promote healing and relieve pain. The assistant also implements exercise programs designed for the restoration of strength, endurance, coordination, relaxation, and range of motion.

The program is designed to facilitate problem-solving, critical thinking, group interaction and improved self-assessment skills. The program is designed in a 1 + 1 curricular format. The first year's general prerequisite courses total 31 credit hours, focusing on General Studies. Students receive foundational courses in functional human and neuroanatomy.

Through **selective** admissions, students are admitted into the second year of the program. This year consists of Physical Therapist Assistant Technical Education courses. Second-year courses include a comprehensive curriculum in adult, orthopedic, pediatric and spinal cord rehabilitation. Student will be required to complete 720 hours of full-time clinical education. The costs of clinical education (travel, housing, incidentals) are the responsibility of the student.

Program Outcomes:

- The program will graduate Physical Therapist Assistants as generalists to practice under the supervision of a Physical Therapist.
- The program will enhance availability of physical therapy services throughout the state of West Virginia.
- The program will provide adequate resources to support student learning – including equipment, classroom space, laboratory space, clinical facilities, faculty, and technology.
- The faculty will remain current in the areas in which they teach.
- The faculty will model and provide opportunities to grow in the core values.
- Students will correctly apply theoretical and conceptual knowledge related to practice as a Physical Therapist Assistant.
- Students will communicate effectively and professionally using verbal, written, and non-verbal communication with other healthcare providers and family members.
- Graduates will exhibit a commitment to community service and lifelong learning.
- Graduates will be prepared to enter the workforce and practice as entry-level Physical Therapist Assistant.

Admission Requirements:

Admission to the PTA Program is **selective**. The program seeks to admit 24 students new annually, however this number is not guaranteed.

- Application packets are available after **November 15** from the Allied Health & Life Sciences Division, MB, Room 427 • Application deadline is **March 15**
- Applications are valid only for the noted academic year

Requirement Associated With Completion of the Prerequisite Courses

If you have already taken the basic science courses they must have been successfully completed with the last 7 years in order to receive credit. For the application cycle 2024-2025, the completion date would be no earlier than the spring of 2019 to meet this expectation. Regardless of the grade achieved, students must re-take any course not meeting these timelines in order to receive credit toward meeting this admission criterion. Courses completed prior to admission into the PTA Program must have been completed with a minimum grade of "C" in order to be considered "successfully" completed. **Admission**

Decisions:

Admission notifications will only be announced after the final spring grades have been posted to the transcript and should occur in mid-May. Admission to PTA program is a prerequisite to all "PTA" coursework.

Contact Information:

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Instructor/Assistant ACCE
Room 449
Phone 304-710-3382
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Kelly Terry, DPT, MS
Professor and Program Director /ACCE
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Email: odell8@mctc.edu

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Physical Therapist Assistant¹,*—Major Code CP10

Name:

ID Number 942-

Educational Counselor:

Faculty Advisor:

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
BIOL 260	Human Anatomy ²		4				
BIOL 265	Human Physiology ²		4				
ENL 101	Written Communication ³		3				
MAT 130	College Algebra ⁹		3				
PSY 215	Lifespan Psychology		3				
	Total Semester Hours		17				
COM 112	Oral Communication		3				
BIOL 221	Structural Kinesiology ⁴		4				
BIOL 245	Physiology of Exercise		3				
SCI 110	Introductory Physics ⁵		4				
	Total Semester Hours		14				
PTA 100	Introduction to Physical Therapy ¹		3				
	Total Semester Hours		3				
PTA 110	Physical Therapy Modalities		2				
PTA 110L	Physical Therapy Modalities Lab ⁶		1				
PTA 120	Patient Care Skills		3				
PTA 120L	Patient Care Skills Lab ⁶		1				
PTA 130	Functional Anatomy and Procedures		3				
PTA 130L	Functional Anatomy and Proc. Lab ⁶		1				
PTA 150	Clinical Practice I ⁷		2				
PTA 160	Neuroanatomy and Physiology		3				
	Total Semester Hours		16				
PTA 200	Pathological Conditions		3				
PTA 220	Orthopedic Rehabilitation		3				
PTA 220L	Orthopedic Rehabilitation Lab ⁶		1				
PTA 230	Adult Rehabilitation		3				
PTA 230L	Adult Rehabilitation Lab ⁶		1				
PTA 240	Clinical Practice II ⁸		4				
PTA 250	Specialized PT Interventions		3				
PTA 270	PTA Seminar		3				
	Total Semester Hours		21				
PTA 260	Clinical Practice III ⁸		4				
	Total Semester Hours		4				
	Hours Required for Graduation: 75						

¹ Admission to PTA program is a prerequisite to all PTA coursework.² BIOL 260 and BIOL 265 have a prerequisite of BIOL 257, or BIOL 258 or ACT 19.³ ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. ENL 101 must be completed with a "C" or better to graduate.⁴ BIOL 221 has a prerequisite of BIOL 260. ⁶ BIOL 245 has a prerequisite of BIOL 265.⁵ SCI 110 has a prerequisite of MAT 120 or MAT 130.⁶ All PTA Lab courses have a co-requisites: PTA 110/PTA 110L; PTA 120/PTA 120L; PTA 130/PTA 130L; PTA 220/PTA 220L; PTA 230/PTA 230L.⁷ PTA 150 has a prerequisite of PTA 100, and co-requisite of PTA 110, PTA 120, PTA 130, and PTA 160 with a "C" or better.⁸ PTA 240 and PTA 260 have a prerequisite of completion of all PTA coursework with a grade of "C" or better.⁹ MAT 130 has a prerequisite of MAT 144 or ACT Math score of 21 or Permission.

*See advisor if planning to seek advanced degree before enrolling as course(s) may not be transferable.

Radiologic Technology (Collins), AAS

Academic Year 2024-2025

Program Description:

The Radiologic Technology Program is a cooperative effort between Mountwest and Collins Career Technical Center (CCTC). The student should complete or be enrolled in all pre-radiologic admission course before applying to the program. Admission requirements to Collins Career Center Radiologic Technology program may vary year to year. The CCTC Radiologic Technology program provides the students with a total of 1,000 classroom hours and 1,420 hours of clinical experience.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Program Outcomes:

- The student will be clinically competent
- The student will communicate effectively
- The student will exercise critical thinking and problem-solving skills
- The student will understand the importance of professionalism within the field of radiologic technology
- The student will be sufficiently prepared to successfully pass the ARRT professional certification exam.

Admission Requirements: (Applications to Radiologic Program must be submitted on or before October 1) (Admission to Mountwest Community & Technical College must be complete before applying to the program.)

Prior to acceptance into the Radiologic Technology Program, a student must have completed the following:

1. Prerequisite college courses. Courses may be completed at any post-secondary institution. For courses to qualify for the Associates of Applied Science degree in Radiologic Technology through Mountwest, they must be accepted and successfully transferred to Mountwest. This transfer process is the sole responsibility of the student. A minimum of 15 hours must be taken directly on Mountwest campus to be granted the Associate’s degree.

The following courses must be passed with a “C” or better.

AH 151	Medical Terminology	COM 125	Interpersonal Communication
AH 204	Legal & Ethical Issues in Healthcare	ENL 101	Written Communication
BIOL 257	Introduction to Anatomy & Physiology	MAT 130	College Algebra
BIOL 260	Human Anatomy	SCI 110	College Physics

2. Minimum ACT score of 21

3. Successful completion of the pre-entrance (Work Keys) examination with a score of four in Locating Information, and five in both Applied Mathematics and Reading for Information.

High School and Post-Secondary GPA are also weighted factors in the application process. Points will be awarded for the following:

- High School GPA of 3.0 or better
- College GPA of 2.5 or better
- Completion of College Chemistry and/or Psychology with a grade of “C” or better will be awarded additional points.

Contact Information:

Janet Smith
One Mountwest Way
Huntington, WV 25701
Room 433
Phone 304-710-3516 or 1-866-N-ROLLED (1-866-676-5533)
Email: smithjan@mctc.edu

Beth Torlone MHA R.T. (R) (ARRT)
Radiology Program Director – Allied Health Liaison
Collins Career Center
11627 State Route 243
Chesapeake, OH 45619
Phone: 740-867-6641 Ext. 435
Email: torloneje@collins-cc.edu

Mountwest empowers students to learn and lead in the community and in the workforce .

Radiologic Technology^{1,2}—Major Code CR 10

Name: _____ **ID Number 942-** _____

Educational Counselor: _____

Faculty Advisor: _____

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology ³ (EDGE)		3				
BIOL 257	Intro to Anatomy and Physiology ³		3				
ENL 101	Written Communication ⁷		3				
MAT 130	College Algebra ^{3,4}		3				
			12				
AH 204	Legal & Ethical Issues in Healthcare ³		3				
BIOL 260	Human Anatomy ^{3,5}		4				
COM 125	Interpersonal Communication ³		3				
SCI 110	Introduction to Physics ^{3,6}		4				
			14				
RAD 201	Introduction to Radiology		3				
RAD 202	Clinical Practice I		3				
RAD 202-S	Clinical Practice I Summer		3				
RAD 203	Ethics and Law		2				
RAD 204	Radiographic Procedures I		3				
RAD 204L	Radiographic Procedures I Lab		2				
RAD 205	Clinical Practice II		5				
RAD 206	Radiation Protection/Radiobiology		3				
RAD 207	Physics & Imaging I		2				
RAD 208	Radiographic Procedures II		3				
RAD 208L	Radiographic Procedures II Lab		2				
RAD 209	Radiologic Pharmacology		2				
RAD 210	Clinical Practice III		3				
RAD 210-S	Clinical Practice III Summer		3				
RAD 212	Physics & Imaging II		3				
RAD 213	Radiographic Pathology		3				
RAD 214	Radiographic Image Analysis		3				
RAD 215	Clinical Practice IV		5				
RAD 217	Quality Assurance		2				
RAD 218	Advanced Imaging Procedures		3				
RAD 219	Registry Review		6				
RAD 222	Radiographic Procedures III		3				
			67				
Hours Required for Graduation:			93				

¹ Pre-Radiological Admission Courses are taken at Mountwest Community & Technical College.

² Admission to the Radiologic Technology program is required before beginning the second and third year RAD courses.

³ AH 151, AH 204, BIOL 257, BIOL 260, COM 125, ENL 101, MAT 130, and SCI 110 must be completed with a "C" or better.

⁴ MAT 130 has a prerequisite of placement in 100-level mathematics or an ACT score of 21 or permission.

⁵ BIOL 260 has a prerequisite of BIOL 257.

⁶ SCI 110 has a prerequisite of MAT 130, MAT 144, or MAT 120.

⁷ ENL 101 has a prerequisite of placement in 100 level English or a corequisite of ENL 095. ENL 101 must be completed with a "C" or better to graduate.

Respiratory Care – St. Mary’s, AAS

Academic Year 2024-2025

Accreditation:

The St. Mary’s/Mountwest Community and Technical College respiratory program, CoARC program number 200653, Associate of Applied Science in Respiratory Care, holds provisional accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com)

This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards (through submission of an acceptable Provisional Accreditation Self-Study Report (PSSR) and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit), to be allowed to admit students. It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain provisional accreditation until it achieves continuing accreditation.

Commission on Accreditation for Respiratory Care
264 Precision Blvd.
Telford, TN 37690
817-283-2836

Program Description:

The Respiratory Care Program is a cooperative effort between St. Mary’s Medical Center and Mountwest Community & Technical College. The overall goal of the Respiratory Care program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and Affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Through selective admissions, students are admitted to the respiratory care program. The respiratory care program consists of 65 total credit hours, 16 of these are general education hours. The general education courses can be taken prior to admission or in conjunction with the respiratory care courses. **It is highly recommended to complete BIOL 257 and BIOL 259, and MAT 120 prior to beginning the respiratory courses.

Throughout the respiratory care program, clinical rotations at varying facilities are required. The clinical rotations will cover several age ranges and specific populations that include but are not limited to adult general floor care, adult intensive care, long term acute care, neonatal, pediatric floor care, pediatric intensive care, pulmonary function testing, pulmonary rehabilitation, trauma, and emergency care.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, Respiratory Therapist employment opportunities are expected to increase 14% (much faster than average) from 2021 to 2031, As of 2021, the median salary for a full-time Respiratory Therapist was \$61,820 per year. www.bls.gov/ooh/

Program Outcomes:

- Graduates will adhere to best practices in their discipline
- Graduates will analyze complex and diverse concepts, and use reason and judgement
- Graduates will communicate effectively, both orally and in writing, in academic and professional settings
- Graduates will interact effectively and respectfully with people from diverse backgrounds and cultures and work through differences with civility
- Graduates will exhibit ethical leadership skills in professional practice and community service
- Graduates will utilize knowledge and skills related to their discipline to engage in activities that directly benefit the College or community
- Graduates will exhibit readiness to pursue life-long learning through continuing education, scholarship, service, and participation in professional organizations

Admission Requirements:

Admission to the St. Mary’s/Mountwest Community and Technical College’s School of Respiratory Care is selective. The program seeks to admit new students annually, in the spring semester. All applicants must be a graduate of an accredited high school or have a high school equivalent through GED testing.

Students who have fewer than twelve (12) college credit hours must have:

- A minimum of “C” on each required non-respiratory course completed.
- An overall 2.0 GPA (“C” average) or better on ALL courses completed.
- An overall 2.0 GPA on all courses completed at Mountwest Community and Technical College.
- Taken twelve college semester credit hours at the 100 level or above for a grade.

GED applicants must:

- Meet the criteria for GED admission as stated in the Mountwest Community and Technical College undergraduate catalog.
- Have completed at least twelve college credit hours at the 100 level and earned grades of C or above.
- Meet criteria for applicants who have completed at least 12 college credit hours.

Drug Screen and Background Check

ALL admitted students are required to have a background check and drug screen.

NOTE: Certain types of criminal offenses may result in an inability to receive professional licensure and job offers upon graduation.

Before entry into the program, students in this situation must speak with the Program Director to determine the extent of potential difficulties with this issue.

Vaccinations and Immunizations:

- Two-step TST or an IGRA
- MMR Titer OR proof of two MMR vaccinations administered at least 1 month apart.
- Varicella titer OR proof of two Varicella vaccinations.
- Proof of Polio vaccination must be provided with the date. If unable to provide proof of Polio vaccination, student must provide proof of Enhanced Inactivated Polio Vaccine.
- Proof of one Tdap administration over the age of 18 years. If administered prior to the age of 18, it must be within 7 years.
- Hepatitis B Panel results
- Proof of Hepatitis C Antibody screen

Transportation

It is the student's responsibility to provide transportation to and from all courses and clinical experiences. All respiratory care courses are conducted at the St. Mary's Center for Education (CFE) located on 2853 Fifth Avenue. You will have clinical experiences at a variety of facilities. Students will be responsible for providing transportation to these sites.

Contact Information:

Chris Henderson, Program Director St. Mary's/MCTC School of Respiratory Care PH: 304.399.4970 E: Christopher.henderson@st-marys.org
Courtney Hieronimus, Director of Clinical Education St. Mary's/MCTC School of Resp. Care PH: 304.399.4968 E: Courtney.hieronimus@st-marys.org

Mountwest empowers students to learn and lead in the community and in the workforce.

Respiratory Care¹—Major Code CR30

Name: _____ **ID Number 942-** _____

Educational Counselor: _____

Faculty Advisor: _____

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
BIOL 257	Intro to Anatomy and Physiology	F	3				
BIOL 259	Intro to Anatomy and Physiology Lab	F	1				
MAT 120	Applied Professional Math	F	3				
ENL 101	Written Communications	F	3				
COM 112	Oral Communication	F	3				
PSYC 211	Child Development	F	3				
			16				
RESP 100	Respiratory Pharmacology	SP	3				
RESP 101	Patient Assessment/ Intro Resp.	SP	4				
RESP 102	Intro to Respiratory Skills	SP	3				
RESP 102L	Intro to Respiratory Skills Lab	SP	1				
RESP 104	Clinical Experience I	SP	1				
			12				
RESP 201	Pathophysiology	F	3				
RESP 209	Clinical Experience II	F	2				
RESP 211	Procedure and Application	F	4				
RESP 212	Pulmonary Diagnostics	F	3				
			12				
RESP 202	Mechanical Ventilation I	SP	3				
RESP 206	Neonatal/Pediatric Resp. Care	SP	3				
RESP 207	Critical Care Management	SP	3				
RESP 210	Clinical Experience III	SP	3				
			12				
RESP 208	Respiratory Seminar	F	5				
RESP 214	Mechanical Ventilation II	F	3				
RESP 215	Critical Care Management II	F	3				
RESP 216	Clinical Experience IV	F	2				
			13				

HOURS REQUIRED FOR GRADUATION: 65

¹ The Respiratory designated Courses are taken in the sequence listed above. Successful completion of each RESP. course is required to advance to the next semester.

Supplemental Information & Policies for St. Mary's & MCTC Respiratory Care Program

Mountwest Community & Technical College - Admissions Policy

Mountwest Community & Technical College adheres to an open admissions policy as outlined in Title 135 Procedural Rule, West Virginia Council for Community and Technical College Education, Series 23, Standards and Procedures for Undergraduate Admissions at Community and Technical Colleges. It is the intent of this policy that everyone shall have access to higher educational opportunities commensurate with their interests and abilities.

- Admission to community and technical colleges is open to any person age eighteen or older and able to benefit from study at the community college level.
- Those who possess a high school diploma or General Education Development (GED)/TASC equivalency. This is a requirement if any applicant intends to apply for Federal Financial Aid.

General Admission Information:

Applicants should contact the Mountwest Community & Technical College Office of Admission for application information. Applicants may download or apply online at www.mctc.edu. Printed application should be mailed to:

Mountwest Community and Technical College

One Mountwest Way

Huntington, WV 25701

An individual may enroll as a non-degree-seeking student to take courses for personal or professional enrichment.

Being admitted to Mountwest does not guarantee that applicants will be accepted into all associate or certificate programs. Some programs have additional admissions requirements.

To receive financial aid, an individual must be admitted as a degree-seeking student and have official high school transcripts or GED/TASC scores on file with the Office of Admissions.

Board Policy

Regular admission to Mountwest Community and Technical College is open to any person who has a high school diploma or meets General Educational Development (GED)/TASC requirements.

- Persons not holding a high school diploma or GED/TASC who demonstrate an ability to benefit from post-secondary education may be admitted. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

- High school transcripts or equivalent may be required to be on file for each incoming freshman who is registered in an undergraduate certificate or degree program, and who has graduated from high school within five years for financial aid purposes. Such transcripts shall be on file with the institution prior to eligibility for financial aid.
- Transfer students desiring to apply for transfer credits must supply the institution with official transcripts reflecting all previous college work from a regionally accredited institution. Receipt of transcripts will not discriminate against admission.
- Control and administration of this policy rest with the Office of Student Services.

NOTE: Certain types of criminal offenses may result in an inability to receive professional licensure and job offers upon graduation.

Before entry, into the program, students in this situation must speak with the Program Director to determine the extent of potential difficulties with this issue.

School of Respiratory Care Admission Requirements

All applicants must be a graduate of an accredited high school **or** have a high school equivalent through GED testing. Students who have fewer than 12 hours of college credits are required to have taken the ACT examination.

PROCEDURE:

Applicants who have completed at least twelve (12) college credit hours must have:

- A minimum of C on each required non-respiratory course completed
- An overall 2.0 GPA (C average) or better on ALL courses completed
- An overall 2.0 GPA on all courses completed at Mountwest Community & Technical College
- Taken twelve (12) college semester credit hours at the 100 level or above for a grade

GED applicants must:

- Meet the criteria for GED admission as stated in the Mountwest Community & Technical College undergraduate catalog
- Have completed at least twelve (12) college credit hours at the 100 level and earned grades of C or above
- Meet criteria for applicants who have completed at least 12 college credit hours

Academic Requirements for Program Admission:

St. Mary's SORC & MCTC will accept college-level course credits earned at regionally accredited post-secondary institutions that can be transferred to Mountwest Community and Technical College.

All requested transfer credits will be assessed and acceptance of students with prior learning credentials demonstrated by coursework grades or exams. The movement of academic course credits from one college to another is usually a manual process requesting transcripts and the petition for credit.

Transfer credit is subject to the approval of the Division Dean and Program Director in which the student matriculates, and with the following provisions:

- Mountwest Community & Technical College must receive official transcripts of all college-level work completed at other regionally accredited colleges before formal transfer credit will be awarded. Grades earned at other institutions will not be entered into the cumulative grade point average (GPA) at Mountwest Community and Technical College.
- Courses in which a grade of "C" or higher is earned are transferable for credit if coursework is relevant to the student's program at Mountwest Community and Technical College with the approval of the Division Dean.
- Credits earned at foreign post-secondary institutions may also be transferred, subject to review and approval of the Dean of the Division and Program Director in which the student matriculates.

Students applying for foreign credit transfer must submit an official evaluation of foreign educational credentials from an accredited evaluation agency.

- Transfer students are required to complete their academic residency requirement prior to graduation.
- The transfer evaluation is based on the declared major of the student.

Students who transfer to Mountwest Community & Technical College must complete at least their most recent fifteen (15) credit hours at Mountwest Community & Technical College to obtain an associate degree, or their most recent 6 credit hours at Mountwest Community and Technical College to obtain a certificate degree.

St. Mary's SORC & Mountwest Community & Technical College reserves the right to suspend or expel any student who misrepresents the truth on any admissions document.

- Applicants who wish to transfer from another Respiratory Care Program to the St. Mary's SORC/MCTC co-operative Respiratory Care Program must:
 - 1) Meet all current admission requirements
 - 2) Apply at least two months prior to the expected date of enrollment
 - 3) Notify the Program Director/Coordinator in writing, stating the anticipated entry date and reason for transfer

- 4) Provide evidence of successful completion of previous core Respiratory Care courses from a CoARC-accredited program
- 5) Provide a letter from the Program Director stating that the student is in good academic and clinical standing and is eligible to return to the Respiratory Care program they wish to transfer from
- 6) Acceptance of any transfer student will be dependent upon available resources.
- 7) Requirements for consideration of acceptance into the Advanced Placement sequence will be the same as for those students applying to the first semester of the program.

Acceptance of Advanced Placement students will be dependent upon available resources.

Section: Academic Policies	Title: Graduation/Completion	Policy# SHB 6.5 - AAS RC
Department: CFE – AAS RC	Approved By: AAS RC Faculty	Date Last Review/Revised: 11/22

POLICY:

To be eligible for graduation, a student must successfully meet the student learning outcomes of all courses in the curriculum and fulfill all financial obligations to St. Mary's and Mountwest Community & Technical College. Students must complete the required hours of volunteer community service prior to graduation

PROCEDURE:

1. Students must complete all procedures related to graduation, which are specified by MCTC and announced to all students by the Director or designee. For example: all students must complete graduation application forms and pay graduation fees as specified by MCTC.
2. Students must achieve a "C" or higher in all required courses in the SORC program.
3. Students must maintain a 2.0 overall GPA at MCTC.
4. Students must complete all financial obligations of St. Mary's and MCTC in order to be eligible to graduate from the program.
5. Students are responsible for ensuring that official transcripts of courses taken at all institutions are received by the MCTC registrar prior to graduation.

Mountwest Community & Technical College – Graduation Requirements

Eligibility Requirements

To be eligible to graduate from Mountwest, students must apply for graduation at the beginning of the semester, or term, in which they intend to complete graduation requirements, which include the following:

Earn a minimum of sixty (60) credit hours, excluding developmental hours, for degree programs

Earn a minimum of (30) credit hours, excluding developmental hours, for certificate programs

Have a Mountwest GPA of 2.0 or higher

Have earned a C or better in ENL 111 or equivalent

Have a minimum of the last 15 college-level credit hours earned at Mountwest except for degrees in Board of Governors, Technical Studies or Occupational Development, which only requires 3 hours at MCTC and at least 12 hours at a regionally accredited institution

- Complete any program-specific additional requirements

You must apply for graduation at the beginning of the semester or term in which you intend to complete graduation requirements.

To apply for graduation, you must first go to the Mountwest cashier and pay the graduation fee. Next, bring a copy of the receipt to the Student Services One-Stop Registration Station and complete the graduation application.

Honors Graduation

Associate degree candidates for graduation who have achieved special distinction in academic work are recognized at the graduation commencement. Their honor status is printed on their diploma.

Honor status is determined by this scale for the final cumulative grade point average:

- With High Honors – 3.70 and above
- With Honors – 3.30 to 3.69

*Honor calculations are not rounded.

Transfer students must have earned at least 15 credit hours at Mountwest. Of those, 32 credit hours must be applicable to an associate degree program, all of which were achieved at honors levels.

Section: Academic Policy	Title: Probation, Suspension, and/or Dismissal from the Program	Policy #: AAS - SHB 6.15
Department: Center for Education SORC	Approved by: Faculty Organization	Date last reviewed/revised: 11/22

POLICY:

All students in the Center for Education must follow the rules and policies of the appropriate school, conduct themselves professionally, and meet program requirements, or be placed on probation and/or dismissed from the program.

PROCEDURE:

1. The Center for Education strongly supports the standards set forth by the West Virginia Board of Examiners for Registered Professional Nurses (WVBOE-RPN), the American Registry of Radiologic Technologists (ARRT), the American Registry of Diagnostic Medical Sonographers (ARDMS), and the American Association for Respiratory Care (AARC) regarding the need for nursing students and Allied Health students to be persons of good moral character, who demonstrate responsible behaviors.
2. Conduct derogatory to the morals or standing of health professionals may be the reason for denial of admission or dismissal from the program
3. Irresponsible behavior or conduct denoting questionable moral character will include, but not necessarily be limited to the following:
 - a. Criminal activities – e.g., DUI, misdemeanors, felonies
 - b. Substance abuse – e.g., manufacture, use, distribution
 - c. Cheating/dishonesty (also see policy on Academic Dishonesty)
 - d. Harassment
 - e. Domestic violence
 - f. Discrimination
 - g. Breach of patient confidentiality
 - h. Failure to meet responsibilities
4. A student whose conduct on or off campus violates school rules and/or policies, fails to meet program requirements, or fails to develop the qualities and characteristics deemed essential for the achievement of the school objectives, may be placed on probation and/or dismissed from the program. The decision to place a student on probation and/or to dismiss the student from the program is determined by the Director and appropriate faculty
5. The faculty reserves the right to request the suspension or dismissal of any student at any time who is declared unsafe in the clinical area, who is found to have irresponsible behavior, and/or is guilty of misconduct
6. Damage to facilities, caused by the student(s), will be assessed according to the determined cost for repair and/or replacement and charged to the student as a financial obligation.
7. A student who is dismissed is responsible for all financial obligations to the school and university. Failure to fulfill all financial obligations to the school shall mean that the indebtedness will be turned over to the Medical Center Collection Office and the cost of the collection will be added to the indebtedness.

Formulated: Prior to 5/02,
 Revised: 5/02, 5/04, 5/05, 4/08, 7/10, 7/12, 5/16, 8/18
 Reviewed: 7/08, 11/08, 11/09, 7/13, 8/17; 6/19; 5/20; 8/21; 11/22

Section: Academic Policy	Title: Withdrawal Policy	Policy# 6.16
Department: CFE – AAS RC	Approved By: SORC Faculty	Date Last Review/Revised: 11/22
<p>POLICY:</p> <p>All students leaving the program other than by graduation must complete a withdrawal process.</p> <p>DEFINITIONS:</p> <p>PROCEDURE:</p> <ol style="list-style-type: none"> 1. To drop any required respiratory care or non-respiratory care course, the student must meet with the Program Director. There are several courses that are prerequisites or are to be taken concurrently; therefore, a withdrawal from a course that is concurrent with another course may necessitate withdrawal from each of the courses that are considered concurrent. 2. This may add additional time, up to one year, to complete the program and may require reapplication to the respiratory care program. Students may withdraw from an individual course until a specified date and receive a grade of “W.” 3. Only complete withdrawals may be done after this date. Check the College calendar for specific dates. Students who withdraw from a respiratory care course must adhere to the same readmission policy as a student who has made less than a “C” in a respiratory course. 4. The student must seek readmission by submitting a written petition to the Program Director of the School of Respiratory Care to repeat the course. Repeating students may enroll only if permission is granted and space is available. 5. Priority is given to those students attempting a respiratory care course for the first time. If a student withdraws from Respiratory Care 100, 101, 102, 102L, they must repeat the admission process as stipulated for new students. For readmission and/or progression, a withdrawal from two respiratory care courses or withdrawal more than once from the same respiratory care course will be considered as a failure of one respiratory care course. 6. These withdrawals do not have to occur within the same academic semester or year. If a student withdraws from a respiratory care course after the specified date for individual course withdrawal and has a theory grade less than “C” or an Unsatisfactory clinical grade at the time of withdrawal, this will be considered a failure when a student is considered for readmission and/or progression. Failure to properly withdraw from Mountwest Community & Technical College will result in an “F” for the course(s) <p>Formed: 9/22</p>		

Respiratory Therapy, AAS (Collins)

Academic Year 2024-2025

Program Description:

The Respiratory Therapy Program is a cooperative effort between Collins Career Center and Mountwest Community & Technical College. There are 23 semester credit hours required from Mountwest Community & Technical College. The student may either complete the MCTC courses prior to application to the program or finish the courses while completing the Respiratory Therapy courses at Collins Career Center.

Respiratory Therapy is an allied health program whose practitioners are employed under medical direction to provide treatment, management, diagnostic evaluation, and care to patients with problems associated with the cardiopulmonary system. Job responsibilities vary from the administration of oxygen, humidity, aerosols and the drainage of lung secretions, mechanical ventilation, to the use of technologically sophisticated monitoring devices and treatment techniques to enhance the survival of patients in intensive care units. Respiratory therapists may also perform pulmonary function testing.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Acquiring and evaluating clinical data
- Assessing to cardiopulmonary status of patients
- Performing and assisting in the performance of prescribed diagnostic studies such as: obtaining blood samples, blood gas analysis, pulmonary function testing, and polysomnography
- Evaluating data to assess the appropriateness of prescribed respiratory care
- Establishing therapeutic goals for patients with cardiopulmonary disease
- Participating in the development and modification of respiratory care plans
- Case management of patients with cardiopulmonary and related diseases
- Initiating prescribed respiratory care treatments, evaluating and monitoring patients responses to such therapy and modifying the prescribed therapy to achieve the desired therapeutic objectives
- Initiating and conducting prescribed pulmonary rehabilitation
- Providing patient, family, and community education
- Promoting cardiopulmonary wellness, disease prevention, and disease management
- Participating in life support activities as required and promoting evidence-based medicine, research, and clinical practice guidelines

Admission Requirements:

The Respiratory Therapy program has selective admissions each year. The first 24 eligible applications received will be admitted to the program. If admitted, there are 48 credit hours of Respiratory Therapy courses to be completed at Collins Career Center. As part of the 48 credit hours, the student will be required to complete clinical practice rotations at area health care facilities.

Prior to admission to the Respiratory Therapist program and/or clinical internships, students may be required to document that they have successfully passed a criminal background check and drug screen.

Contact Information:

Janet Smith
Room 433
Phone: 304-710-3516
Email: smithjan@mctc.edu

Tommie Weaver – Collins Career Center
Phone: 740-867-6641 ext. 415
Email: weavertr@collins-cc.edu

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www.mctc.edu

Mountwest Community & Technical College
Academic Year 2024-2025

03/18/2024

Respiratory Therapy¹—Major Code CR20

Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology (EDGE)		3				
BIOL 257	Intro to Anatomy and Physiology		3				
ENL 101	Written Communication ²		3				
MAT 120	Applied Professional Math		3				
			12				
PSYC 215	Lifespan Psychology		3				
COM 112	Oral Communication		3				
AH 216	Basic Pharmacology		3				
AH 204	Legal & Ethical Issues in Healthcare		3				
			12				
CLIN 101	Clinical Practice I		2				
RTT 100	Intro to Respiratory Care		1				
RTT 101	Respiratory Care Procedures I ³		3				
RTT 101L	Respiratory Care Procedures I Lab		1				
RTT 111	Cardiopulmonary Pathophysiology ⁵		3				
			10				
CLIN 102	Clinical Practice II ⁴		3				
RTT 103	Mechanical Ventilatory Tech ⁸		3				
RTT 103L	Mechanical Ventilatory Tech Lab		1				
RTT 110	Cardiopulmonary Evaluation I		3				
			10				
CLIN 103	Clinical Practice III ⁷		2				
RTT 201	Cardiopulmonary Evaluation II ⁶		3				
RTT 207	Respiratory Home Care/Rehab ¹¹		3				
			8				
CLIN 204	Clinical Practice IV ⁹		3				
RTT 202	Respiratory Care Procedures II		3				
RTT 202L	Respiratory Care Procedures II Lab		1				
RTT 205	Neonatal/Pediatric Respiratory Care ¹⁰		3				
			10				
CLIN 205	Clinical Practice V ¹²		3				
RTT 204	Mechanical Vent Management ¹⁰		3				
RTT 204L	Mechanical Vent Management Lab		1				
RTT 206	Seminar/Board Review ¹³		3				
			10				
Hours Required for Graduation:			72				

¹ Students move through Respiratory Therapy coursework in sequence, beginning with first semester coursework.

² ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

³ RTT 101 has a prerequisite of RTT 102.

⁴ CLIN 102 has a prerequisite of CLIN 101.

⁵ RTT 111 has a prerequisite of RTT 101 and RTT 201.

⁶ RTT 201 has a prerequisite of RTT 102.

⁷ CLIN 103 has a prerequisite of CLIN 102.

⁸ RTT 103 has a prerequisite of RTT 111 and RTT 202.

⁹ CLIN 204 has a prerequisite of CLIN 103.

¹⁰ RTT 204 and RTT 205 has a prerequisite of RTT 103 and RTT 203.

¹¹ RTT 207 has a prerequisite of RTT 204, and RTT 205.

¹² CLIN 205 has a prerequisite of CLIN 204.

¹³ RTT 206 has a prerequisite of RTT 207, and RTT 210.

Technical Studies, AAS Surgical Technology (Collins) Concentration

Academic Year 2024-2025

Program Description:

The Technical Studies Degree is designed to meet three major needs:

1. To provide for cooperatively sponsored educational opportunities leading to the Associate in Applied Science degree and/or one-year Certificate for students in quality education and training programs.
2. To increase the abilities of employees to use technology effectively and responsibly.
3. To assist those employed in the workforce to understand that education is a life-long process. Mountwest Community & Technical College delivers educational programs in a variety of occupational fields to businesses and industries having an immediate need for such programs.

Components of the program include the following: general education, classroom instruction in both the technical core and the occupational area, and possible on-the-job training. Technical Studies students must meet admission and performance standards. Credits earned through either the approved apprenticeship programs or through industry based education and training programs will not be added to the student's collegiate transcript until the student has completed three program credit hours from Mountwest Community and Technical College and has obtained at least a 2.00 GPA.

Career Outlook:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Contact Information:

Janet Smith

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Huntington, WV 25701
Room 433

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Mountwest Community & Technical College 03/18/2024

Academic Year 2024-2025

Technical Studies - Major Code CT20– Surgical Technology¹ Concentration Code- CTA1

Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology (EDGE)		3				
COM 112	Oral Communication		3				
ENL 101	Written Communication ²		3				
BIOL 257	Intro to Anatomy & Physiology		3				
MAT 120E	Applied Professional Math ³		4				
			16				
AH 207	Infection Control for Health Professionals ⁴		3				
BIOL 210	Microbiology		3				
BIOL 210L	Microbiology Lab		1				
BIOL 260	Human Anatomy		4				
EME 101	CPR/First Aid		1				
PSYC 200	General Psychology		3				
			15				
ST 100	Introduction to Surgical Technology		8				
ST 100L	Intro To Surgical Tech Lab		4				
ST 102	Pharmacology for Surgical Technology		2				
ST 103	Surgical Procedures I		2				
			16				
ST 200	Surgical Procedures II		3				
ST 201	Surgical Tech Clinical Practicum		12				
ST 202	Advanced Theory Review		4				
			19				
HOURS REQUIRED FOR GRADUATION: 66							

¹ Prior to acceptance into the Surgical Technology Program, a student must complete an application through Collins Career Center, be accepted, and meet all program prerequisites.

² ENL 101 has a prerequisite of placement in 100-level English or corequisite of ENL 095. ENL 101 requires a "C" or better for graduation.

³ MAT 120 has a prerequisite of placement in 100-level mathematics or a minimum ACT Math score of 19 or SAT Math score of 510.

⁴ AH 207 has a prerequisite of AH 151.

⁵ ST 401 has a prerequisite of successful completion of ST 100, ST 101, ST 200, and ST 201 with a grade of "C" or better.

Surgical Technology, AAS (MCTC)

Academic Year 2024-2025

Program Description:

Surgical technologists are allied health professionals who are an integral part of the team of practitioners providing surgical care to patients in health care facilities. The surgical technologist works under the supervision of a surgeon to facilitate safe and effective conduct of invasive and minimally invasive surgical procedures. The surgical technologist ensures that the operating room environment is safe, that surgical supplies and equipment are functioning properly, and that the operative procedure is conducted under conditions that maximize patient safety and outcomes. Surgical technologists possess expertise in the theory and application of aseptic technique and combine the knowledge of human anatomy, surgical procedures, and the implementation of tools and technology to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. This will ensure optimal conditions for patient health and recovery.

The program is designed to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The first year's prerequisites cover general education and gateway courses essential to the foundation of Surgical Technology and will equal 31 credit hours.

Through selective admissions, students may be admitted into the second year of the program, and this year will cover core surgical technology education courses. Second year courses include a comprehensive curriculum of the principles and practices of surgical technology, surgical procedures, as well as the core fundamentals (lab studies) and clinical practicum courses. Students will be required to complete 120 surgical cases in the clinical setting in various surgical specialties. The costs of clinical education (travel, housing, incidentals) are the responsibility of the student.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Define and relate the underlying principles of surgical technology including anatomy and physiology, microbiology, pharmacology, surgical instrumentation, surgical equipment, surgical supplies, and operating room skills
- Demonstrate knowledge of and the ability to apply the principles of aseptic technique
- Demonstrate the practical and critical thinking skills required to work as a competent surgical technologist in the three operative phases of surgical case management
- Demonstrate the role of a surgical technologist according to the ethical principles and legal requirements of the surgical technology profession
- Demonstrate the appropriate and professional skills of interpersonal communication with all patients and members of the healthcare team

Program Admission Requirements:

- Admission into the Surgical Technology Program is selective. The program seeks to admit 10 students per cohort; however, this number is not guaranteed.
- Applications are available in MB Room 455, or upon request via email from the program director.
- Application deadline for the spring cohort is December 1st and for the fall cohort is July 1st.
- Applications are valid only for the noted academic year.
- Applicants must receive a score of "C" or greater in all prerequisite courses.
- Applicants must be able to pass a drug screening, background check, and receive all vaccinations and titers required by our clinical affiliates (for a complete list, see Program Director)

Requirement Associated with Completion of the Prerequisite Courses

If a student has already taken the basic science courses (Anatomy, Physiology, Medical Terminology), these must have been successfully completed within the last 5 years to receive credit toward the prerequisite. Otherwise, the student will have to retake the course.

Contact Information:

Christina Assi, AAS, CST

Program Director

Room 455

Email: assic@mctc.edu

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Mountwest Community & Technical College
Academic Year 2024-2025

03/18/2024

Surgical Technology - MCTC Major Code- CS30¹

Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication ²		3				
IT 101	Fundamentals of Computers		3				
BIOL 260	Human Anatomy ³		4				
MAT 120	Applied Professional Math ⁴		3				
PSYC 200	General Psychology		3				
			16				
AH 151	Medical Terminology		3				
BIOL 210	Microbiology		3				
BIOL 210L	Microbiology Lab		1				
BIOL 265	Human Physiology ³		4				
EME 101	CPR/First Aid		1				
SURG 120	Surgical Pharmacology		2				
SURG 110	Intro to the Surgical Technologist		1				
			15				
SURG 200	Surgical Tech Principles and Practice ⁵		5				
SURG 115	Surgical Tech Lab ⁵		3				
SURG 210	Surgical Procedures I ⁶		3				
SURG 215	Surgical Tech Clinical ⁶		2				
SURG 220	Surgical Procedures II ⁶		2				
			15				
SURG 225	Surgical Tech Clinical II ⁷		2				
SURG 230	Surgical Procedures III ⁸		3				
SURG 265	Surgical Tech Clinical Advanced ¹⁰		6				
SURG 290	Advanced Theory Review ⁹		4				
			15				
HOURS REQUIRED FOR GRADUATION: 61							

1. Admission to the Surgical Technology Program will be after successful completion of at least the first two semesters.
2. ENL 101 has a prerequisite of placement in 100-level English or corequisite of ENL 095. ENL 101 requires a "C" or better for graduation.
3. BIOL 260 and BIOL 265 have a prerequisite of BIOL 257 or minimum ACT score of 19.
4. MAT 120 has a prerequisite of placement in 100-level mathematics or a minimum ACT Math score of 19 or SAT Math score of 510.
5. SURG 115 and SURG 200 have a prerequisite of SURG 110 and SURG 120.
6. SURG 210, 215, and 220 have a prerequisite of SURG 115 and SURG 200.
7. SURG 225 has a prerequisite of SURG 215.
8. SURG 230 has a prerequisite of SURG 210 and SURG 220.
9. SURG 290 has a prerequisite of SURG 230.
10. SURG 265 has a prerequisite of SURG 225.
11. EME 101 can be substituted if student is already CPR/BLS certified for the duration of the program.

Veterinary Technology, AAS

Academic Year 2024-2025

Program Description:

Veterinary technicians are an integral part of veterinary medicine and they work under the supervision of veterinarians. Veterinary technicians are employed to assist in many veterinary tasks. They cannot diagnose, prescribe medications or perform surgery. Most veterinarians consider their technicians to have the same role as nurses would to general doctors and surgeons. They must be knowledgeable in many areas of veterinary care including anesthesia, surgery, bandaging, radiology, pharmacology, dentistry, nutrition, laboratory procedures, and animal care and handling. They are also required to communicate with clients and must possess office and management skills.

The Veterinary Technician program at Mountwest Community & Technical College consists of 78 credit hours. This is a two-year associate program and is not to be considered a pre-veterinary medicine program. The course of study will include biology, chemistry, anatomy and physiology, parasitology, nutrition, animal disease, anesthesia, pharmacology along with animal care, restraint and handling. Students will work with client pets, small animals and farm animals.

Students will gain experience by completing two practicums and an externship in veterinary facilities. Students will be placed in facilities at the program director's discretion so that they may obtain experience in different types of settings. Students will obtain approximately 440 hours of clinical experience.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Utilize and apply the knowledge necessary to function within the scope of practice of a Registered Veterinary Technician
- Proficiently execute the Essential Skills dictated by the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities
- Actively contribute as an integral member of a veterinary health care team while adhering to professional and ethical standards including a strong work ethic, personal responsibility and compassion for clients and animals
- Effectively communicate with veterinary health care team members and clients
- Establish and maintain a work environment that ensures the safety of clients, animals, and staff
- Perform patient assessment, safe handling and restraint, administration of medications and other veterinary treatments under the direction of a veterinarian

Admission Requirements: Students must submit an application for this program as it is selective admission. Students must also:

- be accepted to Mountwest Community and Technical College prior to program admission
- Submit application fee of \$45
- Must provide copy of unofficial transcripts from previous institutions or high school with application
 - Must have a 2.5 GPA from the institution currently or previously enrolled
- Must provide copy of ACT scores or other comparable testing
 - Have a minimum ACT math score of 19 or Accuplacer score of 250+.
- Must have 120 hours of documented voluntary/work experience in veterinary hospital or animal clinic with a minimum of 100 hours in clinic or hospital and 20 hours in an animal shelter/rescue completed by deadline. Must have been completed within 2 years of applying to the program.
- Consent to a background check and drug testing upon admission to the program
 - Must pass drug test and background check for admittance into program
 - Must pass random drug testing and background check for continuation of program study
 - Conviction of crimes such as felonies and misdemeanors may affect the ability of an applicant's admittance and a Graduate's to obtain state licensure
- Must submit proof of health insurance
- Must receive or be willing to receive the Rabies pre-exposure vaccinations and Tetanus vaccination. If not completed prior to admission the student must receive the series upon admissions to the program (student is responsible for associated costs) **MUST SUBMIT PROOF OF VACCINATIONS.**
 - Record of the Tetanus vaccination
 - Record of pre-exposure Rabies vaccination
- Read and understand the characteristics of a successful veterinary technician.

Accreditation: The program is accredited through the American Veterinary Association (AVMA) based on accreditation requirements.

Contact Information:

Amanda Clagg
clagg@mctc.edu
304 710-3492

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Veterinary Technology – Major Code CV10¹

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
MAT 120	Applied Professional Math ²		3				
VET 101	Intro to Veterinary Technology		3				
VET 210	Veterinary Nursing I ³	F	2				
VET 210L	Veterinary Nursing Lab I ³	F	1				
VET 215	Clinical Lecture I ³	F	2				
VET 215L	Clinical Lecture I Lab ³	F	1				
VET 227	Anatomy and Physiology for Vet Tech ³	F	4				
	Total Semester Hours		16				
AH 151	Medical Terminology ⁴		3				
CHEM 230	Chemistry ⁹		4				
VET 216	Veterinary Pharmacology	S	2				
VET 220	Veterinary Nursing II ^{5,6}	S	2				
VET 220L	Veterinary Nursing II Lab ⁵	S	1				
VET 225	Clinical Lecture II ^{5,6}	S	2				
VET 225L	Clinical Lecture II Lab ⁵	S	1				
VET 260	Veterinary Imaging ^{5,6}	S	2				
VET 260L	Veterinary Imaging Lab ⁵	S	1				
	Total Semester Hours		18				
ENL 101	Written Communication ⁴		3				
VET 285	Vet Tech Practicum I ⁷	SU	3				
COM 125	Interpersonal Communication		3				
	Total Semester Hours		9				
BIOL 210	Intro to Clinical Microbiology		3				
VET 217	Veterinary Pharmacology ^{8,11}	F	2				
VET 230	Veterinary Nursing III ^{10,11}	F	2				
VET 230L	Veterinary Nursing III Lab ¹¹	F	1				
VET 235	Veterinary Office Technician Procedures ¹¹	F	2				
VET 245	Veterinary Anesthesia ^{10,11}	F	2				
VET 245L	Veterinary Anesthesia Lab ¹¹	F	1				
VET 255	Veterinary Surgery ^{10,11}	F	2				
VET 255L	Veterinary Surgery Lab ¹¹	F	1				
	Total Semester Hours		16				
VET 240	Veterinary Nursing IV ^{12,13}	S	2				
VET 240L	Veterinary Nursing IV Lab ¹²	S	1				
VET 250	Veterinary Nutrition and Disease ¹²	S	3				
VET 265	Veterinary Emergency and Critical Care ¹²	S	2				
VET 265L	Veterinary Emergency & Critical Care Lab ¹²	S	1				
VET 275	Small Animal Vet Dentistry ¹²	S	2				
VET 275L	Small Animal Vet Dentistry Lab ¹²	S	1				
VET 290	Veterinary Technology (VINE) Seminar ¹²	S	2				
	Total Semester Hours		14				
VET 295	Veterinary Technology Externship ¹⁵	SU	5				
Hours Required for Graduation: 78							

¹ All courses must be completed with a grade of C or better.

² MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510

³ VET 210, VET 210L, VET 215, VET 215L, and VET 227 are co-requisites.

⁴ AH 151 and ENL 101 have a prerequisite of placement in 100-level English or a corequisite of ENL 095 Students must earn a "C" or better in ENL 101 to graduate.

⁵ VET 220, VET 220L, VET 225, VET 225L, VET 260, VET 260L are co-requisites.

⁶ VET 220, VET 225 and VET 260 have a prerequisite of VET 210, VET 210L, VET 215, VET 215L, VET 227.

⁷ VET 285 has a prerequisite of VET 210, VET 215, VET 216, VET 220 and VET 260.

⁸ VET 217 has a prerequisite of VET 216, VET 220 and VET 285.

⁹ CHEM 230 has a prerequisite of MAT 120, MAT 130, or MAT 144

¹⁰ VET 230, VET 245 and VET 255 have a prerequisite of VET 285.

¹¹ VET 217, VET 230, VET 230L, VET 235, VET 245, VET 245L, VET 255, and VET 255L are co-requisites.

¹² VET 240, VET 240L, VET 250, VET 265, VET 265L, VET 275, VET 275L and VET 290 are co-requisites.

¹³ VET 240 has a prerequisite of VET 210, VET 220 and VET 230.

¹⁴ VET 275 has a prerequisite of VET 217, VET 230, VET 245, VET 250 and VET 255.

¹⁵ VET 295 is a capstone course.

Allied Health Occupations, CAS

Academic Year 2024-2025

Program Description:

The Allied Health Occupations Certificate Program is a unique opportunity for students, interested in the health care field, to earn a certificate that will help them further this goal. Health Occupations Certificate graduates have a wide range of career options within the Health Science industry. Graduates work in educational services, federal, state, and local governments, or pharmaceutical and medical facilities. The Health Occupations Certificate includes a minimum of 18 general education credits and 12 credit hours of Allied Health credits.

Career Outlook:

For the most current career outlook information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Program Admission Requirements:

- Mountwest is an open enrollment institution. Please contact Student Services Division at (304) 710-3361 for specific admission requirements.
- Applicants must complete all general education and prerequisite courses with a grade of “C” or better, and must have a cumulative GPA of 2.0 or higher.

Contact Information:

Janet Smith

Room 433

Phone: 304-710-3516 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: smithjan@mctc.edu

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Allied Health Occupations—Major Code CA70

Name:						ID Number 942-	
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology (EDGE)		3				
BIOL 257	Intro. To Anatomy & Physiology		3				
ENL 101	Written Communication ¹		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Math Elective ²		3				
			15				
	Allied Health Electives ³ (3 courses)		9				
COM 112 or COM 125	Oral Communication Interpersonal Communication		3				
	Social Science Elective ⁴		3				
			15				
Hours Required for Graduation: 30							

1. ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.
2. MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.
3. Recommended Allied Health electives include: AH 205, AH 207, AH 216, AH 220, EME 105, EME 109 and others with permission.
4. Choose from EC, HIST, PSYC, SOCI at the 100-level or above.

Certified Coding Specialist, CAS

Academic Year 2024-2025

Program Description:

The Certified Coding Specialist serves as a qualified technician in analyzing and classifying medical data. Using universally recognized coding systems (ICD-10-CM/PCS and CPT-4), the Certified Coding Specialist assigns codes to diagnoses, injuries, and procedures found in the records of patients. The codes are then reported to insurance companies or government agencies for payment/reimbursement of patients' health expenses, medical statistics, and research.

This program enables the student to become familiar with the coding systems, medical terminology, and medical background of anatomy and diseases that will give the student a basis on which to build. Students also have the opportunity to complete a directed practice of 60 hours in a virtual healthcare environment or healthcare setting. Successful completion of this program will prepare students to sit for the CCA or CCS exam administered by the American Health Information Association. Please refer to their website at www.ahima.org for further qualifications for taking the national certification test for CCA or CCS.

Career Outlook:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Career Description:

Certified Coding Specialists are professionals skilled in classifying medical data from patient records, generally in the hospital setting. These coding practitioners review patients' records and assign alphanumeric codes for each diagnosis and procedure. To perform this task, they must possess expertise in the ICD-10-CM/PCS coding system and the surgery section within the CPT coding system. In addition, the Certified Coding Specialist is knowledgeable of medical terminology, disease processes, and pharmacology.

Hospitals or medical providers report coded data to insurance companies or to the government, for Medicare and Medicaid recipients, for reimbursement of their expenses. Researchers and public health officials also use coded medical data to monitor patterns and explore new interventions. Coding accuracy is thus highly important to healthcare organizations because of its impact on revenues and describing health outcomes. Accordingly, the CCA and CCS credentials demonstrate tested data quality and integrity skills in a coding practitioner. The CCS certification exam assesses mastery or proficiency in coding rather than entry-level skills. Individuals may also contact the American Health Information Association at (800) 335-5535 or www.ahima.org.

Gainful Employment Information can be found at: <http://www.mctc.edu/academics/gainful-employment/>

Contact Information:

Jane Barker, MS, RHIA, CCS

Room 441

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Mountwest Community & Technical College

02/15/2024

Academic Year 2024-2025

Certified Coding Specialist—Major Code CC20

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology		3				
BIOL 257/259	Principles of Anatomy & Physiology & Lab		4				
MAT 120	Applied Professional Math ¹		3				
HIT 201	Health Information Tech I		3				
			13				
AH 205	Principles of Disease ²		3				
AH 216	Basic Pharmacology ³		3				
HINF 101	Introduction to Healthcare Informatics		3				
HIT 205	ICD-10-CM/PCS Coding I ⁴		3				
HIT 209	CPT – Procedural Coding ⁵		3				
			15				
COM 125	Interpersonal Communication		3				
HIT 207	ICD-10-CM/PCS Coding II ⁶		3				
HIT 206	Healthcare Statistics ⁷		3				
HIT 211	Coding and Reimbursement for Physician Services ⁸		3				
HIT 219	Professional Practice Experience ⁹		3				
			15				

Hours required for Graduation: 43

¹ MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

² AH 205 has a prerequisite of BIOL 257, or BIOL 258, or BIOL 260.

³ AH 216 has a prerequisite of AH 151

⁴ HIT 205 has prerequisites of BIOL 257/259, AH 151.

⁵ HIT 209 has prerequisites of BIOL 257/259, AH 151

⁶ HIT 207 has a prerequisite of HIT 205.

⁷ HIT 206 has prerequisites of MAT 100, HINF 101.

⁸ HIT 211 has a prerequisite of HIT 209.

⁹ HIT 219 has a prerequisite of HIT 201, HIT 205, HIT 209

*All coursework must be completed with a grade of “C” or better.

Health Professions, CAS

Academic Year 2024-2025

Program Description:

The Health Professions certificate serves as a foundation for continued studies at a four-year institution. This certificate is ideal for the student planning to pursue a degree in nursing. In addition to general education credits, students will take several courses that will prepare them for their major/career in a health profession field. Courses include Anatomy & Physiology, Nutrition, Chemistry, Microbiology, and Psychology.

Career Outlook:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Contact Information:

Jason Black

Room 347

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Mountwest Community & Technical College
Academic Year 2024-2025

03/18/2024

Health Professions Certificate—Major Code CH77

Name: _____ **ID Number 942-** _____

Educational Counselor: _____

Faculty Advisor: _____

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication ¹		3				
CHEM 205	Chemistry for Healthcare		4				
BIOL 260	Human Anatomy		4				
PSYC 200	General Psychology		3				
AH 220	Basic Nutrition		3				
			17				
ENL 102	Written Communication II		3				
BIOL 265	Human Physiology		4				
BIOL 210	Microbiology		3				
BIOL 210L	Microbiology Lab		1				
PSYC 211	Child Development		3				
			14				

HOURS REQUIRED FOR GRADUATION: 31

¹ ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

² BIOL 260 has a prerequisite of a minimum ACT score of 19 or SAT score of 510 or a passing grade in BIOL 257.

³ BIOL 265 has a prerequisite of a passing grade in BIOL 257 or BIOL 260, or minimum ACT score of 19.

⁴ PSYC 211 has a prerequisite of PSYC 200.

⁵ ENL 102 has a prerequisite of a C or better in ENL 101.

Medical Assistant, CAS

Academic Year 2024-2025

Program Description:

Medical Assistants are allied health professionals who assist physicians in their offices or other medical settings. In accordance with respective state laws, they perform a broad range of administrative and clinical duties, as indicated by the American Association of Medical Assistants recent role delineation study. The Mountwest Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), on recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Educational Programs

Contact information:

25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763 (727)
210-2350 www.caahep.org

Administrative duties include scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls and writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patient for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician.

Both administrative and clinical duties involve maintenance of equipment and supplies for the practice. A medical assistant who is sufficiently qualified by education and/or experience may be responsible for supervising personnel, developing and conducting public outreach programs to market the physician's professional services, and participating in the negotiation of leases and of equipment and supply contracts.

Career Outlook:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

Students seeking admission into the Medical Assistant program must arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection. Application packets are available in the Allied Health and Life Sciences Division, (304) 710-3513 for more information.

1. Physical exam with proper documentation of vaccinations, prior to practicum.
2. Applications are available on the MA page of the MCTC website or pick up in room 427.

For additional information about careers as a Medical Assistant, visit the American Association of Medical Assistants web site at www.aama-ntl.org.

Contact Information:

Donna Roy
Room 453
Phone 304-710-3526 or 1-866-N-ROLLED (1-866-676-5533)
E-mail: nance2@mctc.edu

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Medical Assistant Certificate¹—Major Code CM31

Name: _____ **ID Number 942-** _____

Educational Counselor: _____

Faculty Advisor: _____

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology		3				
BIOL 257	Intro to Anatomy & Physiology		3				
MA 201	Medical Assisting Tech I		4				
MA 205	Medical Office Coding & Claims Procedures		3				
MA 206	Medical Office Procedures I		3				
			16				
AH 216	Basic Pharmacology		3				
MA 202	Medical Assisting Tech II ²		4				
MA 203	Medical Lab Techniques		4				
MA 208	Medical Office Procedures II ³		3				
			14				
MA 210	Medical Office Practicum ⁴		3				

HOURS REQUIRED FOR GRADUATION: 33

¹ All MA courses have a prerequisite of admission to the program, and High School diploma or GED.

² MA 202 has a prerequisite of MA 201.

³ MA 208 has a prerequisite of MA 206.

⁴ MA 210 has a prerequisite of MA 201, MA 202, MA 203, MA 205, MA 206, MA 208, and AH 216 and a current BLS CPR certification.

Paramedic Science, CAS

Academic Year 2024-2025

Program Description:

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

The student completing the three semester Certificate Degree Program, will have completed an intense 11-month long program consisting of 45 credit hours. This program is designed for individuals involved in both career and volunteer aspects of the Emergency Medical Services realm. The program consists of classroom lectures, practical labs and approximately 400 hours of clinical internships, as well as EMS courses specifically designed for EMS professionals. Students will be eligible to sit for the National Registry of Emergency Medical Technicians Examination after the successful completion of the core courses for the level they will be testing, only if the student has maintained a letter grade of “C” or better in all EME/PAR courses and “CR” in all Clinical courses.

Occupational Risks:

Working in Emergency Medical Services poses inherent occupational risks for EMS providers. Risks include the following:

- Violence/assaults
- Verbal threats/aggression
- Motor vehicle crashes
- Infectious disease
- Lifting injuries
- Sprains and strains
- Psychological trauma
- Hazardous chemical exposure
- Hyper/hypothermia

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Admission Requirements:

Students seeking admission into the Paramedic Science program should arrange an appointment with the program faculty to obtain current admission requirements. This is to ensure that students receive up to date information regarding the program admission requirements and the criteria for selection.

Students must be EMT certified and maintain EMT certification as prerequisite for admission to and continuation in the program. Students must successfully pass a criminal background and drug screen prior to placement in a clinical setting.

Contact Information:

Edward Bays, B.S., NRP
One Mountwest Way
Room 431
Phone: 304-710-3528
Email: bays@mctc.edu

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Mountwest Community & Technical College

02/20/2024

Academic Year 2024-2025

Name:

ID Number 942-

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
Fall Semester							
BIOL 257	Intro to Anatomy & Physiology		3				
BIOL 259	Basic Anatomy & Physiology Lab		1				
EME 201	Intro to Medical Emergencies		3				
EME 202	Airway/Trauma Management		4				
PAR 212	Pre-Hospital Pharmacology		2				
PAR 225	Rescue Operations		3				
EME 251	EMS Clinical I		2				
Spring Semester			18				
PAR 220	Cardiovascular Emergencies		4				
PAR 230	Special Considerations		3				
PAR 231	Medical Emergencies		3				
PAR 251	Paramedic Clinical I		2				
PAR 252	Paramedic Clinical II		2				
PAR 270	EMS Emergencies		4				
Summer Semester			18				
PAR 205	EMS Preparatory		3				
PAR 253	Paramedic Clinical III		3				
PAR 290	Paramedic Capstone		3				
			9				

Hours Required for Graduation: 45

¹Student must be EMT certified and maintain EMT certification as prerequisite for admission to and continuation in the program. See program advisor for information on application to the Paramedic Science Certificate Program.

²Students who hold a current National Registry AEMT certification may begin the program in the Spring semester.

³Students move through paramedic coursework in sequence, beginning with the first semester (fall) coursework.

⁴Students must receive a letter grade of "C" or higher in "EME/PAR" courses to be eligible for the National Registry of EMT's exam.

⁵Clinical Grades will be given on a Credit/Non-Credit basis. Students must earn a credit grade in all "EME/PAR" clinical courses to be eligible for the National Registry of EMT's exam.

⁶Students who at any time during the program earn a letter grade below "C" in "EME/PAR" courses, or receive a non-credit in "EME/PAR" clinical courses will be dismissed from the program.

⁷Students who are dismissed from the program may reapply the next time the program begins.

⁸This program has built-in embedded computation and communication outcomes as developed by general education faculty

Pharmacy Technician, CAS

Academic Year 2024-2025

Program Description:

As pharmacies expand patient care services, the role of and need for pharmacy technicians will also expand. Pharmacy Technicians are highly skilled individuals who play a critical role in providing optimal patient care in medication management. They assist Pharmacists with day-to-day operations so that Pharmacists can devote additional time to provide high level care to patients in a vast array of patient care settings.

Pharmacy technicians who work in retail or mail-order pharmacies have varying responsibilities, depending on State rules and regulations.

In hospitals, nursing homes, ambulatory care clinics, specialty pharmacy, nuclear pharmacy and compounding pharmacies, technicians have added responsibilities. They interpret patient charts, complete prior authorizations, obtain financial assistance, and medication reconciliation.

With the appropriate amount of training and experience, pharmacy technicians may be promoted to supervisory roles, may seek specialization (e.g. oncology, nuclear pharmacy), or may pursue further education and training to become a pharmacist. Some technicians gain specialized skills in sterile products admixture, pharmacy automation, and health information systems.

The Pharmacy Technician Certificate Degree includes a total of 30 credit hours. Successful completion of the PHT program will include a clinical internship at a retail facility. Many states required licensure in order to perform pharmacy technician work. The West Virginia Board of Pharmacy currently requires licensure of all pharmacy technicians. Upon completion of the PHT program, graduates will be eligible to sit for the national board examination. For more information about West Virginia requirements and the national certification exam, please visit www.wvbop.com and www.ptcb.org. Currently, the PTCE pass rate for program graduates is 42%

Career Outlook:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Admission Requirements:

Students must submit an application for this program as it is selective admission. Students must also have:

1. A 2.5 GPA from the institution or previously enrolled or high school diploma or GED
2. A minimum ACT Math score of 19 or Accuplacer score of 85
3. A minimum ACT English score of 18 or Accuplacer score of 5

Additional Requirements:

- Proof of medical insurance coverage is required for internship
- Prior to internship, students must submit proof of Tuberculosis testing and Hepatitis B vaccination, or sign a waiver refusing vaccination
- The cost of tuberculosis testing, vaccinations, and trainee registration with WV Board of Pharmacy are the responsibility of the student
- Students are responsible for room and board, as well as transportation during clinical internship
- Convicted felons or Misdemeanor Drug Charges are not eligible for this program

Contact Information:

Melissa Ballard, CPhT
Pharmacy Technician Program Coordinator
Room 435
Phone: 304-710-3517
Email: ballard@mctc.edu

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02/20/2024

Academic Year 2024-2025

Pharmacy Technician-Major Code – CP71

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
PHT 203	Pharmacy Law		3				
PHT 204	Community/Retail Pharmacy		3				
PHT 206	Pharmacy Calculations		3				
PHT 216	Pharmacology for PHT I		3				
MAT 120	Applied Professional Math		3				
			15				
PHT 205	Institutional/Hospital Pharmacy		3				
PHT 208	Intro to Sterile Products		3				
PHT 255	Pharmacy Technician Seminar		3				
PHT 290	Community/Retail Exp. Training ²		3				
ENL 131	Business and Technical Writing		3				
			15				
Hours Required for Graduation: 30							

¹ PHT 290 has a prerequisite of PHT 203, 204, and 216.

Community Pharmacy Technician
Skill Set Certificate

CERTIFICATE REQUIREMENTS			
PHT	203	Pharmacy Law	3
PHT	204	Pharmacy Practice I	3
PHT	206	Pharmacy Calculations	3
PHT	216	Pharmacology I	3
PHT	255	Pharmacy Technician Seminar	3
TOTAL HOURS REQUIRED			15

Individuals who complete the above courses will receive a Certificate of Successful Completion from Mountwest Community & Technical College.

Individuals who successfully complete the above required courses will be eligible for the Pharmacy Technician Certification Exam (PTCE) issued by the Pharmacy Technician Certification Board (PTCB)

CONTACT INFORMATION:

Melissa Ballard

Room 435

Phone: 304-710-3517

Email: ballard@mctc.edu

EMT

CERTIFICATE REQUIREMENTS		
EME 109	Emergency Medical Technician	10
TOTAL HOURS REQUIRED		10

Individuals who complete the above courses will receive a Certificate of Successful Completion from Mountwest Community & Technical College.

Individuals who successfully complete the above required courses will be eligible for the National Registry of EMT's EMT Exam.

CONTACT INFORMATION:

Edward Bays

Room 431

Phone 304-710-3528 or 1-866-N-ROLLED (1-866-676-5533)

Email: bays@mctc.edu

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Medical Administrative Assistant, SS

Academic Year 2024-2025

Program Description:

Medical Administrative Assistants are clerical professionals who handle various office tasks at hospitals and private-practice clinics. They are trained to manage the front desk operations for hospitals, doctors' offices, and other medical facilities. Following completion of the skill set, students will be eligible to sit for the Certified Medical Administrative Assistant (CMAA) certification through National Health Career Association (NHA). This is a seamless career ladder to the Medical Assistant program.

Program Outcomes:

- Identify the procedures for patient record retrieval and reimbursement
- Explain the role of a medical administrative assistant
- Apply computer and information literacy skills using electronic health records software
- Recognize laws and issues related to ethics and confidentiality
- Demonstrate effective communication and customer service skills among patients, providers, team members, and third-party payers
- Demonstrate professional behavior
- Schedule and manage appointments
- Organize and maintain a patient's medical record
- Apply managed care procedures and policies
- Perform basic procedural and diagnostic coding
- Complete insurance claim forms

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Contact Information:

Donna Roy
Room 453
Phone 304-710-3526 or 1-866-N-ROLLED (1-866-676-5533)
E-mail: nance2@mctc.edu

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Medical Administrative Assistant Skill Set—Major Code SS76

Name: _____ **ID Number 942-** _____

Educational Counselor: _____

Faculty Advisor: _____

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology		3				
MA 205	Medical Office Coding & Claims Procedures		3				
MA 206	Medical Assisting Techniques I		3				
MA 208	Medical Office Procedures II		3				
			12				

HOURS REQUIRED FOR GRADUATION: 12

APPLIED TECHNOLOGY

mctc.edu/programs

2 Year Degrees

AAS Aviation Maintenance Technology

AAS Biomedical Instrumentation Technology

AAS Electronics Technology

- Advanced Automation

AAS Machinist/CNC Technology

AAS SMART

AAS Welding Technology

1 Year Certificates

CAS Machinist

CAS Welding Technology

Skill Sets

CNC Machinist

CNC Operator

Manual Machinist



Aviation Maintenance Technology, AAS

Academic Year 24-25

Program Description:

The Aviation Maintenance Technology program is a joint offering of Mountwest Community and Technical College and Marshall University. **Students must be accepted and enrolled at both institution at the same time.**

Aviation Maintenance technicians inspect, service and repair airplanes, commercial airlines and helicopters of all sizes. This hands-on training program provides a well rounded education in aviation mechanics and systems. The student will gain experience working with aircraft structures, reciprocating and jet engines, hydraulics, electrical wiring and avionics, flight instruments and other aviation components and systems.

As a graduate of the program, students will be eligible to take the FAA exam for Airframe and Powerplant licensure.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Program Admission Requirements:

The Aviation Maintenance Technology program has admissions and candidacy requirements in addition to the Mountwest Community and Technical College admission guidelines. Application packets are available upon request from the program director or program advisor.

Application packets are to be completed and submitted to the program advisor at MCTC.

Recommended Test Scores

- SAT: Writing 480, Math 510 or higher
- ACT: Writing 18, Math 19 or higher
- Accuplacer: Writing 250, Math 250 or higher

Contact Information:

Nancy Ritter – Chief of Aviation Operations
rittern@marshall.edu

Natasha Blanton – Program Advisor
(304)710-3524
blantonn@mctc.edu

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Aviation Maintenance Technology – Major Code CA80

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AMT 101	Beginning Aviation Maintenance	F	3				
AMT 102	Regulations & Publications	F	3				
AMT 103	Aviation Technical Skills & Practices	F	3				
AMT 109	Aviation Electronics	F	3				
AMT 215	Certification Test Preparation I (MCTC)	F	1				
MAT 135	Technical Mathematics	F	3				
							16
AMT 105	Aviation Utility Systems	S	3				
AMT 110	Aviation Power Systems	S	3				
AMT 206	Fluid Power and Landing Gear Systems	S	3				
AMT 209	Airframe Inspection and flight Control Systems	S	3				
IT 101	Fundamentals of Computers (MCTC)	S	3				
							15
AMT 202	Sheet Metal Structures	Su	3				
AMT 210	Nonmetallic Structures	Su	3				
AMT 211	Aircraft Information Systems	Su	3				
MG 102	Introduction to Entrepreneurship	Su	3				
							12
AMT 201	Reciprocation Engline Systems	F	3				
AMT 203	Reciprocating Engine Maintenance	F	3				
AMT 208	Cabin Atmosphere Systems	F	3				
AMT 216	Certification Test Preparation II (MCTC)	F	1				
ENL 131	Business and Technical Writing	F	3				
							13
AMT 204	Propeller and Control Systems	S	3				
AMT 205	Turbine Engne Systems	S	3				
AMT 207	Turbine Engine Maintenance	S	3				
AMT 217	Certification Test Preparation III (MCTC)	S	1				
PSYC 200 or SOCI 210	General Psychology (MCTC) Or Fundamentals of Sociology (MCTC)	S	3				
							13

All courses must be taken in the sequence listed.

ENL 131 requires placement in 100 level English or corequisite of ENL 095.

Biomedical Instrumentation Technology, AAS

Academic Year 2024-2025

Program Description:

The Biomedical Instrumentation Technology program provides the skills necessary to install, maintain, calibrate, and repair medical equipment in hospitals, doctors' offices, dental offices, and anywhere medical equipment is used. Graduates will be prepared for direct employment within a hospital, field service for a manufacturer, and third party field service technicians.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Exercise the daily activities of a technician in a medical setting
- Apply basic troubleshooting and calibration skills to biomedical equipment
- Interact successfully with technical staff while analyzing simple to moderately complex problems associated with biomedical equipment
- Execute accepted documentation practices for maintenance and calibration of biomedical equipment

Employment Opportunities:

BMT I, II, III
Maintenance Technician
Equipment Specialist
Process Control
Technician
Installation Technician
BMT Supervisor

Contact Information:

Robert Adkins
Room: 247
Phone: 304-710-3458 or 1-8-N-ROLLED (1-866-676-5533) e-mail: adkinsr@mctc.edu

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Biomedical Instrumentation Technology – Major Code CB30

Name:				ID Number 942-			
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology (EDGE)		3				
ELT 111	Direct Current Circuit Analysis & Applications ¹		5				
ENL 131	Business and Technical Writing ²		3				
MAT 120	Applied Professional Math ³		3				
			14				
BMT 110	Safety in Healthcare		3				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
ELT 121	Alternating Current Circuit Analysis & Applications ⁴		5				
IT 101	Fundamentals of Computers (EDGE)		3				
MAT 215	Applied Discrete Math ⁵		3				
			17				
BMT 223	Biomedical Instrumentation		3				
ELT 131	Analog Circuits Analysis & Applications ⁶		5				
ELT 211	Digital Circuits ⁷		5				
IT 270	Computer Essentials and Applications ⁸		4				
			17				
BMT 225	Biomedical Instrumentation II ⁹		3				
BMT 299	Biomedical Internship ¹⁰		3				
IT 225 or IT 230	Fundamental of Wireless LANs Network Communications		3				
SCI 110	Introductory Physics ¹¹		4				
			13				
HOURS REQUIRED FOR GRADUATION: 61							

¹ELT 111 has a prerequisite/corequisite of MAT 144. MAT 144 has a corequisite of MAT 099.

²ENL 131 has a prerequisite of placement in 100-level English or a corequisite of ENL 095.

³MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

⁴ELT 121 has a prerequisite of ELT 111.

⁵MAT 215 has a prerequisite of MAT 144 or MAT 120.

⁶ELT 131 has a prerequisite ELT 121.

⁷ELT 211 has a prerequisite of MAT 215.

⁸IT 270 has a prerequisite of IT 101 or IT 102.

⁹BMT 225 has a prerequisite of BMT 223.

¹⁰BMT 299 has a prerequisite of permission.

¹¹SCI 110 has a prerequisite of MAT 144, MAT 120, or MAT 120E.

Electronics Technology, AAS

Academic Year 2024-2025

Program Description:

Electronics Technician is one of today's fastest growing careers, a career that can provide not only a great salary and job security but also exciting work in a field that is always growing and changing. This field has many opportunities including maintenance, design, service and sales in commercial, manufacturing and process industries.

The following industries employ electronic technicians: computer industry, consumer electronics industry, robotics industry, utility companies, healthcare, broadcast, manufacturing, aerospace, automotive, mining, office equipment, waste-treatment, and any other industries that use electrical/electronic systems.

Career Outlook and Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Understand the daily activities of a technician in an industrial setting
- Apply basic troubleshooting and calibration skills to common electronic or electromechanical equipment
- Interact successfully with technical staff while analyzing simple to moderately complex problems associated with automated manufacturing
- Execute accepted documentation practices for maintenance and calibration of electronic equipment
- Apply ethical principles and responsibilities in the profession
- Recognize the need for life-long learning in a world of technological change
- The student will compose coherent, unified written documents that demonstrate correct mechanics and style, as well as appropriate documentation of sources

Employment Opportunities:

- Bench technician
- Design technician
- Process control technician
- Bio-medical technician
- Maintenance technician
- Electronics trainers
- Electronics sales
- Installation technician

Contact Information:

Robert Adkins

Room: 247

Phone: 304-710-3458 or 1-8-N-ROLLED (1-866-676-5533) e-mail: adkinsr@mctc.edu

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Electronics Technology – Major Code CE10

Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ELT 111	DC Circuit Analysis & Applications ¹		5				
ENL 131	Business and Technical Writing ²		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math ³		3				
			14				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
ELT 121	Alternating Current Circuit Analysis & Applications ⁴		5				
MAT 215	Applied Discrete Math ⁵		3				
SCI 110	Introductory Physics ⁶		4				
			15				
ELT 131	Analog Circuits Analysis & Applications ⁷		5				
ELT 211	Digital Circuits ⁸		5				
IT 270	Computer Essentials and Application ⁹		4				
	Technical Elective ^{10,14}		3				
			17				
ELT 222	Introduction to Microcontrollers ¹¹		4				
ELT 299	Electronic Technology Internship ¹²		3				
IT 230 or IT 225	Network Communications or Fundamentals of Wireless LANs		3				
	Social Science Elective ¹³		3				
	Technical Elective ^{10,14}		3				
			16				
HOURS REQUIRED FOR GRADUATION: 62							

1. ELT 111 has a prerequisite/co-requisite of MAT 144. MAT 144 has a corequisite of MAT 099.
2. ENL 131 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095.
3. MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.
4. ELT 121 has a prerequisite of ELT 111.
5. MAT 215 has a prerequisite of MAT 145 or MAT 144, MAT 120 or MAT 120E.
6. SCI 110 has a prerequisite of MAT 144, MAT 120, or MAT 120E.
7. ELT 131 has a prerequisite of ELT 121.
8. ELT 211 has a prerequisite of MAT 215.
9. IT 270 has a prerequisite of IT 101 or IT 102.
10. Choose from any of the following: ELT 150, 160, ELT 280-283, IT 115, IT 120, IT 121, IT 131, IT 150, IT 171, IT 224, IT 250, IT 261, GST 100, GST 110, GST 140, GST 150, GST 160.
11. ELT 222 has a prerequisite of ELT 211.
12. ELT 299 has a prerequisite of Permission
13. Choose from EC, HIST, PSYC, SOCI 100-level or above.
14. ELT 160 has a prerequisite of ELT 131 and ELT 211

Electronics Technology, AAS

Advanced Automation Concentration

Academic Year 2024-2025

Career Outlook:

The Advanced Automation Technology Program provides the skills necessary in install, maintain, program, upgrade, and repair automation systems. Students will know how to control conveyors, motors, robotics, and more. This degree will fall in between an automation engineer and an automation operator. Graduates will be prepared for direct employment in all automation roles in the field including automobile manufacturing, metal manufacturing, production plants, process control automation, etc.

Career Outlook:

For the most current career outlook information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Employment Opportunities:

- Toyota Manufacturing Plant
- Bimbo Bakery
- Mountain State Metalworks
- Huntington Steel/Special Metals
- Martin Steel
- Aero Fab
- Smith Manufacturing
- Jenmar/McSweeney Inc.
- N Compass Networks
- Appalachian Electric Power

Contact Information:

Robert Adkins

Room: 247

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Academic Year 2024-2025

04-01-2024

Electronics Technology, Advanced Automation Technology – Major Code CE10-CE15

Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
MAT 120	Applied Professional Math ¹		3				
ELT 150	Introduction to PLC/PAC		4				
ELT 111	DC Circuit Analysis ²		5				
ENL 131	Business and Technical Writing ³		3				
			15				
MAT 215	Applied Discrete Math ⁴		3				
ELT 121	AC Circuit Analysis ⁵		5				
ELT 180	Ladder Logic ⁶		4				
COM 112 or COM 125	Oral Communications or Interpersonal Communication		3				
			15				
ELT 131	Analog Circuits Analysis & Applications ⁷		5				
ELT 211	Digital Circuits ⁸		5				
ELT 250	Motion Control Fundamentals ⁹		4				
	Technical Elective		3-4				
			17-18				
ELT 160	Electronic Communications ¹²		4				
ELT 260	Automation Project Development ¹⁰		4				
ELT 299	Electronic Technology Internship		3				
SCI 110	Introduction to Physics ¹¹		4				
			15				
HOURS REQUIRED FOR GRADUATION: 62-63							

¹ MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

² ELT 111 has a prerequisite or corequisite of MAT 144 or MAT 145.

³ ENL 131 has a corequisite of ENL 095 or prerequisite of ACT Verbal 18, SAT Verbal of 450.

⁴ MAT 215 has a prerequisite of MAT 144 or MAT 120.

⁵ ELT 121 has a prerequisite of ELT 111.

⁶ ELT 180 has a prerequisite of ELT 150.

⁷ ELT 131 has a prerequisite of ELT 121.

⁸ ELT 211 has a prerequisite of permission and MAT 215 or equivalent.

⁹ ELT 250 has a prerequisite of ELT 150 and ELT 180.

¹⁰ ELT 260 has a prerequisite of ELT 150, ELT 180 and ELT 250.

¹¹ SCI 110 has a prerequisite of MAT 120, MAT 120E or MAT 144.

¹² ELT 160 has a prerequisite of ELT 131 and ELT 211.

Machinist/CNC Technology, AAS

Academic Year 2024-2025

Program Description:

The CNC Specialist program provides students the opportunity to prepare for entry level careers as machinists using conventional equipment and computer control equipment.

The graduate will have completed fundamentals required for all machining careers – industrial safety, blueprint reading and precision measurement. Technical courses develop skills using conventional machines and using computerized manufacturing equipment.

Participants in the CNC Specialist program receive technical skills immediately useful in the workplace requiring CNC knowledge. They receive hands-on instruction in set up, operation, programming, maintenance, etc. on state-of-the-market CNC equipment used every day in industry. They also receive instruction in industrial communications, organizational skills, mathematics for machinists and safety.

Before graduation, each individual is required to pass all Level 1 NIMS CNC credentials.

The program adheres to the standards of the National Institute for Metalworking Skills (NIMS);

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Program Outcomes:

- Demonstrate a safety attitude and conduct himself/herself in a safe way
- Apply mathematical skills appropriate to conventional machining
- Read and interpret blueprints
- Select and use correct measurement instruments
- Demonstrate the ability to properly use and care for conventional machining equipment
- Operate an engine lathe, vertical mill, grinder, saw, and a drill press
- Produce simple parts using conventional machining
- Demonstrate professionalism and responsibility in a work environment
- Identify grades of steel
- Provide rationale for feeds and speeds selected in projects
- Perform advanced operations on conventional machining equipment
- Produce complex parts with accurate measurements within allowable tolerances
- Develop and follow a process plan
- Apply knowledge and skill in fundamentals of machining to CNC machining
- Demonstrate mathematical skills appropriate for CNC machining
- Edit and write CNC program code using G and M code language
- Make work offsets and tool offsets
- Setup and execute projects on CNC Mill and CNC Lathe
- Produce complex parts using CNC equipment
- Operate a computer

Program Admission Requirements:

The CNC Specialist Program has admission and candidacy requirements in addition to the Mountwest Community & Technical College admission guidelines.

Employment Opportunities:

Contact Information:

Jill Goheen
Robert C. Byrd Institute
Phone: 304-781-1678 Email:
jill.goheen@mfg.marshall.edu

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Machinist/CNC Technology - Major Code CM80

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
Fall Term 1							
ENL 131	Technical Report Writing ¹	Fall	3				
MAT 135	Technical Math	Fall	3				
MT 105	Industrial Safety	Fall	2				
MT 121	Introduction to Machinery	Fall	6				
MT 200	Blueprint Reading, Precision Measurement & Inspection	Fall	4				
			18				
Spring Term 2							
MT 215	Metal Working Theory and Application	SP	6				
MT 233	NIMS Credentialing/Manual Machining	SP	6				
MT 241	Introduction to CNC Machining	SP	4				
			16				
Summer Term 3							
MT 244	CNC Set UP/Operations	SM	6				
MT 248	NIMS Credentialing/CNC Project	SM	5				
			11				
Fall Term 4							
	Restricted Elective (MT, MFE, WELD) ²	Fall	6				
COM 125	Interpersonal Communication	Fall	3				
IT 101	Fundamentals of Computers	Fall	3				
EC 102 or MG 101	Basic Economics or Intro to Business	Fall	3				
			15				
HOURS REQUIRED FOR GRADUATION: 60							

¹ ENL 131 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095.

² Restricted Electives include:

- Choose any 6 hours from the following list:
- Any MT class not already included in the curriculum
- Any MFE course
- WELD 112 metallurgy
- WELD 115 Introduction to Welding

Successful completion of the first semester MT courses, students will be awarded a skill set for CNC Operator

Successful completion of the second semester MT courses, students will be awarded a skill set for Manual Machinist

Successful completion of the first and second semester including General Education, students will be awarded the certificate degree option

Successful completion of the summer term MT courses and MT 241 from prior spring term, students will be awarded a skill set for CNC Machinist.

Systems Maintenance, Automation, and Robotic Technology (SMART), AAS

Academic Year 2024-2025

Workforce Division

Program Description:

The SMART program provides students the opportunity to prepare for entry level to intermediate level career as systems maintenance specialist that work in modern manufacturing environment on manufacturing, automation, and robotic equipment and systems. The program provides a flexible approach that allows students to design their path in a variety of specializations that are mapped to different types of manufacturers needs throughout the region.

The graduate will have completed fundamentals required for all manufacturing careers – Introduction to manufacturing systems, safety, maintenance operations, precision measurements and blueprint reading for manufacturing drawings. These courses give the foundation for maintenance technicians to work on many manufacturing systems. The specialization core allows students to choose to become a general maintenance mechanic for entry level positions or to cater their selections to specialist roles such as electrical specialist, electronics specialist, mechanical specialist, fluid power specialist, or automation specialist for intermediate level positions. Each specialist role is tied to multiple nationally recognized certifications. Entry-level positions for which graduates will compete include: industrial maintenance, maintenance technician, automation specialist, MFG Maintenance – mechanic, maintenance – electrician, production operator, manufacturing specialist, skilled trades, and multi-craft worker.

The program adheres to the standards of the National Institute for Metalworking Skills (NIMS) and is accredited by NIMS

Career Outlook and Salary Forecast

For the most current salary information, please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Program Outcomes:

- Comply with safety guidelines
- Perform lock-out/tag-out for all types of devices
- Handle hazardous materials
- Use measuring tools and calculate necessary responses
- Read and interpret technical Drawings
- Use common tools necessary to maintain equipment
- Perform root cause analysis and identify solutions
- Safely operate machines
- Install, repair, and maintain a variety of manufacturing mechanical equipment
- Install, repair and maintain a variety of fluid systems
- Prepare maintenance plans

Program Admission Requirements

The program has admission and candidacy requirements in addition to the Mountwest admission guidelines. Students must also apply with Marshall Advanced Manufacturing Center.

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SMART – Systems Maintenance, Automation, and Robotic Technology, AAS – CS40

Name:					ID Number 942-				
Educational Counselor:									
Faculty Advisor:									
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS				
Component I – General Education Core – 15 Credit Hours									
ENL 101	Written Communication		3						
IT 101	Fundamentals of Computers		3						
COM 125	Interpersonal Communication		3						
MAT 135	Technical Mathematics		3						
EC 102	Basic Economics		3						
Component II – Technical Core – 13 Credit Hours									
MFG 105	Intro to Manufacturing Systems & Safety		3						
MFG 110	Intro to Maintenance Operations		3						
MFG 115	Precision Measurement		3						
MFG 117	Blueprints for Manufacturing		3						
MFG 290	SMART Capstone		1						
Component III – Specialization Options for SMART (Choose at least 32 Credit Hours). A minimum of 15 hours in MFG courses is required to complete the degree.									
General Maintenance Mechanic Specialist	SEM	HRS	Electrical Maintenance Specialist	SEM	HRS	Mechanical Systems Specialist	SEM	HRS	
MFG 140 – Mechanical Systems I		5	MFG 130 – Industrial Maintenance Electrical Principles ²		3	MFG 140 – Mechanical Systems I		5	
MFG 145 - Hydraulics		2	MFG 132 – Electrical/Electronic Theory for Maintenance ²		4	MFG 240 – Mechanical Systems II ⁵		5	
MFG 147 – Pneumatics		2	MFG 230 – Electric Motor Controls ^{3,4}		5	Electronics Maintenance Specialist			
MFG 150 – Industrial Maintenance Electronic Principles		3	MFG 232 – Power Systems ^{3,4}		3	MFG 150 – Industrial Maintenance Electronic Principles		3	
MFG 240 – Mechanical Systems II ⁵		5	Automated Systems			ELT 150 – Intro to PLC/PAC		4	
Fluid Power Systems Specialist			MFG 160 – Industrial Robotics & Robotic Maintenance		3	ELT 180 – Ladder Logic		4	
MFG 145 – Hydraulics		2	MFG 250 – Process Controls ⁶		3	ELT 250 – Motion Control Fundamentals		4	
MFG 147 – Pneumatics		2	ELT 150 – Intro to PLC/PAC		4				
HOURS REQUIRED FOR GRADUATION: 60									

¹ ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must complete course with a “C” or above to graduate.

² MFG 130 has a co-requisite of MFG 132.

³ MFG 230 and MFG 232 have a prerequisite of MFG 130.

⁴ MFG 230 and MFG 232 are co-requisites.

⁵ MFG 240 has a prerequisite of MFG 140.

⁶ MFG 250 has a prerequisite of ELT 150.

Welding Technology, AAS

Academic Year 2024-2025

Program Description:

The Welding Technology Program is an industry-driven, hands-on program that prepares individuals to meet the rigorous demands of the manufacturing sector.

The welding program delivers skills that an individual needs to be successful in industry. This is accomplished through a hands-on approach and intensive student instructor interaction. The best way to learn to weld is by actually welding. Therefore, the focus is on work done outside the traditional classroom and in a shop setting, providing the student a true feel for the correct way to weld. A major subject is safety and this program teaches individuals how to protect themselves and their environment while completing the job. Students learn a variety of welding methods including TIG, MIG, and SMAW, as well as metal cutting techniques to ensure they have the necessary skills expected by employers.

This program provides new welders a firm foundation to earn certification and thrive in the field.

Comprehensive full- and part-time programs are available, thus enabling current workforce members to improve their technical skills and develop professionally while helping their employers become more competitive.

Career Outlook and Salary Forecast:

For the most current information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Demonstrate a safety attitude and conduct himself/herself in a safe way in the classroom and shop
- Apply mathematical skill appropriate to welding
- Read and interpret blueprints used in the weld shop
- Select and use the correct tools in the shop
- Identify and describe the function of basic weld types
- Complete assigned project in the assigned time
- Demonstrate appropriate improvement in skills while welding
- Demonstrate a positive attitude and work habits in a professional manner
- Apply knowledge and skills in fundamentals of welding, basic to specialized
- Demonstrate mathematical skills appropriate for welding applications
- Understand and use: shielded metal arc welding, gas metal arc welding, flux cored welding, stick pipe welding (uphill and downhill)
- Show understanding and ability to troubleshoot and correct a weld
- Know and apply welding nomenclature
- Determine type of weld needed for specific situations
- Demonstrate the ability to adjust to changing procedures and updates to processes

Program Admission Requirements:

The Welding Technology Program has admission and candidacy requirements in addition to the Mountwest Community & Technical College admission guidelines.

Contact Information:

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Welding Technology – Major Code CW10

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COM 125	Interpersonal Communication		3				
MT 105	Industrial Safety		2				
WELD 112	Basic Metallurgy		3				
WELD 115	Introduction to Welding		8				
			16				
MAT 135	Technical Math		3				
WELD 120	Shield Metal Arc Welding (SMAW)		5				
WELD	Restricted Elective ¹		4				
IT 101	Fundamentals of Computers		3				
			15				
EC 102	Basic Economics		3				
WELD 130	Gas Meta Arc Welding		5				
WELD 140	Flux Cored Arc Welding		5				
WELD	Restricted Elective ²		4				
			17				
ENL 131	Technical Report Writing ⁴		3				
HMN 235	Leadership Studies through the Humanities		3				
WELD RE	Restricted Elective ³		4				
WELD 298	Welding Capstone		2				
			12				
HOURS REQUIRED FOR GRADUATION: 60							

1-3. Restricted Elective 1 will be a choice between WELD 210 Stick Pipe Welding (SMAW-Pipe) or WELD 125 Advanced SMAW Plate Welding. (each course offered on 8 week schedule). Students with advanced skills or those with EDGE credits may complete WELD 130 or WELD 140 during the second term.

4. ENL 131 requires placement in 100 level English or corequisite ENL 095.

Machinist, CAS

Academic Year 2024-2025

Program Description:

The Machinist Technology Program at the Marshall Advanced Manufacturing Center (MAMC) is an industry-driven, hands on program that prepared individuals to meet the rigorous demands of the manufacturing sector. An element of the MAMC program enables students to earn a certificate degree in Technical Studies by completing additional course work through Mountwest Community & Technical College.

Participants in the Machinist Technology Program receive technical skills training to work in industrial machining. Course work includes manual machine operation and technical support, introductory CNC (computer-numerical-control) machine operation and technical support, oral communications and organizational skills, mathematics for machinists, and safety issues.

Working closely with an 11-member industry-based advisory board, MAMC designed the program's core technical components so they met the manufacturing sector's needs.

Comprehensive full- and part-time programs are available, thus enabling current workforce members to improve their technical skills and develop professionally while helping their employers become more competitive.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The Machinist Technology Program has admission and candidacy requirements in addition to the Mountwest Community & Technical College admission guidelines.

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COURSE REQUIRED

Machinist CAS, CT15 ¹							
Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
MT 105	Industrial Safety	F	2				
MT 119	CNC Mill Loader Operator	F	2				
MT 121	Introduction to Machinery	F	6				
MT 200	Blueprint Reading, Precision Measurement & Inspection	F	4				
			14				
MT 215	Metal Working Theory and Application	S	6				
MT 233	NIMS Credentialing/Manual Machining	S	6				
MT 241	Introduction to CNC Machining	S	4				
			16				
HOURS REQUIRED FOR GRADUATION: 30							

¹ All courses are at the Marshall Advanced Manufacturing Center, located at 1050 4th Avenue, Huntington, WV.

Welding Technology, CAS

Academic Year 2024-2025

Program Description:

The Welding Technology Program is an industry-driven, hands-on program that prepares individuals to meet the rigorous demands of the manufacturing sector.

The welding program delivers skills that an individual will need to be successful in industry. This is accomplished through a hands-on approach and intensive student instructor interaction. The best way to learn to weld is by actually welding. Therefore, the focus is on work done outside the traditional classroom and in a shop setting, providing the student a true feel for the correct way to weld. A major subject is safety and this program teaches individuals how to protect themselves and their environment while completing the job. Students learn a variety of welding methods including TIG, MIG, and SMAW, as well as metal cutting techniques to ensure they have the necessary skills expected by employers.

This program provides new welders a firm foundation to earn certification and thrive in the field.

Comprehensive full- and part-time programs are available, thus enabling current workforce members to improve their technical skills and develop professionally while helping their employers become more competitive.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Program Admission Requirements:

The Welding Technology Program has admission and candidacy requirements in addition to the Mountwest Community & Technical College admission guidelines.

Employment Opportunities:

Entry-level positions for which graduates will compete include:

1. General purpose machinery manufacturing
2. Agriculture, construction, and mining machinery manufacturing
3. Commercial and industrial machinery and equipment (excluding automotive and electronic) repair and maintenance
4. Architectural and structural metals manufacturing
5. Motor vehicle body and trailer manufacturing

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Welding Technology Certificate – Major Code CW12

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COM 125	Interpersonal Communication		3				
MT 105	Industrial Safety		2				
WELD 112	Basic Metallurgy		3				
WELD 115	Introduction to Welding		8				
			16				
MAT 135	Technical Math		3				
WELD 120	Shield Metal Arc Welding (SMAW)		5				
WELD	Restricted Electives ¹		3				
IT 101	Fundamentals of Computers		3				
			14				
HOURS REQUIRED FOR GRADUATION: 30							

¹ Any WELD class not already required in the program may be taken. Students with introductory skill will have a choice between WELD 210 Stick Pipe Welding (SMAW-Pipe) or WELD 125 Advanced SMAW Plate Welding. (each course offered on 8 week schedule). Students with advanced skills or those with EDGE credits may complete any WELD class except WELD 298 to complete the certificate degree.

Manual Machinist

REQUIREMENTS			
MT	105	Industrial Safety (Fall)	2
MT	121	Introduction to Machinery (Fall)	6
MT	200	Blueprint Reading, Precision Measurement & Inspection (Fall)	4
MT	215	Metal Working Theory and Application (Spring)	6
MT	233	NIMS Credentialing/Manual Machining (Spring)	6
TOTAL HOURS REQUIRED			24

After completion of these courses' students will have earned their National Institute Metalworking Skill Level I (NIMS I) certification for manual machinist.

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Mountwest Community & Technical College

03-18-2024

Academic Year 2024-2025

CNC Operator Skill Set

REQUIREMENTS			
MT	105	Industrial Safety (Fall)	2
MT	121	Introduction to Machinery (Fall)	6
MT	200	Blueprint Reading, Precision Measurement & Inspection (Fall)	4
TOTAL HOURS REQUIRED			12

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Mountwest Community & Technical College

02/15/2024

Academic Year 2024-2025

Manual Machinist

REQUIREMENTS			
MT	105	Industrial Safety (Fall)	2
MT	121	Introduction to Machinery (Fall)	6
MT	200	Blueprint Reading, Precision Measurement & Inspection (Fall)	4
MT	215	Metal Working Theory and Application (Spring)	6
MT	233	NIMS Credentialing/Manual Machining (Spring)	6
TOTAL HOURS REQUIRED			24

After completion of these courses' students will have earned their National Institute Metalworking Skill Level I (NIMS I) certification for manual machinist.

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Mountwest Community & Technical College

03-18-2024

Academic Year 2024-2025

BUSINESS PROGRAMS

mctc.edu/p

2 Year Degrees

AAS Accounting

AAS Banking and Finance

AAS Management Technology

- Business Administration
- Call Center Supervisor
- Hospitality Management
- Industrial Management

1 Year Certificates

CAS Accounting/Bookkeeping

CAS Business Administration

Skill Sets

Entrepreneurship

Retail Management



Accounting, AAS

Academic Year 2024-2025

Program Description:

The increasing complexities of the business environment have created the need for individuals who possess a greater diversity of skills. Interpersonal, communication, analytical, decision-making, customer service, and computer skills are essential for success in business. Mountwest Community & Technical College's Management Technology program provides these skills and prepares students for entry-level positions in organizations with career paths that eventually lead to supervisory and management positions. The program also prepares employed individuals for upward mobility within their organizations.

The Accounting degree prepares the student for a nonsupervisory position. This person performs a variety of complex clerical and entry level accounting activities applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports to ensure accurate accounting records.

Career Outlook:

Bookkeeping, accounting, and auditing clerks are an organization's financial record keepers. They update and maintain one or more accounting records, including those that tabulate expenditures, receipts, accounts payable and receivable, and profit and loss. They have a wide range of skills and knowledge from full-charge bookkeepers who can maintain an entire company's books to accounting clerks who handle specific accounts. All of these clerks make numerous computations each day and increasingly must be comfortable using computers to calculate and record data.

Employment Opportunities:

Accounting paraprofessionals are qualified for numerous career opportunities such as accountant's assistants, accounting clerks, bookkeepers, banking support staff, finance support staff, and income tax preparation clerks. Having completed some college is becoming increasingly important for financial clerks, particularly for those occupations requiring knowledge of accounting. For occupations such as bookkeepers, accounting clerks, and procurement clerks, an associate's degree in business or accounting often is required. **Salary Forecast: State Average National Average**

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Graduates will be employed in field, a related field, or pursuing an advanced degree
- Graduates will demonstrate skills and knowledge appropriate for success in the accounting field
- Graduates will be satisfied that the curriculum has prepared them for success in field or a related field, or for the pursuit of an advanced degree
- Graduates will demonstrate competency in all general education learning outcomes

Admission Requirements:

The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Contact Information:

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Accounting Major Code – CA25

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 101	Written Communication ¹		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math ²		3				
MG 101	Introduction to Business (EDGE)		3				
			15				
AC 201	Financial Accounting I ³		3				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
EC 201	Fundamentals of Microeconomics		3				
IT 150	Applications to Spreadsheets ⁴ (EDGE)		3				
MK 130	Fundamentals of Marketing		3				
			15				
AC 210	Managerial Accounting ⁵		3				
AC 221	Computerized Accounting I ⁶		3				
AC 225 or MAT 110	Excel for Accounts ⁷ or Statistics for Business and Industry ⁸		3				
EC 202	Fundamentals of Macroeconomics		3				
MG 202	Business Organization & Management ⁹		3				
			15				
AC 202	Financial Accounting II ¹⁰		3				
AC 234	Taxation ¹¹		3				
FN 231	Business Finance ¹²		3				
MG 226	Business Law		3				
MG 296	Integrated Business Strategies ¹³		3				
			15				
	HOURS REQUIRED FOR GRADUATION		60				

¹ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

²MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

³AC 201 has a prerequisite of AC 103 or permission.

⁴IT 150 has a prerequisite of IT 101 or IT 102.

⁵AC 210, has a prerequisite of AC 103 or AC 108 or AC 201.

⁶AC 221 has a prerequisite of AC 103, AC 108 or AC 201, and IT 101 or permission.

⁷AC 225 has prerequisites of AC 103, AC 201, and IT 150.

⁸MAT 110 has a prerequisite of MAT 120.

⁹MG 202 has a prerequisite of MG 101.

¹⁰AC 202 has a prerequisite of AC 201 or AC 108.

¹¹AC 234 has a prerequisite of AC 103, AC 108, AC 201, ACC 215, or ACC 216.

¹²FN 231 has a prerequisite AC 103, AC 108, AC 201, or ACC 215.

¹³MG 296 has a prerequisite of 45 credit hours completed in the program.

Banking and Finance, AAS

Academic Year 2024-2025

Program Description:

The increasing complexities of the banking and financial environment have created the need for individuals who possess a greater diversity of skills. Interpersonal, communication, analytical, decision making, customer service, and computer skills are essential for success in banking and finance. Mountwest Community & Technical College Banking and Finance program provides these skills and provides a background in subject matter relevant to institutions such as commercial banks, savings banks, credit unions, mortgage banks, and other financial institutions. The program is designed for students seeking careers with financial institutions and for those individuals already working for financial institutions, who desire career advancement.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Understand banking and finance terminology
- Apply knowledge of business computer software to financial institution activities
- Apply relevant mathematical skills to financial institution activities
- Demonstrate a working knowledge of ethical, legal, and social skills that relate to the banking and finance environment
- Make decisions after gathering and analyzing information
- Prepare and present written and oral business communication

Program Admission Requirements:

The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

EMPLOYMENT OPPORTUNITIES:

- Beginning personal banker
- Management trainee
- Vault teller
- Trust administrative assistant
- Marketing assistant
- Collections assistant
- Teller supervisor
- Consumer loan assistant
- Commercial loan assistant
- Credit evaluation assistant
- Commercial banks, savings and loans, credit unions and mortgage banks

Contact Information:

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Room 245

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Banking and Finance Major Code –CB10

Name: _____ **ID Number 942-** _____

Educational Counselor: _____

Faculty Advisor: _____

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 101	Written Communication ¹		3				
FN 151	Principles of Bank Operations		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math ²		3				
			15				
AC 201	Financial Accounting ³		3				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
EC 201	Fundamentals of Microeconomics		3				
IT 150	Applications to Spreadsheets ⁴ (EDGE)		3				
MAT 110	Statistics for Business and Industry ⁵		3				
			15				
AC 210	Managerial Accounting ⁶		3				
AC 221	Computerized Accounting I ⁷		3				
EC 202	Fundamentals of Macroeconomics		3				
MG 202	Business Organization & Management ⁸		3				
MK 130	Fundamentals of Marketing		3				
			15				
FN 231	Business Finance ⁹		3				
MG 226	Business Law		3				
MG 296	Integrated Business Strategies ¹⁰		3				
	Banking/Finance Elective ¹¹		3				
	Banking/Finance Elective ¹¹		3				
			15				

HOURS REQUIRED FOR GRADUATION: 60

¹ ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate
² MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.
³ AC 201 has a prerequisite of AC 103 or permission.
⁴ IT 150 has a prerequisite of IT 101 or IT 102.
⁵ MAT 110 has a prerequisite of MAT 120.
⁶ AC 210 has a prerequisite of AC 103, AC 108 and AC 201.
⁷ AC 221 has prerequisites of AC 103, or AC 108, and IT 101.
⁸ MG 202 has a prerequisite of MG 101.
⁹ FN 231 has a prerequisite of AC 103, or AC 108, AC 201 or AC 215.
¹⁰ MG 296 has a prerequisite of 45 credit hours completed in the program.
¹¹ The following are recommended electives: AC 234, FN 141, FN 163, FN 248, FN 250, FN 251, FN 252, FN 254, FN 258, and FN 259.

Management Technology, AAS

Business Administration – Concentration

Academic Year 2024-2025

Program Description:

The Business Administration program is crafted to offer individuals a comprehensive understanding of the dynamic business environment. In a world characterized by rapid changes and increasing complexity in business practices, there is a pressing need for professionals equipped with knowledge and skills in various aspects of business administration, including finance, accounting, marketing, management information systems, strategy, and law.

Our two-year program is designed to provide students with a solid foundation in business principles, preparing them for a range of employment opportunities in diverse business settings. Whether aspiring to work in corporations, small businesses, or entrepreneurial ventures, graduates of this program are well-prepared to navigate the challenges and opportunities in the business world. Students can also transfer their credits and integrate into the third year of a related Bachelor's degree in business administration. This ensures a continuous and cohesive educational journey for those who aspire to further enhance their skills and knowledge in the field.

Career Outlook:

The Business Administration option provides an avenue for immediate employment and for advancement to upper levels of management. Employers seek graduates for positions ranging from business manager and sales representative to production supervisor and project planner. Graduates of the program obtain positions in manufacturing, retailing, construction, financial institutions, government and a host of other fields. Students also find this major to be of value in preparation for law school.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Program Outcomes:

- Explain key business concepts such as accounting, finance, marketing, and management
- Analyze the impact of external factors on business operations
- Apply basic quantitative and qualitative methods in business decision-making
- Demonstrate effective communications, teamwork, and leadership in a business context

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Management Technology Major Code - CM10 • Business Administration Concentration Code - CM16

Name:

ID Number 942-

Educational Counselor:

Faculty Advisor:

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting	Fa/Sp	3				
COM 125	Interpersonal Communication	Fa/Sp	3				
IT 101	Fundamentals of Computers	Fa/Sp	3				
MG 110	Organizational Behavior	Fa	3				
MK 130	Fundamentals of Marketing	Fa/Sp	3				
			15				
AC 201	Financial Accounting ³	Sp	3				
EC 201	Fundamentals of Microeconomics	Fa/Sp	3				
ENL 101	Written Communication ¹	Fa/Sp	3				
IT 150	Applications to Spreadsheets	Fa/Sp	3				
MAT 120	Applied Professional Math ²	Fa/Sp	3				
			15				
AC 210	Managerial Accounting ⁴	Fa	3				
AC 221	Computerized Accounting I ⁵	Fa	3				
EC 202	Fundamentals of Macroeconomics	Fa	3				
MG 202	Principles of Management	Fa/Sp	3				
MG 220	Introduction to Data Analytics	Fa	3				
			15				
FN 231	Business Finance ⁴	Sp	3				
MG 181	eCommerce and Retail Management	Sp	3				
MG 226	Business Law	Sp	3				
MG 233	Human Resource Management	Sp	3				
MG 296	Integrated Business Strategies ⁶	Sp	3				
			15				
HOURS REQUIRED FOR GRADUATION: 60							

¹ ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a “C” or better to graduate.

² MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

³ AC 201 has a prerequisite of AC 103 or permission.

⁴ AC 210 and FN 231 have a prerequisite of AC 103 or AC 108 or AC 201.

⁵ AC 221 has a prerequisite of AC 103 or AC 108 or AC 201, and IT 101 or permission.

⁶ MG 296 has a prerequisite of 45 credit hours completed in the program.

Management Technology, AAS

Call Center Supervision – Concentration

Academic Year 2024-2025

Program Description:

The increasing complexities of the business environment have created the need for individuals who possess a greater diversity of skills. Interpersonal, communication, analytical, decision-making, customer service, and computer skills are essential for success in business. Mountwest Community and Technical College's Management Technology program provides these skills and prepares students for entry-level positions in organizations with career paths that eventually lead to supervisory and management positions. The program also prepares employed individuals for upward mobility within their organization.

The flexibility of the Management Technology curriculum allows students to tailor a course of study to meet their own career goals and interests. The Call Center Management program is designed to train students who seek management positions in a call center or the teleservice industry. Students completing these courses will be proficient in all facets of communication and will tailor their communication skills to the call center environment.

This program provides students with a deeper knowledge of current contact center management topics, operations and practices. Courses focus on the analytical skills to determine the needs of the call center industry and problem-solving skills to apply management to meet those requirements. Emphasis is placed on communication, teamwork, ethics, and the skills for managing diversity within the contact center industry.

Upon completion of the Associate in Applied Science Degree in Management Technology, the graduate will be able to:

- Demonstrate fundamental supervisory skills
- Apply knowledge of business computer software to business activities
- Apply relevant mathematical skills to business activities
- Demonstrate a working knowledge of ethical, legal, and social skills that relate to the business environment
- Make decisions after gathering and analyzing information
- Prepare and present written and oral communication • Demonstrate knowledge specific to the specialized option

Career Outlook:

The Business Administration Option provides an avenue for immediate employment and for advancement to upper levels of management. Employers seek graduates for positions ranging from business manager and sales representative to production supervisor and project planner. Graduates of the program obtain positions in manufacturing, retailing, construction, financial institutions, government and a host of other fields.

Employment Opportunities:

Call Center Supervision Option: This option offers employees of call center and teleservice industries the skills and knowledge they will need to move into supervisory positions. The Call Center Supervisor Option in Management Technology is open to students who are already employed at a call center or teleservice industry and want to prepare for the opportunity for advancement.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis. Students admitted to the program must be employed in a call center or teleservice industry by the start of the third semester.

Contact Information:

Gerald Doyle, MBA, CPA
Room 245
Phone: 304-710-3409 or 1-866-N-ROLLED (1-866-676-5533)
E-mail: doyle@mctc.edu

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Mountwest Community & Technical College

Academic Year 2024-2025

02/15/2024

Management Technology Major Code - CM10 • Call Center Supervision Concentration Code - CM17

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 101	Written Communication ¹		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math ²		3				
MG 101	Introduction to Business (EDGE)		3				
			15				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
MAT 110	Statistics for Business and Industry		3				
MG 105	Introduction to Workplace Training		3				
MG 233	Personnel Management ³		3				
	Social Science Elective ⁴		3				
			15				
ENL 102 or ENL 131	Written Communication II ⁵ or Technical Report Writing ¹		3				
MG 202	Business Organization & Management ³		3				
MG 205	Call Center Environment/Technology ⁶		3				
MG 207	Managing Call Center Data ⁷		3				
	Recommended Elective ⁸		3				
			15				
MG 203	Managing Call Center Teams ⁹		3				
LAW 250	Employment Law ¹⁰		3				
MG 209	Occupational Safety		3				
MG 299	Cooperative Work Experience ¹¹		3				
	Recommended Elective ⁹		3				
			15				
	HOURS REQUIRED FOR GRADUATION		60				

¹ ENL 101 and ENL 131 have a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better.

² MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

³ MG 202 and MG 233 have a prerequisite of MG 101.

⁴ Choose from EC, HIST, PSYC, SOCI 100-level or above.

⁵ ENL 102 has a prerequisite of ENL 101.

⁶ MG 205 has a prerequisite of IT 101.

⁷ MG 207 has a prerequisite of MAT 110.

⁸ Recommended Electives: AC 221, AC 222, FN 141, FN 151, IT 107, IT 115, IT 120, IT 150, ISM 133, LAW 101, AT 136, AT 160, AT 255 and other courses recommended by a program advisor.

⁹ MG 203 has a prerequisite of MG 202 or SS 201.

¹⁰ LAW 250 has a prerequisite of LAS 101, or LAW 101 and MG 233.

¹¹ MG 299 has a prerequisite of permission by Division Director or Program Coordinator.

¹² MAT 110 has a prerequisite of placement in 100-level Math or a Minimum ACT Math score of 20 or permission

Management Technology, AAS Hospitality Management - Concentration

Academic Year 2024-2025

Program Description:

The hospitality and tourism industry is a large, diverse field that provides challenging and exciting career opportunities for people from all walks of life. The possibilities for satisfying careers are almost limitless. The rewards and satisfactions provided by the industry far exceed those of many other fields of work. While the different segments of the hospitality and tourism industry have their own unique characteristics, they all share the same mission and heritage, serving the guest or customer. The segments of hospitality and tourism are traveling services, lodging, foodservice, and recreation services. They all possess a common future as one of the most dynamic employment and career fields available. Students will attain knowledge in foodservice disciplines, customer service, sanitation, purchasing and inventory control, business operations, marketing, retailing, accounting management, and communication skills.

Career Outlook:

A comfortable room, good food, and a helpful staff can make time away from home an enjoyable experience for both vacationing families and business travelers. While most lodging managers work in traditional hotels and motels, some work in other lodging establishments, such as camps, inns, boarding houses, dude ranches, and recreational resorts. In full-service hotels, lodging managers help their guests have a pleasant stay by providing many of the comforts of home, including cable television, fitness equipment, voice mail, as well as specialized services such as health spas. Lodging managers often schedule available meeting rooms and electronic equipment for business travelers, including slide projectors and fax machines. Lodging managers are responsible for keeping their establishments efficient and profitable. In a small establishment with a limited staff, the manager may oversee all aspects of operations. However, large hotels may employ hundreds of workers, and the general manager is usually aided by a number of assistant managers assigned to the various departments of the operation. In hotels of every size, managerial duties vary significantly by job title.

Employment Opportunities:

- Hotel management
- Resort management
- Tourism offices
- Travel services
- Recreation services

Salary Forecast:

For the most current salary information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Calculate key hotel performance metrics (e.g. Average Daily Rate, Occupancy %)
- Classify hotels in terms of their ownership, affiliation and levels of service
- Explain effective methods for scheduling staff and controlling labor costs
- Analyze and resolve cases specific to the hospitality industry
- Identify and explain common hotel terms, procedures, standards and processes
- Create catering menus and events to include pricing and service
- Explain the various types of travel by modality and classification

Contact Information:

Chef Lawrence Perry, M.S.
Hospitality Management/ Culinary Arts
Program Director
1648 8th Avenue
Suite 1
Huntington, WV 25701
304-399-0211
Perry149@mctc.edu

Mountwest empowers students to learn and lead in the community and in the workforce.

Management Technology Major Code - CM10 • Hospitality Management Concentration Code – CM25

Name: _____ **ID Number 942-** _____

Educational Counselor: _____

Faculty Advisor: _____

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
CA 200	Culinary Sanitation and Safety		3				
ENL 101	Written Communication ⁷		3				
HM 101	Travel, Tourism & Hospitality		3				
IT 101	Fundamentals of Computers		3				
HM 145	Hotel Front Office Procedures		3				
			15				
AC 103	Introduction to Accounting		3				
AT 104	Records Management		3				
HM 165	Fundamentals of Event Management ¹		3				
HM 222	Rooms Division Management ²		3				
MAT 120	Applied Professional Math ³		3				
			15				
CA 120	A la Cart Dining Rm Service I (EDGE)		3				
COM 112 or COM 125	Oral Communications or Interpersonal Communication		3				
MG 226	Business Law		3				
MK 130	Fundamentals of Marketing		3				
	Social Science Elective ⁴		3				
			15				
CA 270	Managing Culinary Operations		2				
CA 275	Cost Control and Revenue Management		2				
HM 220	Managing Catering Operations		3				
HM 240	Intro to Vineyards & Breweries		2				
HM 299	Internship/Apprenticeship ⁵		3				
MG 202	Business Organizational Management ⁶		3				
			15				
HOURS REQUIRED FOR GRADUATION: 60							

¹HM 165 has a prerequisite of HM 101.

²HM 222 has a prerequisite of HM 145.

³Math 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

⁴Choose from any EC, PSYC, or SOCI 100 level or higher course.

⁵HM 299 is by permission only.

⁶MG 202 has a prerequisite of MG 101 and HM 101.

⁷ENL 101 requires placement in 100-level English or a corequisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

Management Technology, AAS

Industrial Management – Concentration

Academic Year 2024-2025

Program Description:

The increasing complexities of the business environment have created the need for individuals who possess a greater diversity of skills. Interpersonal, communication, analytical, decision-making, customer service, and computer skills are essential for success in business. Mountwest Community & Technical College's Management Technology program provides these skills and prepares students for entry-level positions in organizations with career paths that eventually lead to supervisory and management positions. The program also prepares employed individuals for upward mobility within their organization.

The Industrial Management Technology option is specifically designed to provide students with the skills necessary to be successful in a position of supervisory leadership. Students can benefit from this program by becoming qualified for advancement into a supervisory position or a position of greater responsibility and influence.

Upon completion of the Associate in Applied Science Degree in Management Technology, the graduate will be able to:

- Demonstrate fundamental supervisory skills;
- Apply knowledge of business computer software to business activities;
- Apply relevant mathematical skills to business activities;
- Demonstrate a working knowledge of ethical, legal, and social skills that relate to the business environment;
- Make decisions after gathering and analyzing information;
- Prepare and present written and oral communication; • Demonstrate knowledge specific to their specialized option.

Career Outlook:

Projected job growth varies by industry. For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

This option offers employment opportunities in various types of profit and nonprofit businesses and organizations as management trainees. The focus is on manufacturing establishments.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Contact Information:

Gerald Doyle, MBA, CPA

Room 245

Phone: 304-710-3409 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: doyle@mctc.edu

Mountwest empowers students to learn and lead in the community and in the workforce.

Management Technology Major Code - CM10 • Industrial Management Concentration Code - CM12

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 101	Written Communication ¹		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math ²		3				
MG 101	Introduction to Business (EDGE)		3				
			15				
AC 201	Financial Accounting 1 ³		3				
MG 104	Records Management		3				
MAT 110	Statistics for Business and Industry ⁴		3				
MFE 120	Introduction to Manual Machining ⁵		4				
MT 200	Blueprint Reading		3				
			16				
AC 210	Managerial Accounting ⁶		3				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
ENL 131	Technical Report Writing ⁷		3				
MFE 220	Computer Aided Design 1		4				
MG 202	Business Organization & Management ⁸		3				
			16				
FN 231	Business Finance ⁶		3				
MG 226	Business Law ¹		3				
MG 296	Integrated Business Strategies ⁹		3				
MK 130	Fundamentals of Marketing		3				
	Social Science Requirement ¹⁰		3				
			15				
HOURS REQUIRED FOR GRADUATION: 62							

- ¹ ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.
- ² MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.
- ³ AC 201 has a prerequisite of AC 103 or permission.
- ⁴ MAT 110 has a prerequisite of placement in 100-level Math or a Minimum ACOT Math score of 20 or permission.
- ⁵ MFE 120 has a prerequisite of MAT 145 or permission.
- ⁶ AC 210, AC 234, and FN 231 have a prerequisite of AC 103 or AC 108 or AC 201
- ⁷ ENL 131 has a prerequisite of ENL 095, or placement in 100-level English.
- ⁸ MG 202 has a prerequisite of MG 101
- ⁹ MG 296 has a prerequisite of 45 credit hours completed in the program.
- ¹⁰ Social Science Requirement: Select from EC 102; SOCI 210; or PSYC 215.

Accounting/Bookkeeping, CAS

Academic Year 2024-2025

Program Description:

The Accounting/Bookkeeping Certificate Program is designed to prepare students for entry-level positions in the accounting/bookkeeping field. The completion of the certificate program prepares students to work for CPA firms, corporate accounting departments, and small businesses. This would include clerical positions in specialized areas such as accounts payable, accounts receivable, and payroll, as well as any positions involved in the accounting functions of a business.

Students who successfully complete the certificate program will be able to demonstrate the following competencies:

- Identify and describe the fundamental principles and practices of accounting;
- Apply fundamental accounting principles and practices to prepare common income statements, balance sheets, and cash flow statements;
- Utilize microcomputer accounting software systems for the purpose of maintaining a general ledger, accounts receivable, accounts payable, and payroll;
- Identify, describe, and prepare a variety of tax records and reports necessary to maintain a business and to meet local, state, and federal requirements;
- Develop and analyze accounting information for managerial planning and control;
- Complete computer applications including word processing, spreadsheets, databases, electronic mail, and the internet;
- Identify and apply the techniques of effective oral and written communication in a business setting;
- Perform business mathematical operations utilizing the calculator for computations.

Career Outlook:

Accounting paraprofessionals are qualified for numerous career opportunities such as accountant's assistants, accounting clerks, bookkeepers, banking support staff, finance support staff, and income tax preparations clerks. According to the Bureau of Labor Statistics, "The large size of this occupation ensures plentiful job openings, including many opportunities for temporary and part-time work".

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Contact Information:

Gerald Doyle, MBA, CPA
Room 245
Phone: 304-710-3409 or 1-866-N-ROLLED (1-866-676-5533)
E-mail: doyle@mctc.edu

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Accounting/Bookkeeping One-Year Certificate Major Code – CA30

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 101	Written Communication ¹		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Mathematics ²		3				
MG 101	Introduction to Business (EDGE)		3				
			15				
AC 201	Financial Accounting ³		3				
AC 221	Computerized Accounting ⁴		3				
AC 234	Taxation ⁵		3				
FN 231	Business Finance ⁶		3				
IT 150	Applications to Spreadsheets ⁷ (EDGE)		3				
			15				

¹ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

²MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

³AC 201 has a prerequisite of AC 103.

⁴AC 221 has a prerequisite of AC 103, or AC 108, or AC 201, and IT 101.

⁵AC 234 has a prerequisite of AC 103, or AC 108, or AC 201.

⁶FN 231 has a prerequisite of AC 103, or AC 108, or AC 201.

⁷IT 150 has a prerequisite of IT 101 or IT 102.

Business Administration – CAS

Academic Year 2024-2025

Program Description:

The Certificate of Applied Science in General Business at Mountwest Community and Technical College is designed to equip individuals with a thorough understanding of how businesses operate. This certificate is ideal for individuals seeking a quick upskill to enhance their career prospects in the business sector. It can also be seamlessly applied toward an AAS Degree in Business Administration, Accounting, or Banking and Finance.

The Curriculum is structured to encompass foundational principles in business management, accounting, and marketing.

Career Outlook and Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Admission Requirements:

The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Program Outcomes:

- Analyze budgetary information to make informed decisions within a business context
- Evaluate the impact of individual behaviors within an organizational context on teamwork, communication, and overall organizational effectiveness
- Analyze organizational structures and formulate strategic plans

Contact Information:

Josh Keck

Room 243

Phone: 304-710-3363

E-mail: keck11@mctc.edu

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Certificate of Applied Science - Business Administration Major Code – CM21

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting	Fa/Sp	3				
COM 125	Interpersonal Communication	Fa/Sp	3				
ENL 101	Written Communication ¹	Fa/Sp	3				
MG 110	Organizational Behavior	Fa	3				
MK 130	Fundamentals of Marketing	Fa/Sp	3				
			15				
MAT 120	Applied Professional Math ²	Fa/Sp	3				
MG 181	eCommerce and Retail Management	Sp	3				
MG 202	Principles of Management	Sp	3				
MG 226	Business Law	Sp	3				
MG 233	Human Resource Management	Sp	3				
			15				
HOURS REQUIRED FOR GRADUATION: 30							

¹ ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a “C” or better to graduate.

² MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

Entrepreneurship

CERTIFICATE REQUIREMENTS			
AC	103	Introduction to Accounting	3
LAS	110	Business Organization to Government Regulations	3
MG	101	Introduction to Business	3
MK	130	Fundamentals of Marketing	3
		Entrepreneur Elective ¹	3
TOTAL HOURS REQUIRED			15

Individuals who complete the above courses will receive a Certificate of Successful Completion from Mountwest.

CONTACT INFORMATION:

Josh Keck

Room 243

304-710-3363

Email: keck11@mctc.edu

¹ Choose from one of the following:

- MG 104 Records Management
- IT 212 Publishing on the Internet (PR: IT 107)
- IT 242 Advanced Internet (PR: IT 212)
- IT 270 Computer Essentials and Application
- MG 181 eCommerce and Retail Management
- MG 202 Principles of Management

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Retail Management Skill Set

CERTIFICATE REQUIREMENTS			
AC	103	Introduction to Accounting	3
IT	101	Fundamental of Computers	3
COM	125	Interpersonal Communication	3
MG	110	Organizational Behavior	3
MG	181	eCommerce and Retail Management	3
MG	202	Principles of Management	3
MG	233	Human Resource Management	3
MK	130	Fundamentals of Marketing	3
TOTAL HOURS REQUIRED			24

Program Outcomes:

- Explain fundamental retail management concepts
- Analyze the impact of external factors on retail operations
- Demonstrate effective communication, teamwork, and leadership in the retail context

CONTACT INFORMATION:

Josh Keck
Room 243
304-710-3363
Email: keck11@mctc.edu

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CULINARY & HOSPITALITY

mctc.edu/programs

2 Year Degrees

AAS Culinary Arts

1 Year Certificates

CAS Hospitality Management

- **Culinary Arts**

Skill Sets

Event Management



Culinary Arts, AAS

Academic Year 2024-2025

Program Description:

The hospitality and food service industry is a large, diverse field that provides challenging and exciting career opportunities for people from all walks of life. The possibilities for satisfying careers are almost limitless. The rewards and satisfactions provided by the industry far exceed those of many other fields of work.

While the different segments of the hospitality and tourism industry have their own unique characteristics, they all share the same mission and heritage: serving the guest. The segments of hospitality and tourism are traveling services, lodging, food service, and recreation services. They all possess a common future as the most dynamic employment and career fields available. The program offers advanced chef training as well as restaurant management skills. After studying the fundamentals of classical and contemporary cuisine and restaurant procedures, students will develop advanced skills in garde manger and a la carte cooking. The graduate will have the necessary training to work in a variety of culinary establishments as Sous Chef, Garde Manger, Kitchen Supervisor, and Restaurant Manager.

Students are required to make a grade of “C” or better in each CA and HM course before graduation from the program.

Career Description:

Chefs, cooks, and food preparation workers prepare, season, and cook a wide range of foods from soups, snacks, and salads to entrees, side dishes, and desserts—in a variety of restaurants and other food services establishments. Chefs and cooks create recipes and prepare meals, while food preparation workers peel and cut vegetables, trim meat, prepare poultry, and perform other duties such as keeping work areas clean and monitoring temperatures of ovens and stovetops.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Program Outcomes:

- Develop and follow standardized processes and procedures for operations within a kitchen facility
- Apply classical and modern cooking techniques to a variety of cuisines
- Demonstrate appropriate sanitation and safety practices in kitchen settings
- Demonstrate proper knife care and handling in kitchen settings
- Demonstrate proficiency in basic culinary wright, volume measuring and recipe conversions
- Evaluate a recipe and make substitutions for better nutrition
- Design and prepare a well-composed dinner plate
- Create a catering menu and event to include pricing and service
- Explain the importance of a food safety management system
- Work in a production of food preparation station within food service departments

Admission Requirements

The college adheres to an open admissions policy meaning applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Contact Information:

Chef Lawrence Perry, M.S.
Hospitality Management/Culinary Arts Program Director
Center for Culinary Arts
1648 8th Avenue, Suite 1
Phone: 304-399-0210
E-mail: ChefPerry@mctc.edu

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Culinary Arts¹ – CH25

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

CA 105	Fabrication & Knife Skills ²	F	3				
CA 110	Mise en Place ²	F	3				
CA 120	A la Carte Dining Rm Serv I	F	3				
CA 200	Sanitation and Safety ²	F	3				
ENL 101	Written Communications ³		3				
			15				
CA 112	Garde Manger ⁴ (2 nd 8 weeks)	S	3				
CA 269	Stocks, Soups & Sauces ⁵ (1 st 8 weeks)	S	3				
CA 270	Managing Culinary Operations	S	2				
CA 275	Cost Control and Revenue Management	S	2				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math ⁶		3				
			16				
CA 116	Breads and Pastries ⁷ (2 nd 8 weeks)	F	3				
CA 205	A la Carte Dining Rm Serv II (1 st 8 wks)	F	3				
CA 245	Culinary Nutrition	F	2				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
	Social Science Elective ⁹		3				
			14				
CA 135	International Cuisine ⁸ (1 st 8 wks)	S	3				
CA 225	Advanced Cooking & Artistry ¹⁰ (2 nd 8 weeks)	S	3				
CA 235	Menu Planning	S	3				
CA 259	Practice Culinary Catering ¹¹	S	3				
HM 240	Vineyards & Breweries	S	2				
CA 298	Coop. Culinary Arts Work Experience ¹²		1				
			15				
	HOURS REQUIRED FOR GRADUATION: 60						

¹ Students are required to make a grade of “C” or better in each CA and HM course before graduating from the program.

² CA 105, CA 110, and CA 200 are co-requisites.

³ ENL 101 has a prerequisite of placement in 100 level English or a corequisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

⁴ CA 112 has a prerequisite of CA 105, CA 110, CA 200, CA 269.

⁵ CA 269 has a prerequisite of CA 105, CA 110 and CA 200.

⁶ MAT 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

⁷ CA 116 has a prerequisite of CA 112.

⁸ CA 135 has a prerequisite of CA 116.

⁹ Select from an EC, HIST, PSYC, or SOCI 100 level or higher.

¹⁰ CA 225 has a prerequisite of CA 135.

¹¹ CA 259 has a prerequisite of CA 120.

¹² CA 298 has a prerequisite of “Permission”.

Hospitality Management, CAS

Culinary Arts – Concentration

Academic Year 2024-2025

Program Description:

The hospitality and food service industry is a large, diverse field that provides challenging and exciting career opportunities for people from all walks of life. The possibilities for satisfying careers are almost limitless. The rewards and satisfactions provided by the industry far exceed those of many other fields of work.

While the different segments of the hospitality and tourism industry have their own unique characteristics, they all share the same mission and heritage serving the guest or customer. The segments of hospitality and tourism are fine dining, catering, hotel and motel food service, casual family restaurants, chef-owned bistros, quick-service dining, national chains, national parks, resorts, casinos, stadiums, theme parks, cruise lines, and on-site foodservice operations such as hospital, collegiate, and company cafeterias. They all possess a common future as one of the most dynamic employment and career fields available. The Culinary Arts Certificate prepares individuals for entry-level chef positions. Students will study the fundamentals of classical and contemporary cuisine, sanitation, nutrition, purchasing, cost control, kitchen management, and restaurant procedures. A range of different cuisines are taught from basic levels, to intermediate, to advanced. The curriculum is designed for the entry-level student with no previous work experience or formal training in the profession, as well as for industry professionals seeking to raise their skills.

Students are required to make a grade of “C” or better in each CA and HM course before graduating from the program.

Career Outlook:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Career Description:

Chefs, cooks, and food preparation workers prepare, season, and cook a wide range of foods—from soups, snacks, and salads, to entrees, side dishes, and desserts—in a variety of restaurants and other food services establishments. Chefs and cooks create recipes, menus, and prepare meals, while food preparation workers peel and cut vegetables, trim meat, prepare poultry, and perform other duties such as keeping work areas clean and monitoring temperatures of ovens and stovetops.

Contact Information:

Chef Lawrence Perry, M.S.
Hospitality Management/ Culinary Arts Program Director
Center for Culinary Arts
1648 8th Avenue, Suite 1
Huntington, WV 25701
Phone: 304-399-0210
E-mail: ChefPerry@mctc.edu

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Hospitality Management CH30-Culinary Arts, CAS Major Code – CH31¹

Name:

ID Number 942-

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
CA 105	Fabrication & Knife Skills ²	F	3				
CA 110	Mise en Place ²	F	3				
CA 116	Breads and Pastries (2 nd 8 weeks)	F	3				
CA 120	A la Carte Dining Rm Serv I (EDGE)	F	3				
CA 200	Sanitation and Safety ²	F	3				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
			18				
CA 205	A la Carte Dining Room Service II (2 nd 8 weeks)	S	3				
CA 269	Stocks, Soups & Sauces ³	S	2				
CA 270	Managing Culinary Operations	S	2				
CA 275	Cost Control and Revenue Management	S	2				
CA 298	Coop. Culinary Arts Work Experience		1				
HM 240	Vineyards and Breweries	S	2				
MAT 120	Applied Professional Math ⁴	S	3				
			17				
HOURS REQUIRED FOR GRADUATION: 35							

This program provides students the opportunity to receive credit for their high school EDGE courses.

¹ Students are required to make a grades of "C" or better in each CA and HM course before graduating from the program.

² CA 105, CA 110, and CA 200 must be taken concurrently.

³ CA 269 has a prerequisite of CA 105, CA 110, and CA 200.

⁴ MAT 120 has a prerequisite of placement on 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

GENERAL EDUCATION & TRANSFER STUDIES

mctc.edu/programs

2 Year Degrees

AS General/Transfer Studies

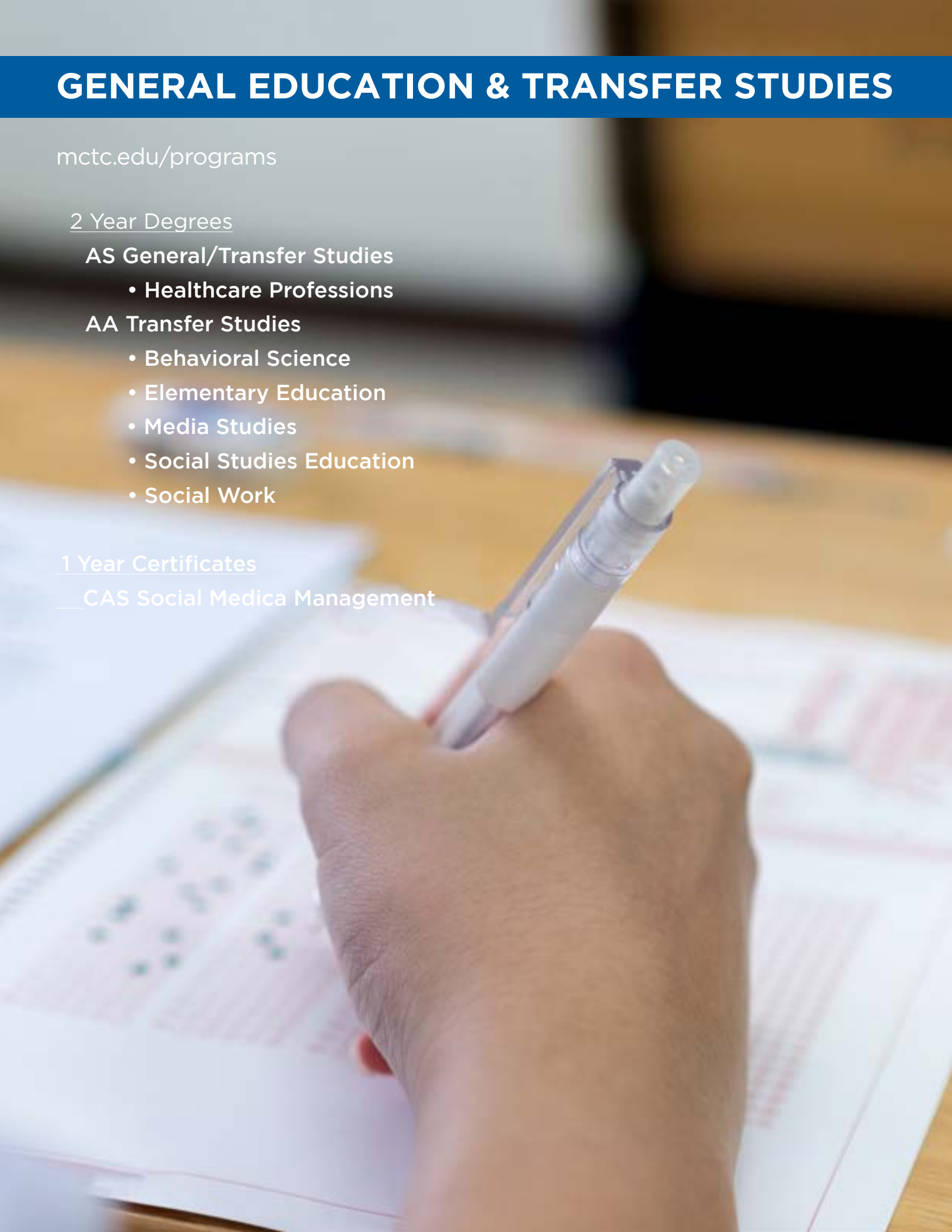
- **Healthcare Professions**

AA Transfer Studies

- **Behavioral Science**
- **Elementary Education**
- **Media Studies**
- **Social Studies Education**
- **Social Work**

1 Year Certificates

- **CAS Social Media Management**



General Studies/Transfer Studies Associate of Science, AS

Academic Year 2024-2025

Program Description:

An Associate of Science degree in General Studies/Transfer Studies can establish the foundation for a lifetime of continual learning and serve as the framework for a productive professional and personal life. This degree is ideal for the student who is planning to earn a baccalaureate degree at a four- year institution primarily focusing in math and/or science. Students will work closely with their advisor to choose courses that meet the needs of their chosen career path and goals.

Program Outcomes:

- Apply basic principles of the natural sciences, including the scientific method
- Apply numerical reasoning skills to solve problems
- Conduct basic research using electronic and traditional sources
- Communicate coherently summarized information that has been correctly synthesized and interpreted in oral and written formats
- Summarize and apply major psychological theories and concepts
- Analyze the influence of culture, institutions, and society from historical, political, and sociological perspectives

Contact Information:

Kelli Hall
Room 337
Phone: 304-710-3443 or 1-866-N-ROLLED (1-866-676-5533)
Email: hallk@mctc.edu

Associate in Science – Major Code CG50

Name:					ID Number 942-			
Educational Counselor:								
Faculty Advisor:								
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR	
	General Education Component							
COL 101	New Student Seminar		1					
COM 112	Oral Communication		3					
ENL 101	Written Communication ¹		3					
ENL 102	Written Communication II ²		3					
HMN 235	Leadership Studies through the Humanities ³ (Capstone)		3					
MAT 130/130E or MAT 132	College Algebra ⁵ or Pre-Calculus ⁶		3-5					
PSYC 200	General Psychology		3					
SOCI 210	Fundamentals of Sociology		3					
			22-24					
	Humanities (Choose a minimum of 6 hours from the following)							
ART 101	Introduction to Visual Arts		3					
ENL 201	Introduction to Literature ⁴	S	3					
ENL 245	Elements of the Short Story ⁴	F	3					
RELS 130	World Religion	S	3					
			6					
	Mathematics (Choose a minimum of 3-6 hours from the following)							
MAT 120/120E	Applied Professional Math		3-5					
MAT 205 or MAT 229	Technical Calculus ⁷ or Calculus w/ Analytic Geometry I ⁸		3-5					
MAT 110	Statistics for Business and Industry ¹⁴		3					
			3-6					
	Natural Science (Choose a minimum of 8-11 hours from the following)							
BIOL 101/101L	General Biology with Laboratory ⁹		4					
BIOL 105	Human Biology		4					
BIOL 260	Human Anatomy ¹⁰		4					
BIOL 265	Human Physiology ¹¹		4					
SCI 110	Introductory Physics ¹⁰		4					
CHEM 230 or CHEM 205	Principles of Chemistry I ¹³ or Chemistry for Healthcare Professions		4					
BIOL 210/210L	Microbiology/Lab		4					
	Note: Math & Natural Science MUST add to 14 hours		8-11					

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	Social Science (Choose a minimum of 6 hours from the following)						
HIST 103	U.S. History to 1877	F	3				
HIST 104	U.S. History since 1877	S	3				
HIST 114	World History until 1500	F	3				
HIST 115	World History since 1500	S	3				
HIST 240	West Virginia History	F	3				
POLS 101	Introduction to American Government	F	3				
POLS 202	American State & Local Governments	S	3				
PSYC 211	Child Development ¹⁵		3				
PSYC 225	Abnormal Psychology	F	3				
			6				
	Other						
SPAN 101	Introductory Spanish I	F	3				
SPAN 102	Introductory Spanish II	S	3				
ENL 131	Business & Technical Writing ¹		3				
IT 101	Fundamentals of Computers		3				
AH 151	Medical Terminology		3				
AH 220	Basic Nutrition		3				
The remaining hours, to reach a minimum of 60 credits, for this degree may be selected from any of the courses listed on this sheet.							
HOURS REQUIRED FOR GRADUATION: 60 minimum							

Students are advised to consult the college catalog of the institution to which they plan to transfer to determine appropriate elective courses for their intended major.

¹ ENL 101 and ENL 131 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

² ENL 102 has a prerequisite of a "C" or better in ENL 101.

³ HMN 235 has a prerequisite of ENL 101 with a "C" or better.

⁴ ENL 201 and ENL 245 have a prerequisite of ENL 102.

⁵ MAT 130 has a prerequisite of MAT 144 or an ACT score of 21+.

⁶ MAT 132 has a prerequisite of Minimum math ACT score of 21, MAT 130, or MAT 130E.

⁷ MAT 205 has a prerequisite of MAT 144 or MAT 130.

⁸ MAT 229 has a prerequisite of minimum ACT Math score of 27 or MAT 132.

⁹ BIOL 101 and BIOL 101L are co-requisites.

¹⁰ BIOL 260 has a prerequisite of BIOL 257 with a "C" or better, or an ACT score of 19+.

¹¹ BIOL 265 has a prerequisite of BIOL 257 or BIOL 260 with a "C" or better, or an ACT score of 19+.

¹² SCI 110 has a prerequisite of MAT 144, MAT 120, or MAT 120E.

¹³ CHEM 230 has a prerequisite of MAT 144, MAT 130 or MAT 120.

¹⁴ MAT 110 has a prerequisite of placement in 100-level Math, ACT Math score of 20, Boost Camp, or permission.

¹⁵ PSYC 211 has a prerequisite of PSYC 200.

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General Studies/Transfer Studies, AS Healthcare Professions - Concentration

Academic Year 2024-2025

Program Description:

The General Studies/Transfer Studies Associate of Science degree with a concentration in Healthcare Professions serves as a foundation for continual studies at a four – year institution. This concentration is ideal for the student pursuing a Bachelor’s degree in nursing, medical imaging or respiratory care. In addition to general education credits, students will take several courses that will prepare them for their major/career in a health profession’s field including Anatomy & Physiology, Nutrition, Chemistry, Medical Terminology, Microbiology and Physics

Salary Forecast:

For them most current salary information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Contact Information:

Jason Black

Room 347

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Email: blackj@mctc.edu

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Associate in Science – Major Code CG50 Healthcare Professions Concentration Code

Name: _____ **ID Number 942-** _____

Student Success Counselor: _____

Faculty Advisor: _____

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communications I ⁶		3				
PSYC 200	General Psychology		3				
CHEM 205	Chemistry for Healthcare Professions		4				
BIOL 257	Intro Anatomy and Physiology		3				
AH 220	Basic Nutrition		3				
COL 101	New Student Seminar		1				
			17				
ENL 102	Written Communications II ¹		3				
BIOL 260	Human Anatomy ²		4				
BIOL 265	Human Physiology ²		4				
MAT 120/MAT 120E	Applied Professional Math ^{4,7}		3-5				
			14 - 16 hrs				
BIOL 210	Microbiology ³		3				
BIOL 210 L	Microbiology Lab ³		1				
COM 125	Interpersonal Communications		3				
SOCI 210	Fundamentals of Sociology		3				
RELS 130	World Religions	S	3				
			13 hrs				
HMN 235	Leadership Studies through the Humanities (Capstone) ^{8,9}		3				
SCI 110	Introductory Physics ⁵		4				
ART 101	Introduction to Visual Arts		3				
AH 151	Medical Terminology		3				
MAT 210	Statistics for Business and Industry ⁵		3				
			16 hrs				

REQUIRED HOURS FOR GRADUATION: 60

1 ENL 102 has a prerequisite of ENL 101

2 BIOL 260 and BIOL 265 have a prerequisite of “C” or higher in BIOL 257 or Composite ACT 19 or higher

3 BIOL 210 and BIOL 210L are corequisites

4 MAT 120E has a corequisite of MAT 099

5 SCI 110 and MAT 110 have a prerequisite of MAT 144, MAT 120, or MAT 120E.

6 ENL 101 has a prerequisite of placement in 100 level English or corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate

7 MAT 120 has a prerequisite of ACT score of 19+.

8 HMN 235 has a prerequisite of ENL 101 with a grade of “C” or better

9 HMN 235 should be taken during the final semester - Capstone

General Studies/Transfer Studies, AA

Academic Year 2024-2025

Program Description:

An Associate of Arts degree in General Studies/Transfer Studies can establish the foundation for a lifetime of continual learning and serve as the framework for a productive professional and personal life. This degree is ideal for the student who is planning to earn a baccalaureate degree at a four-year institution. Students will work closely with their advisor to choose courses that meet the needs of their chosen career path and goals.

The AA degree gives emphasis to practical skills in communication and computation which may lead to employment; however, the goal is to provide the student with a broad background in communication, fine arts, humanities, social sciences, science and mathematics that will prepare the student to enter a baccalaureate program at the junior level.

The AA degree may be obtained in person, online or a combination of both.

Career Outlook:

Many businesses and industries seek well-rounded employees whose maturity level along with communication, computation, and decision-making skills are a step above those of traditional high school graduates. The Associate in Arts Degree provides graduates with enhanced knowledge and work skills without requiring the larger commitment of time or money necessary for a bachelor's degree.

Program Outcomes:

- Compose coherent, unified written documents that demonstrate correct mechanics and style, as well as appropriate documentation of sources
- Communicate verbal and nonverbal messages appropriate to the audience and situation
- Use appropriate evidence and sound reasoning to make judgement
- Demonstrate an understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices
- Apply mathematical reasoning to solve quantitative problems

Contact Information:

Kendra Bolen

Room 313

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Email: burdell1@mctc.edu

Mountwest empowers students to learn and lead in the community and in the workforce.

General Studies/Transfer Studies – Major Code CG10

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	General Education Component						
COL 101	New Student Seminar*		1				
COM 112	Oral Communication*		3				
COM 125	Interpersonal Communication*		3				
ENL 101	Written Communication I ^{1,*}		3				
ENL 102	Written Communication II ^{2,*}		3				
HMN 235	Leadership Studies through the Humanities*(Capstone) ^{3,11}		3				
MAT 120/120E	Applied Professional Mathematics ^{4,*}		3-5				
PSYC 200	General Psychology ^(CT)		3				
SOCI 210	Fundamentals of Sociology*		3				
			25-27				
	Humanities (Choose a minimum of 6 hours from the following)						
ART 101	Introduction to Visual Arts*		3				
ENL 201	Introduction to Literature ^{5,*}	S	3				
ENL 245	Elements of the Short Story ⁵	F	3				
RELS 130	World Religions*	S	3				
			6				
	Natural Science (Choose a minimum of 4 hours from the following)						
BIOL 101/101L	General Biology with Laboratory ⁶		4				
BIOL 210/210L	Microbiology with Laboratory		4				
BIOL 105	Human Biology		3				
BIOL 260	Human Anatomy ⁷		4				
BIOL 265	Human Physiology ⁸		4				
SCI 110	Introductory Physics ⁹		4				
CHEM 205	Chemistry for Health Care Professions		4				
			4				
	Social Science (Choose a minimum of 12 hours from the following)						
EC 102	Basic Economics*		3				
EC 201	Fundamentals of Microeconomics*		3				
EC 202	Fundamentals of Macroeconomics*		3				
GEO 150	Introduction to Geography	F	3				
GEO 217	World Regional Geography	S	3				
HIST 103	U.S. History to 1877*	F	3				
HIST 104	U.S. History since 1877*	S	3				
HIST 114	World History until 1500*	F	3				
HIST 115	World History since 1500*	S	3				
HIST 240	West Virginia History	F	3				
POLS 101	Introduction to American Government	F	3				
POLS 202	American State and Local Government		3				
PSYC 225	Abnormal Psychology	F	3				
PSYC 229	Elementary Behavioral Statistics ¹⁴	S	3				

			12			
	Other					
COM 130	Mass Communication and Culture	F	3			
COM 230	Principles of Public Relations	S	3			
ENL 131	Business & Technical Writing ^{1,*}		3			
IT 101	Fundamentals of Computers*		3			
MAT 130 or 130E	College Algebra ²		3-5			
MAT 229	Calculus with Analytic Geometry I ³		5			
SPAN 101	Spanish I	F	3			
SPAN 102	Spanish II ¹⁰	S	3			
The remaining hours, to reach a minimum of 60 credits, for this degree may be selected from any of the courses listed on this sheet.						
HOURS REQUIRED FOR GRADUATION: 60 minimum						

Students are advised to consult the college catalog of the institution to which they plan to transfer to determine appropriate elective courses for their intended major.

¹ ENL 101 and ENL 131 have a prerequisite of placement in 100-level English or co-requisite of ENL 095. Students must have a “C” or better in ENL 101 to graduate.

² ENL 102 has a prerequisite of ENL 101.

³ HMN 235 has a prerequisite of ENL 101 with a “C” or better

⁴ MAT 120 has a prerequisite of an ACT score of 19 or an SAT score of 510.

⁵ ENL 201 and ENL 245 have a prerequisite of ENL 102.

⁶ BIOL 101 and BIOL 101L are co-requisites.

⁷ BIOL 260 has a prerequisite of BIOL 257 or minimum ACT composite score of 19.

⁸ BIOL 265 has a prerequisite of a C or better in BIOL 257 or BIOL 260, or a minimum ACT composite score of 19.

⁹ SCI 110 has a prerequisite of MAT 144, MAT 120, or MAT 120E.

¹⁰ SPAN 102 has a prerequisite of SPAN 101.

¹¹ HMN 235 should be taken during the final Semester (Capstone)

¹² MAT 130 has a prerequisite of a minimum ACT Math score of 21 or MAT 144 or permission.

¹³ MAT 229 has a prerequisite of a minimum ACT Math score of 27 or MAT 132.

¹⁴ PSYC 229 has a prerequisite of MAT 120, MAT 120E, or permission.

* Courses offered online

(CT) Critical Thinking

General Studies/Transfer Studies, AA

Behavioral Science-Concentration

Academic Year 2024-2025

Program Description:

The Associate of Arts (AA) degree with a concentration in Behavioral Science will provide the graduate with an educational core that could lead to a bachelor's degree in behavioral science. The AA degree can establish the foundation for a lifetime of continual learning and serve as a framework for a productive professional and personal life. This degree gives emphasis to practical skills in communication and computation which may lead to employment; however, the goal is successful transfer with junior status to an upper division baccalaureate degree program in behavioral science. The degree requires a minimum of 60-62 credit hours of general education core transferable courses (including 15 credit hours of Behavioral Science courses) that will provide the student with a broad background to enter a baccalaureate program at the junior level. The AA degree utilizes both on-site as well as distance education.

Career Outlook:

Many businesses and industries seek well-rounded employees whose maturity level along with communication, computation, and decision-making skills are a step above those of traditional high school graduates. The Associate in Arts Degree provides graduates with enhanced knowledge and work skills without requiring the larger commitment of time or money necessary for a bachelor's degree.

Contact Information:

Sean Hughes

Room 345

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General Studies/Transfer Studies – Behavioral Concentration Code CG16

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COL 101	New Student Seminar		1				
COM 112	Oral Communication		3				
ENL 101	Written Communication ¹		3				
MAT 120/120E	Applied Professional Math ²		3-5				
PSYC 200	General Psychology		3				
			13-15				
BIOL 101/101L	Unified Principles of Biology ⁹		4				
ENL 102	Written Communication II ³		3				
HIST 115	World History Since 1500		3				
POLS 101	Introduction to American Government		3				
PSYC 229	Elementary Behavioral Statistics ⁸	S	3				
			16				
BIOL 105	Human Biology		4				
PSYC 225	Abnormal Psychology	F	3				
RELS 130	World Religions		3				
SOCI 210	Fundamentals of Sociology		3				
SPAN 101	Introductory Spanish I	F	3				
			16				
ART 101	Intro to Visual Arts		3				
ENL 201	Intro to Literature ⁷		3				
HMN 235	Leadership Studies Through the Humanities (Capstone) ⁵		3				
PSYC 211	Child Development ⁶		3				
SPAN 102	Introductory Spanish II ⁴	S	3				
			15				

HOURS REQUIRED FOR GRADUATION: 62 minimum

Students are advised to consult the college catalog of the institution to which they plan to transfer to determine appropriate elective courses for their intended major.

¹ ENL 101 has a prerequisite of placement in 100-level English and co-requisite of ENL 095. Students must complete ENL 101 with a “C” or better to graduate.

² MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

³ ENL 102 has a prerequisite of a “C” or better in ENL 101.

⁴ SPAN 102 has a prerequisite of SPAN 101.

⁵ HMN 235 has a prerequisite of ENL 101 with a grade of “C” or better and should be taken during the final semester (Capstone).

⁶ PSYC 211 has a prerequisite of PSYC 200.

⁷ ENL 201 has a prerequisite of ENL 102.

⁸ PSYC 229 has a prerequisite of PSYC 200 and MAT 120, MAT 120E or permission.

⁹ BIOL 101 and BIOL 101L are co-requisites.

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General Studies/Transfer Studies, AA Elementary Education-Concentration

Academic Year 2024-2025

Program Description:

The General Studies/Transfer Studies Associate of Arts degree with a concentration in Elementary Education serves as a foundation for continued studies in education at a four-year institution. In addition to achieving general education credits, this associate degree concentration will help students gain knowledge and skills in child development, education theory, and diversity in the classroom. This concentration will also prepare students to be a paraprofessional in education.

Career Outlook:

Students pursuing an education degree generally work as a teacher with children kindergarten through sixth grade or in secondary education, which requires a bachelor's degree in education. Students completing the associate of arts degree without pursuing a bachelor's degree, may obtain employment as a paraprofessional in elementary or secondary education.

Employment Opportunities:

Assistant Teacher

Paraprofessional

Salary Forecast:

For them most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Contact Information:

Kristen Brumfield

Room 325

Phone: 304-710-3515 or 1-866-N-ROLLED (1-866-676-5533)

Email: mccolgan@mctc.edu

Name:	ID Number 942-
Student Success Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication I ⁷		3				
COM 112	Oral Communication		3				
PSYC 200	General Psychology		3				
EDUC 102	Foundations of Elementary Education	F	3				
MAT 130/130E	College Algebra ¹		3-4				
COL 101	New Student Seminar		1				
			16-17				
ENL 102	Written Communication II ²		3				
HIST 104	U.S. History since 1877	S	3				
PSYC 211	Child Development		3				
CIED 250	Educational Technology	S	3				
ART 101	Introduction to Visual Art		3				
			15				
CIED 148	Intro to Science for Elem. Education ³	F	3				
EDUC 201	Educational Psychology ²	F	3				
EDUC 270	Level I Clinical Experience		1				
EDUC 242	Children’s Literature ²	F	3				
CIED 101	Math for Elementary Teachers I ³	F	3				
HIST 103	United States History to 1877	F	3				
			16				
EDUC 261	The Exceptional Child ⁴	S	3				
CIED 201	Math for Elementary Teachers II ⁵	S	3				
GEO 217	World Regional Geography	S	3				
ENL 201	Introduction to Literature ⁶	S	3				
CIED 202	Praxis Strategies ⁵	S	1				
BIOL 105	Human Biology		4				
			17				

REQUIRED HOURS FOR GRADUATION: 65

¹ MAT 130 has a prerequisite of MAT 144, ACT Math score of 21, or permission.
² ENL 102, EDUC 201 and EDUC 242 have a prerequisite of ENL 101 passed with a C or better.
³ CIED 101 and CIED 148 have a prerequisite of MAT 130.
⁴ EDUC 261 has a prerequisite ENL 102.
⁵ CIED 201 and CIED 202 have a prerequisite of CIED 101 with a grade of C or better.
⁶ ENL 201 has a prerequisite of ENL 102.
⁷ ENL 101 has a prerequisite of placement in 100 level English or co-requisite of ENL 095. Students must earn a “C” or better in ENL 101 to graduate.
⁸ PSYC 211 has a prerequisite of PSYC 200.

General Studies/Transfer Studies AA

Media Studies-Concentration

Academic Year 2024-2025

Program Description:

This program will provide graduates with an Associate's Degree that will lead to a Bachelor's Degree in a variety of fields dealing with the media including Broadcast Journalism, Online Journalism, Advertising, Public Relations, Print Journalism, Sports Broadcast Journalism, Video Media Production, and Radio Television Production Management. Students will take majority of their required general education courses along with classes for their desired major in the media field including Mass Communication and Culture, Principles of Public Relations, Introduction to Business, Fundamentals of Marketing, and Photography.

Salary Forecast:

For them most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Contact Information:

Kendra Bolen

Room 313

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Mountwest empowers students to learn and lead in the community and in the workforce.

General Studies/Transfer Studies Major Code-CG10 • Media Studies Concentration Code-CG18

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
MAT 120	Applied Professional Math ¹		3				
ENL 101	Written Communications ²		3				
COM 112	Oral Communications		3				
HIST 103	U.S. History to 1877	F	3				
PSYC 200	General Psychology		3				
COL 101	New Student Seminar		1				
			16				
ENL 102	Written Communication II ³		3				
ART 101	Introduction to Visual Arts		3				
MK 130	Fundamentals of Marketing		3				
BIOL 101/101L	Unified Principles of Biology with Lab		4				
HIST 115	World History Since 1500	S	3				
			16				
COM 130	Mass Communication & Culture	F	3				
MG 101	Introduction to Business		3				
SOCI 210	Fundamentals of Sociology		3				
POLS 101	Introduction to American Govt.	F	3				
SPAN 101	Introductory Spanish	F	3				
			15				
COM 230	Principles of Public Relations	S	3				
ENL 201	Introduction to Literature ⁴		3				
HMN 235	Leadership Studies through the Humanities ^{5,6}		3				
SPAN 102	Introductory Spanish II ⁷	S	3				
DSGN 160	Digital Photography	S	3				
			15				
REQUIRED HOURS FOR GRADUATION: 62							

¹ MAT 120 has a prerequisite of placement in 100-level math or minimum ACT Math score of 19 or SAT Math score of 510.
² ENL 101 has a prerequisite of placement in 100 level English or co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.
³ ENL 102 has a prerequisite of ENL 101 with a grade of "C" or higher.
⁴ ENL 201 has a prerequisite of ENL 102.
⁵ HMN 235 should be taken during the final semester (Capstone)
⁶ HMN 235 has a prerequisite of ENL 101 with a grade of "C" or better
⁷ SPAN 102 has a prerequisite of SPAN 101

General Studies/Transfer Studies, AA Secondary Education Social Studies -Concentration

Academic Year 2024-2025

Program Description:

The General Studies/Transfer Studies Associate of Arts degree with a concentration in Social Studies Education serves as a foundation for continued studies in secondary education, grades 5-Adult at a four-year institution. In addition to achieving general education credits, this associate degree concentration will help students gain knowledge and skills in history, the humanities, the social sciences, and education.

Students planning to major in History can also follow this pathway for a seamless transfer to a four-year college or university.

The AA degree can establish the foundation for a lifetime of continual learning and serve as a framework for a productive professional and personal life. This degree gives emphasis to practical skills in communication and critical thinking, which may lead to employment such as a paraprofessional in education; however, the goal of this program is successful transfer with junior status to an upper division baccalaureate degree program in secondary education.

Career Outlook:

Students pursuing an education degree generally work as a teacher with children kindergarten through sixth grade or in secondary education, which requires a bachelor's degree in education. Students completing the associate of arts degree without pursuing a bachelor's degree, may obtain employment as a paraprofessional in education.

Employment Opportunities:

Paraprofessional

Salary Forecast:

For them most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Contact Information:

Kathryn Hopkins

Room 341

Phone: 304-710-3459 or 1-866-N-ROLLED (1-866-676-5533)

Email: hopkins25@mctc.edu

General Studies/Transfer Studies Major Code-10 • Secondary Education Social Studies Concentration Code

Name:					ID Number 942-		
Student Success Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COL 101	New Student Seminar		1				
ENL 101	Written Communication I ⁴		3				
GEO 150	Introduction to Geography	F	3				
HIST 103	U.S. History to 1877	F	3				
FINE ARTS	Fine Arts Elective ¹		3				
HIST 114	World History to 1500	F	3				
			16 hrs.				
ENL 102	Written Communication II ²		3				
GEO 217	World Regional Geography	S	3				
HIST 115	World History since 1500	S	3				
COM 112	Oral Communication		3				
MAT 120	Applied Professional Math ⁵		3				
			15 hrs.				
HIST 240	West Virginia History	F	3				
EDUC 201	Educational Psychology ^{2,6}	F	3				
EDUC 270	Level I Clinical Experience ⁶	F	1				
PSYC 200	General Psychology		3				
POLS 101	Introduction to American Government	F	3				
SOCI 210	Fundamentals of Sociology		3				
			16 hrs.				
BIOL 105	Human Biology		4				
HMN 235	Leadership Studies ^{7,8}		3				
CIED 250	Educational Technology	S	3				
ENL 201	Introduction to Literature ³	S	3				
HIST 104	U.S. History from 1877	S	3				
			16 hrs.				
REQUIRED HOURS FOR GRADUATION: 63							

¹ Choose from ART 101, MUSI 101 or THEA 101

² ENL 102 and EDUC 201 have a prerequisite of ENL 101 with a “C” or better

³ ENL 201 has a prerequisite of ENL 101

⁴ ENL 101 has a prerequisite of placement in 100 level English or a co-requisite of ENL 095. Students must earn a “C” or better in ENL 101 to graduate.

⁵ MAT 120 has a prerequisite of ACT 19, PLAC 100

⁶ EDUC 270 and EDUC 201 are co-requisites

⁷ HMN 235 has a prerequisite of ENL 101 with a grade of “C” or better

⁸ HMN 235 should be taken during the final semester (Capstone)

General Studies/Transfer Studies, AA

Social Work-Concentration

Academic Year 2024-2025

Program Description:

The General Studies/Transfer Studies Associate of Arts degree with a concentration in Social Work serves as a foundation for continued studies in education at a four-year institution. In addition to achieving general education credits, this associate degree concentration will help students gain foundational knowledge and skills in social work issues.

Career Outlook:

Students who earn a Bachelor of Arts in Social Work generally obtain employment in hospitals, mental health facilities, schools, child welfare agencies and other human services organizations. Students completing the Social Work concentration without pursuing a bachelor's degree, may obtain employment.

Employment Opportunities:

Child, family, and school

Healthcare

Mental Health and Substance Abuse

Other related fields

Salary Forecast:

For them most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Contact Information:

Kendra Bolen

Room 313

Phone: 304-710-3445 or 1-866-N-ROLLED (1-866-676-5533)

Email: burdell1@mctc.edu

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Name:	ID Number 942-
Student Success Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication I ¹		3				
COM 112	Oral Communication		3				
SOCI 210	Fundamentals of Sociology		3				
MAT 120	Applied Professional Math ²		3				
ART 101	Introduction of Visual Arts		3				
COL 101	New Student Seminar		1				
			16				
ENL 102	Written Communication II ³		3				
SOWK 101	Introduction to Social Work		3				
BIOL 105	Human Biology		4				
PSYC 200	General Psychology		3				
COM 125	Interpersonal Communication		3				
			16				
EDUC 102	Foundations of Elementary Education	F	3				
PSYC 211	Child Development Psychology ⁴		3				
HIST 103	U.S. History to 1877		3				
POLS 202	American and State Local Governments		3				
SOWK 230	Substance Use and Social Work ⁷		3				
			15				
EC 201	Fundamentals of Microeconomics		3				
EDUC 215	Child, Family, and Community		3				
ENL 201	Introduction to Literature ⁵		3				
HIST 104	U.S. History since 1877		3				
HMN 235	Leadership Studies Through Humanities ⁶		3				
			15				

REQUIRED HOURS FOR GRADUATION: 62

¹ ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a C or better to graduate.
² MAT 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.
³ ENL 102 has a prerequisite of a C or better in ENL 101.
⁴ PSY 211 has a prerequisite of PSYC 200.
⁵ ENL 201 has a prerequisite of ENL 102.
⁶ HMN 235 is a capstone course and should be taken in the final semester.
⁷ SOWK 230 has a prerequisite of SOWK 101.

Social Media Management, CAS

Academic Year 2024-2025

Program Description:

Students that obtain a CAS in Social Media Management will demonstrate understanding in analyzing a business' brand, recognition, and content strategies as a starting point for research in preparation for a marketing campaign. The program encompasses the development, design, and strategic planning of a tailored social media campaign to enhance the business' online presence. This includes the understanding of various social media platforms and planning services, demonstrating a thorough understanding of the diverse landscape. The program emphasizes the evaluation of campaign analytics and key performance indicators (KPIs) to gauge and enhance campaign effectiveness and reach. Participants are expected to propose and defend campaign goals, metrics, and strategies, ensuring alignment with industry best practices. Through these learning objectives, the social media management program equips individuals with the skills needed to navigate the dynamic realm of social media marketing and management.

Program Outcomes:

- Analyze a business' brand, brand recognition, and social media content to begin research for a marketing campaign
- Develop, design, and plan a social media campaign for a business
- Evaluate campaign analytics and KPI's to determine campaign effectiveness and reach
- Create user-generated content across various social media platforms and planning services
- Propose and defend campaign goals, metrics, and strategies utilizing best practices

Salary Information:

For the most current salary information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Contact Information:

Abby Hanlon

Room 225

Phone: (304) 710- 3383

Email: hanlone@mctc.edu

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Technical and Digital Marketing Major Code – CD31

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
DMK 101	Introduction to Social media Marketing		3				
DMK 102	Content Creation		3				
DMK 110	Introduction to Digital Marketing		3				
DSGN 101	Motion Design I		3				
DSGN 160	Digital Photography		3				
			15				
DMK 201	Social Media Campaigns		3				
DMK 240	Branding		3				
DMK 250	Creative Strategy		3				
DMK/DSGN	Approved Elective		3				
DMK/DSGN	Approved Elective		3				
			15				
	Hours Required for Graduation		30				

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HUMAN SERVICES & EDUCATION

mctc.edu/programs

2 Year Degrees

- AAS Alcohol and Drug Counseling
- AAS American Sign Language
- AAS Early Childhood Education

1 Year Certificates

- CAS Addiction Studies
- CAS Assistant Teacher
- CAS Deaf Studies

Alcohol and Drug Counseling, AAS

Academic Year 2024-2025

Program Description:

The Associate of Applied Science in Alcohol and Drug Counseling offered by Mountwest is designed to prepare students for credentialing in the Alcohol and Drug Counseling profession.

In West Virginia, the West Virginia Certification for Addiction and Prevention Professionals (WVCBAPP) governs the certification of the Alcohol and Drug Counselor (ADC) credential. This credential requires six years and six thousand supervised hours of practice to obtain. The AAS trains students in Alcohol and Drug Counseling through academic work and field experience. Upon completion of the AAS, students will have logged experience that counts towards the WV ADC credential and will be aware of expectations and timeline to achieve the credential.

Career Outlook and Salary Forecast:

For the most current information, please refer to the Bureau of Labor statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Distinguish between different philosophical approaches to understanding and solving the problem of substance use
- Summarize a variety of treatment options for substance use disorders
- Assemble information regarding ADC credentialing in their respective jurisdiction
- Use motivational interviewing to enhance the likelihood of successful change
- Screen for substance use and co-occurring disorders
- Make appropriate referrals for treatment and other human services

Program Admission Requirements:

The College adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Contact Information:

Ryan Longenette
Room 315
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Email: longenette@mctc.edu

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02/19/2024

Academic Year 2024-2025

Alcohol and Drug Counseling – Major Code CS20

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ADC 101	Intro to Alcohol and Drug Counseling		3				
ADC 111	Basic Counseling Skills		3				
ADC 115	Interpersonal Dynamics & Counselor Formation		3				
COL 101	New Student Seminar		1				
COM 112	Oral Communication		3				
ENL 101	Written Communication I ¹		3				
			16				
ADC 121	Professional Theories and Practice		3				
ADC 125	Substance Related and Addictive Disorders		3				
ADC 291	Field Experience I ²		2				
SOWK 101	Intro to Social Work		3				
MAT 120	Applied Professional Math ³		3				
			14				
ADC 211	Motivational Interviewing ⁴		3				
ADC 222	Screening, Assessment, and Engagement ⁵		3				
ADC 292	Field Experience II ⁶		2				
BIOL 105	Human Biology		4				
SOWK 230	Social Work and Substance Use		3				
			15				
ADC 290	Professional and Ethical Responsibilities ⁷		3				
ADC 221	Intermediate Counseling Skills ⁴		3				
ADC 235	Treatment Planning, Collaboration, and Referral ⁷		3				
ADC 293	Field Experience III ⁸		2				
ADC 299	Capstone Seminar ⁹		2				
PSYC 200	General Psychology		3				
			16				

HOURS REQUIRED FOR GRADUATION: 61
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1. ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate
2. ADC 291 requires permission from Program Director to enroll
3. MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510
4. ADC 211 and ADC 221 have a prerequisite of ADC 111
5. ADC 222 has a prerequisite of ADC 101, ADC 111, ADC 121, and ADC 125
6. ADC 292 has a prerequisite of ADC 291
7. ADC 235 and ADC 290 have a prerequisite of ADC 101, ADC 121, and ADC 125
8. ADC 293 has a prerequisite of ADC 292
9. ADC 299 requires permission from Program Director to enroll

American Sign Language, AAS

Academic Year 2024-2025

Program Description:

This program is designed to give students foundation in American Sign Language (ASL) and to acquaint them with basic issues of concern to the Deaf Community. Furthermore, the program offers an opportunity to individuals already working in the Deaf community to increase their understanding of ASL and Deaf Culture in order to strengthen their knowledge and their communication skills.

Upon completion of the Associate of Applied Science Degrees in American Sign Language, The graduate will be able to:

- Effectively communicate with Deaf person in informal settings in teaching, human services, or health care;
- Enhance their credentials for employment opportunities which do not require interpreter certification but do assign value to skills in ASL . and knowledge of Deaf culture;
- Earn the academic qualifications for entry into advanced studies at universities offering sign language programs;
- Enter an interpreter training program, after which they may sit for a certification examination, sponsored by the national licensing organization.

Career Outlook:

American Sign Language skills are needed by professionals in public and private agencies and educational settings serving the deaf/hard of hearing people (e.g. teachers, counselors, consultants, therapists, specialists) by enhancing their ability to understand and communicate with the deaf and hard hearing. (<http://www.aslta.org/language/index.html>)

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Program Outcomes:

- Utilize fingerspelling to communicate with Deaf persons
- Converse fluently in ASL with peers both Deaf and hearing by applying the language in conversations, ASL storytelling, or narratives
- Compare and contrast Deaf Culture/the deaf community with the hearing community
- Apply ASL grammar structures when in dialogue
- Identify local and national resources for Deaf, hard of hearing, and late deafened adults

Additional Information:

Other individuals that can benefit from this program are parents of DHH children and young hearing children, early childhood teachers and child care providers, teacher, paraprofessionals, speech/language pathologists, counselors, interpreters, and medical professionals.

Contact Information:

Leigh-Ann Brewer • Room 319

Phone: 304-710-3451 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: brewer13@mctc.edu

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American Sign Language¹ – Major Code CA50

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ASL 101	American Sign Language	F	3				
ASL 101L	ASL Lab I	F	1				
ASL 105	American Deaf Community & Culture	F	3				
ASL 111	Visual & Gestural Communication	F	3				
ENL 101	Written Communication ²		3				
COL 101	New Student Seminar		1				
			14				
ASL 102	American Sign Language II	S	3				
ASL 102L	ASL Lab II	S	1				
ASL 103	Fingerspelling	S	3				
COM 112 or COM 125	Oral Communication Or Interpersonal Communication		3				
MAT 120	Applied Professional Math		3				
PSYC 215	Lifespan Psychology		3				
			16				
ASL 201	American Sign Language III	F	3				
ASL 201L	ASL Lab III	F	1				
ASL 112	Intro to ASL Linguistics	F	3				
ASL 220	Resources for the Deaf Community	F	3				
IT 101	Fundamentals of Computers		3				
	ASL Elective		2-3				
			15-16				
ASL 202	American Sign Language IV	S	3				
ASL 202L	ASL Lab IV	S	1				
ASL 205	American Deaf Community History	S	3				
ASL 270	Introduction to Interpreting	S	3				
ASL 290	Applied Issues Concerning Deaf Community	S	3				
	ASL Elective		2-3				
			15-16				
	HOURS REQUIRED FOR GRADUATION: 62						

¹ All ASL courses must be completed with a “C” or better to graduate.

² ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

³ ASL 102 has a prerequisite of ASL 101 and 101L

⁴ ASL 201 has a prerequisite of ASL 101, 101L, and ASL 102, 102L

⁵ MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

⁶ ASL 202 and ASL 270 have prerequisites of ASL 101, 101L, ASL 102, ASL 201, and 201L.

⁷ ASL 290 has prerequisites of ASL 101, ASL 101L, ASL 102, ASL 105, ASL 110, ASL 115, ASL 201, ASL 205, and ASL 220.

⁸ Choose from the following: ASL 115, ASL 120, ASL 125, ASL 215. ASL electives must total at least 5 credit hours.

Early Childhood Education, AAS

Academic Year 2024-2025

Program Description:

The Associate in Applied Science in Early Childhood Education degree consists of 60 credit hours and is approximately one half of the curriculum required for a Bachelor of Arts in Education. The degree is designed to allow the holder to serve in a support capacity including, but not limited to, facilitating instruction and direct or indirect supervision of pupils under the direction of an educator. This program is designed to allow a seamless transfer to the baccalaureate degree at Marshall University, or a seamless transfer to Bachelor of Applied Science.

Career Description:

Childcare workers nurture and care for children who have not yet entered formal schooling and also work with older children in before- and after-school situations. These workers play an important role in a child's development by caring for the child when parents are at work or away for other reasons. In addition to attending to children's basic needs, childcare workers organize activities that stimulate children's physical, emotional, intellectual, and social growth. They help children explore individual interests, develop talents and independence, build self-esteem, and learn how to get along with others.

As childcare workers gain experience, some may advance to supervisory or administrative positions in large childcare centers or preschools. Often, these positions require additional training, such as a bachelor's or master's degree. Other workers move on to work in resource and referral agencies, consulting with parents on available child services. A few workers become involved in policy or advocacy work related to child care and early childhood education. With a bachelor's degree, workers may become preschool teachers or become certified to teach in public or private schools. Some workers set up their own childcare businesses.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Create healthy, respectful, and challenging environments for young children
- Build effective relationships with children and families that are respectful of various cultures and family systems
- Apply appropriate assessment tools to determine needs of young children and their families
- Implement meaningful curriculum that promotes positive development and learning for young children
- Advocate on behalf of young children and their families
- Exhibit professional conduct that reflects the standards of ethical behavior outlined in the NAEYC Code of Ethical Conduct

Admission Requirements:

Students seeking admission into the Early Childhood Education (ECE) program must meet with the ECE Program Director prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection. Application packets are available in the Liberal Arts and Transfer Studies Office, room 329.

The following program admission requirements apply:

1. Completion of EDUC 101, EME 101, and EDUC 120 with a grade of "C" or better in all ECE courses;
2. An overall GPA of 2.5 or better;
3. Completion of Federal Background Check.

Applications will be accepted beginning the first week of January of each year for the upcoming fall semester. Admission to the program will be granted starting in May of the year of application.

Contact information:

Kristen Brumfield

Room 325

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02/15/2024

Academic Year 2024-2025

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COL 101	New Student Seminar		1				
MAT 120	Applied Professional Math ⁷		3				
EDUC 101	Healthy Environments ¹	F	3				
EDUC 120	Foundations of Early Childhood	F	3				
ENL 101	Written Communication ²		3				
EME 101	CPR/First Aid ^{1,*}		1				
			14				
EDUC 210	Observation Assess. Of Young Children ³	S	3				
EDUC 215	Child, Family & Comm ³	S	3				
EDUC 220	Infant & Toddler Development	S	3				
EDUC 225	Development of Young Children ³	S	3				
ENL 102	Written Communication II ⁴		3				
			15				
EDUC 228	Early Childhood Special Ed. ⁵	F	3				
EDUC 230	Early Language and Literacy ⁵	F	3				
EDUC 240	Child Guidance ⁵	F	3				
EDUC 295	Early Childhood Curriculum & Methods ⁵	F	3				
COM 112	Oral Communication		3				
PSYC 200	General Psychology		3				
			18				
BIOL 105	Human Biology		4				
EDUC 235	Early Childhood Adm. & Leadership ⁵	S	3				
EDUC 299	Capstone ⁶	S	4				
ART 101	Introduction to Visual Arts		3				
			14				

Hours required for graduation – Minimum 61 hours**

¹ EDUC 101 has a co-requisite of EME 101

² ENL 101 has a prerequisite of placement in 100 level English or co-requisite of ENL 095. Students must earn a “C” or better in ENL 101 to graduate.

³ EDUC 210, EDUC 215, EDUC 220 and EDUC 225 have a prerequisite of completion of EDUC 120, EDUC 101, and ENL 101 with a “C” or better.

⁴ ENL 102 has a prerequisite of a “C” or better in ENL 101.

⁵ EDUC 228, EDUC 230, EDUC 235, EDUC 240 and EDUC 295 have a prerequisite of completion of EDUC 225 and ENL 101 with a “C” or better.

⁶ EDUC 299 has a prerequisite of completion of EDUC 295 with a “C” or better.

⁷ MAT 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT score of 510.

Addiction Studies, CAS

Academic Year 2024-2025

Program Description:

The Certificate of Applied Science in Addiction Studies offered by Mountwest enables students to develop essential skills for growth as helping professionals. The focus of the program is understanding the roles of different practitioners and serving those who struggle with substance-related and addictive disorders. Students will learn theories and techniques of professional counseling, social work, and the broader human services. Students will become familiar with the Diagnostic and Statistical Manual for Mental Health Disorders (DSM-V-TR) and be able to recognize formal diagnoses.

In West Virginia, the West Virginia Certification Board for Addiction and Prevention Professionals (WVCBAPP) governs the certification of the Alcohol and Drug Counselor (ADC) credential. This credential requires six years and six thousand supervised hours of practice to obtain. The CAS will help students determine a professional path forward in the helping professions.

Career Outlook:

For the most current information, please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Program Admission Requirements:

The College adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Salary Forecast:

For the most current salary information, please refer to the Bureau of Labor Statistics “Occupational Handbook” found at www.bls.gov/ooh/.

Contact Information:

Ryan Longenette
Room 315
Phone: 304-710-3188
Email: longenette@mctc.edu

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Addiction Studies – Major Code CA72

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ADC 101	Intro to Alcohol and Drug Counseling		3				
ADC 111	Basic Counseling Skills		3				
ADC 115	Interpersonal Dynamics & Counselor Formation		3				
COL 101	New Student Seminar		1				
COM 112	Oral Communication		3				
ENL 101	Written Communication I ¹		3				
			16				
ADC 121	Professional Theories and Practice		3				
ADC 125	Substance Related and Addictive Disorders		3				
ADC 291	Field Experience I ²		2				
SOWK 101	Intro to Social Work		3				
MAT 120	Applied Professional Math ³		3				
			14				

HOURS REQUIRED FOR GRADUATION: 30
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1. ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate
2. ADC 291 requires permission from Program Director to enroll
3. MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510

Assistant Teacher, CAS

Academic Year 2024-2025

Program Description:

The Assistant Teacher Program is a one-year certificate consisting of 31 credit hours. The program is approximately one-half of the curriculum of the Early Childhood Education Associate's in Applied Science degree. This certificate program is designed to prepare students to assist lead teachers in a variety of early childhood programs including but not limited to childcare worker, Head Start, Pre-K, etc. It is also designed to meet the West Virginia Early Childhood Classroom Assistant Teacher Requirements.

Career Outlook:

For the most current information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The College adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admissions. Applicants with neither a high school diploma or GED may be admitted on a conditional basis.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Contact information:

Kristen Brumfield

Room 325

Phone: 304-710-3515 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: mccolgan@mctc.edu

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Assistant Teacher – Major Code CE60

Name:

ID Number 942-

Educational Counselor:

Faculty Advisor:

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COM 112	Oral Communication		3				
EDUC 101	Healthy Environments I		3				
PSYC 200	General Psychology		3				
EDUC 120	Foundations of Early Childhood		3				
EME 101	CPR/First Aid		1				
ENL 101	Written Communication ²		3				
			16				
EDUC 210	Observation Assess. Of Young Children ⁴		3				
EDUC 215	Child, Family, and Community ¹		3				
EDUC 220	Infant & Toddler Development		3				
EDUC 225	Development of Young Children ⁴		3				
MAT 120	Applied Professional Mathematics ³		3				
			15				

Hours required for graduation – Minimum 31 hours

¹ EDUC 215 has a prerequisite of EDUC 120 and ENL 101.

² ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

³ MAT 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

⁴ EDUC 210 and EDUC 225 have a prerequisite of ENL 101 and EDUC 120.

Deaf Studies, CAS

Academic Year 2024-2025

Program Description:

This certificate program is designed to give students a foundation in American Sign Language (ASL) and to acquaint them with basic issues of concern to the Deaf Community. Furthermore, the program offers an opportunity to individuals already working in the Deaf community to increase their understanding of ASL and Deaf Culture in order to strengthen their knowledge and their communication skills.

Upon completion of the One-Year Certificate Program in Deaf Studies, the graduate will be able to:

- effectively communicate with Deaf persons in informal settings in teaching, human services, or health care;
- enhance their credentials for employment opportunities which do not require interpreter certification but do assign value to skills in ASL and knowledge of Deaf culture;
- earn the academic qualifications for entry into advanced studies at universities offering sign language programs.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Employment Opportunities:

- Enter an Interpreter Training Program, after which they may sit for certification examination, sponsored by the national licensing organization.
- Seek employment with programs that serve Deaf and Hard of Hearing children.
- A background in ASL and Deaf Studies will be useful in absolutely and field of employment.

Additional Information:

Other individuals that can benefit from this program are parents of DHH children and young hearing children, early childhood teachers and child care providers, teacher, paraprofessionals, speech/language pathologists, counselors, interpreters, and medical professionals.

Gainful Employment Information can be found at: <http://www.mctc.edu/academics/gainful-employment/>

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Mountwest empowers students to learn and lead in the community and in the workforce.

Deaf Studies – Major Code CA60

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ASL 101	American Sign Language	F	3				
ASL 101L	ASL Lab I	F	1				
ASL 105	American Deaf Community		3				
ASL 111	Visual and Gestural Communication	F	3				
ASL 220	Resources for the Deaf Community		3				
ENL 101	Written Communication ¹		3				
			16				
ASL 102	American Sign Language II ³	S	3				
ASL 102L	ASL Lab II	S	1				
ASL 103	Fingerspelling		3				
ASL 205	American Deaf Community History		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math ²		3				
			16				
HOURS REQUIRED FOR GRADUATION: 32							

¹ ENL 101 has a prerequisite of placement in 100-level English or the co-requisite of ENL 095. Students must complete ENL 101 with a “C” or better to graduate.

² MAT 120 has a prerequisite of placement in 100-level mathematics or minimum ACT Math score of 19 or SAT Math score of 510.

³ ASL 102 has a prerequisite of ASL 101, 101L.

INFORMATION TECHNOLOGY

mctc.edu/programs

2 Year Degrees

AAS Graphic Design

AAS Information Technology

- Game Development
- Mobile Application Development
- Network & Cloud Systems Administration
- Network Systems Cyber Security
- Network Systems Security

AAS Multimedia Design

AAS Technical and Digital Marketing

1 Year Certificates

CAS Cisco Certified Network Associate

CAS Microsoft Certified Solutions Associate

CAS Microsoft Certified Solutions Expert

Graphic Design, AAS

Academic Year 2024-2025

Graphic Design – The art and practice of planning, developing and projecting messages, ideas and experiences with visual and textual content.

Program Description:

The Graphic Design program focuses on the knowledge and skills needed for effectively creating and communicating visually with imagery, colors, words, emotions, and, at times, movement and sound. The curriculum provides up-to-date, industry-standard design education and computer training to prepare students for the tasks and responsibilities they'll have on the job. Graphic designers use research, critical thinking, storytelling, and the elements and principles of design to develop content for advertising, marketing, informing, and communicating with audiences. Designers work in wide variety of industries, including, advertising, marketing, public relations, printing and publishing, specialized design services, and corporate communications.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" and search for "Graphic Designers" and "Multimedia Artists and Animators," found at www.bls.gov/ooh/.

Program Outcomes:

- Apply the creative thinking process in the development of design projects
- Utilize critical thinking methods in the development of design projects
- Apply Principles and Elements of Design to creative works
- Produce quality, modern design materials in a variety of media
- Utilize technology, including design and presentation software, word processing and the internet
- Communicate effectively in written work, in conversation, and when giving presentations
- Apply numerical skills appropriate for design applications

Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis. To progress in this major, students must earn a C or better in their beginning core classes.

Contact Information:

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Mountwest empowers students to learn and lead in the community and in the workforce.

Graphic Design Major Code – CG40¹

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ART 101	Introduction to Visual Arts		3				
DSGN 120	Graphic Design I ^{2,4}	F	3				
ENL 101	Written Communication ³		3				
IT 101	Fundamentals of Computers		3				
IT 110	Computer Skills for Designers ⁴	F	3				
DSGN 298	Design Internship & Portfolio		1				
			16				
COM 112	Oral Communication		3				
DSGN 150	Graphic Design II ^{4,5}	S	3				
IT 213	Advanced Graphics for Web & Print ^{4,14}		3				
DSGN 298	Design Internship & Portfolio		1				
	Approved Elective ^{7,8}		3				
MAT 120	Applied Professional Math ⁹		3				
			16				
DSGN 210	Digital Illustration ^{4,10}	F	3				
DSGN 220	Typography ^{4,10}	F	3				
DSGN 230	New Media ^{4,11}	F	3				
IT 107	Fundamentals of the Internet (1 st 8 weeks)		3				
IT 212	Publishing on the Internet ⁶ (2 nd 8 weeks)		3				
DSGN 298	Design Internship & Portfolio		1				
			16				
DSGN 250	Graphic Design III ^{4,15}	S	3				
DSGN 260	Interactive Design ^{4,11}	S	3				
DSGN 270	Brand Identity Design ^{4,12}	S	3				
IT 252 or DSGN 160	Advanced Web Publishing ¹³ or Digital Photography		3				
DSGN 298	Design Internship & Portfolio		1				
PSYC 200	General Psychology		3				
			16				
	HOURS REQUIRED FOR GRADUATION: 64						

¹ The student may be allowed to repeat a course one time before being dismissed from the program. If a student receives a "D" or "F" in more than one course in the same semester, the student may be dismissed from the program.

² DSGN 120 has a co-requisite of IT 110.

³ ENL 101 has a prerequisite of placement in 100 level English or a corequisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

⁴ Student is required to make a "C" or better in ALL core classes (IT 110, IT 213, DSGN 120, DSGN 150, DSGN 210, DSGN 220, DSGN 230, DSGN 250, DSGN 260, and DSGN 270).

⁵ DSGN 150 has a prerequisite of DSGN 120.

⁶ IT 212 has a prerequisite of IT 107.

⁷ Choose from one of the following: COM 230, DSGN 160, ENL 102, HIST 115, MKT 130, or SCI 201.

⁸ If a student is planning to transfer to Marshall University's College of Arts and Media, SCI 201 and ENL 102 should be taken.

⁹ MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

¹⁰ DSGN 210 and DSGN 220 have a prerequisite of DSGN 150 and IT 110.

¹¹ DSGN 230 and DSGN 260 have a prerequisite of DSGN 150 or DSGN 102 and IT 110.

¹² DSGN 270 has a prerequisite of DSGN 220 and IT 213.

¹³ IT 252 have a prerequisite of IT 212.

¹⁴ IT 213 has a prerequisite of IT 110.

¹⁵ DSGN 250 has prerequisites of DSGN 120,150, 210, 220, 230, IT 110, IT 213, ENL 101 or ENL 102 and COM 112. It has corequisites of DSGN 260 and DSGN 270.

Information Technology, AAS Game Development – Concentration

Academic Year 2024-2025

Program Description:

Students who receive an AAS in Information Technology (IT) with the Game Development concentration will not only possess a solid foundation of computer skills and knowledge but will have the experience of building real, multi-platform games to showcase their portfolios. The Game Developer curriculum prepares students to enter this ever-growing field by working with some of the most in-demand programming languages and tools used in the game development world beginning with a foundation in object-oriented programming using Python. Students will then create dull 3D games via Unreal Engine's visual scripting system, Blueprint. Building upon this knowledge and familiarity of Unreal Engine, students will spend their remaining time developing games using C++, Blueprint, and other 3D content creation software such as Blender.

Career Outlook and Salary Information:

For the most current career outlook information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Communicate clearly in writing and in speech in all professional situations
- Apply design and development principles in the construction of computer games
- Collaborate effectively with team members on projects
- Develop games from design through production to release
- Plan and manage projects efficiently and effectively by developing a detailed schedule of tasks, key design documents, and benchmarks using the best tools and best practices

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Contact Information:

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Mountwest empowers students to learn and lead in the community and in the workforce.

Information Technology Major Code – CI20 • Game Development Concentration Code – CI28

Name:

ID Number 942-

Educational Counselor:

Faculty Advisor:

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication ¹		3				
IT 101 or IT 102	Fundamentals of Computers Advanced Computer Applications ²		3				
IT 110	Computer Skills for Designers		3				
IT 171	Introduction to Gaming I	F	3				
IT 298	Game Development Internship		1				
MAT 120	Applied Professional Mathematics ³		3				
			16				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
IT 107	Fundamentals of the Internet		3				
IT 115	Introduction to Programming ⁴	S	3				
IT 212	Publishing on the Internet ^{5,6}		3				
IT 271	Game Development II ^{6,7}	S	3				
IT 298	Game Development Internship		1				
			16				
ENL 131	Technical Report Writing ⁸		3				
IT 213	Web Graphic Design ⁵	F	3				
IT 215	Advanced Programming ⁹	F	3				
IT 250	Applications to Database ⁴	F	3				
IT 298	Game Development Internship		1				
	IT Elective ¹⁰		3				
			16				
IT 242	Emerging Web Technologies ^{6,11}	S	3				
IT 272	Intro to 3D Modular Programming ^{6,12}	S	3				
IT 277	Management Information Systems		3				
IT 298	Game Development Internship		1				
	IT Elective		3				
			13				

¹ ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

² The student must register for IT 101 during his or her first semester or successfully pass a challenge exam for IT 101.

³ Math 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

⁴ IT 115, and IT 250 have a prerequisite of IT 101 or IT 102.

⁵ IT 212 and IT 213 have a prerequisite of IT 107.

⁶ IT 212, IT 242, IT 271, and IT 272 are offered spring semesters only.

⁷ IT 271 has a prerequisite of IT 171 with a "C" or better.

⁸ ENL 131 has a prerequisite of placement in 100-level English or a corequisite of ENL 095.

⁹ IT 215 has a prerequisite of a "C" or better in IT 115.

¹⁰ Choose from one of the following: IT 111, IT 112, IT 113, IT 120, IT 141, IT 150, IT 160, IT 165, IT 210, IT 211, IT 216, IT 217, IT 219, IT 221, IT 222, IT 223, IT 224, IT 225, IT 226, IT 227, IT 230, IT 231, IT 240, IT 241, IT 245, IT 252, IT 255, IT 260, IT 266, IT 270, IT 276, IT 278, IT 279, or IT 293.

¹¹ IT 242 has a prerequisite of IT 212.

¹² IT 272 has a prerequisite of IT 215 with a "C" or better.

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Information Technology, AAS

Mobile Application Development– Concentration

Academic Year 2024-2025

Program Description:

Students who receive this AAS in Information Technology (IT) concentration will have a broad technical knowledge and a specific application programming skill set used in the Mobile Application Development areas. The curriculum is designed to maintain maximum flexibility in order to compete in the changing workforce.

Students who graduate with the Mobile Application development concentration can expect to find employment as an application developer, software engineer, applications system analyst, user interface designer, etc.

Mobile Application Developers design and create mobile applications. They are responsible for the look and the interaction of the mobile application. They are also responsible for the technical aspects, such as performance and how much traffic an application can handle. In addition, they may be asked to create content for the mobile app.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Program Outcomes:

- Utilize industry-standard mobile programming languages to create applications
- Utilize mobile programming frameworks and libraries with proficiency
- Apply design and development principles in the construction of mobile applications
- Collaborate with team members on projects, working to develop mobile applications from design through production to release
- Formulate comprehensive application design, incorporating frontend and backend infrastructure
- Apply appropriate best practices in mobile application development including test-driven development, source version control, and app store deployment procedures

Admission Requirements:

The college adheres to an open admission policy which means applications with a high school diploma or GED are eligible for admission. Applicants with neither a high school diploma nor GED may be admitted on a conditional basis.

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Mountwest empowers students to learn and lead in the community and in the workforce.

Information Technology Major Code – CI20 • Mobile Application Development Concentration – CI29

Name:

ID Number 942-

Educational Counselor:

Faculty Advisor:

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication ¹		3				
IT 102	Advanced Computer Apps		3				
IT 107	Fundamentals of the Internet (1 st 8 weeks)		3				
IT 212	Publishing on the Internet ² (2 nd 8 weeks)		3				
IT 298	Game & Design Internship/Coop ³		1				
MAT 120	Applied Professional Math ⁴		3				
			16				
COM 125	Interpersonal Communication		3				
IT 115	Introduction to Programming	S	3				
IT 156	Mobile App Design ¹⁰	S	3				
IT 242	Emerging Web Technologies ⁷ (1 st 8 weeks)	S	3				
IT 252	Advanced Web Publishing ¹¹	S	3				
IT 298	Gaming & Design Internship/Co-op ⁴		1				
			16				
IT 215	Advanced Programming ⁹	F	3				
IT 237	Mobile App Programming ¹⁴	F	3				
IT 250	Applications to Databases ⁸ (2 nd 8 weeks)		3				
IT 262	Mobile App Development ⁶		3				
IT 298	Gaming & Design Internship/Co-op ⁴		1				
	IT Elective		3				
			16				
ENL 131	Technical Report Writing ⁵		3				
IT 247	Advanced Mobile Programming ¹²	S	3				
IT 257	Mobile App Deployment ¹³	S	3				
IT 296	Mobile App Entrepreneurship ¹⁴	S	3				
IT 298	Gaming & Design Internship/Co-op ⁴		1				
			13				
	Hours Required for Graduation		61				

¹ ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

² IT 212 has a prerequisite of IT 107.

³ Permission of Program Coordinator is required in order to enroll in IT 298.

⁴ Mat 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

⁵ ENL 131 has a prerequisite of placement in 100-level English.

⁶ IT 262 has a prerequisite of IT 215 or Permission.

⁷ IT 242 has a prerequisite of IT 212.

⁸ IT 250 has a prerequisite of IT 101 or IT 102.

⁹ IT 215 has a prerequisite of a "C" or better in IT 115, or permission.

¹⁰ IT 156 has a prerequisite of pass IT 212 with a "C" or higher.

¹¹ IT 252 has a prerequisite of IT 212.

¹² IT 247 has a prerequisite of pass IT 237 with a "C" or higher and a co-requisite of IT 257.

¹³ IT 257 has a prerequisite of pass IT 237 with a "C" or higher and a co-requisite of IT 247.

¹⁴ IT 237 and IT 296 have a prerequisite of pass It 156 with a "C" or better.

Information Technology, AAS

Network and Cloud Systems Administration – Concentration

Academic Year 2024-2025

Program Description:

The Associate in Applied Science Degree concentration in Network Systems Administration offers comprehensive network training from Mountwest Community and Technical College's Microsoft Information Technology Academy and VMWare Academy. Within the two-year Associate Degree program, students take courses preparing them for industry certifications from Microsoft and CompTIA taught by certified professors. This concentration provides specialized skills in network administration, virtualization, cloud services, and security. Students will take courses preparing them for the following certifications:

CompTIA's A+

CompTIA's Network+

CompTIA's Security+

Windows Server Hybrid Administrator Associate

Microsoft's Azure Fundamentals

Microsoft's Azure Administrator Associate

Microsoft's Azure Security Engineer Associate

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Program Outcomes:

- Install and configure a Windows Server hybrid network based on business needs
- Configure an Active Directory infrastructure
- Plan, deploy, manage, and troubleshoot a Microsoft Exchange environment
- Plan a storage and virtualization infrastructure
- Implement secure computing baselines in an organization

Career Description:

Network and cloud systems administrators secure, maintain, and troubleshoot on-premises computer and cloud networks, which are groups of computers sharing information. Organizations employ network administrators to ensure their networks operate efficiently and meet business requirements. A cloud systems administrator develops, maintains, and troubleshoots the network connections of cloud computing resources. This concentration prepares you to handle both the on-premises and cloud duties required by an organization.

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Mountwest empowers students to learn and lead in the community and in the workforce.

Information Technology Major Code – CI20 • Network Systems Administration (Microsoft) Concentration Code – CI24

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 131	Written Communication ¹		3				
IT 270	Computer Essentials and Application		4				
IT 120	Network Operating Systems		4				
IT 230	Network Communications ²		3				
MAT 120	Applied Professional Math ³		3				
IT 297	Co-Curricular Experiences in Networking		0				
			17				
COM 125	Interpersonal Communication		3				
SOCI 210	Fundamentals of Sociology		3				
IT 221	Advanced Operating Systems ^{4,5}	S	3				
IT 224	Fundamentals of Network Security ^{5,6}	S	3				
IT 297	Co-Curricular Experiences in Networking		0				
			12				
IT 210	Networking Administration I ^{7,8,9}	F	3				
IT 211	Networking Administration II ^{8,9}	F	3				
IT 216	Networking Administration III ^{8,9}	F	3				
IT 217	Networking Administration IV ^{8,9}	F	3				
IT 245	Information Storage and Management ^{9,10}	F	3				
IT 297	Co-Curricular Experiences in Networking		0				
			15				
IT 219	Networking Administration V ^{5,11,12}	S	3				
IT 222	Networking Administration VI ^{5,11,12}	S	3				
IT 223	Networking Administration VII ^{5,11,12}	S	3				
IT 255	Virtualization Technologies ^{5,10}	S	3				
PSYC 200	General Psychology		3				
IT 299	Information Technology Internship/Coop ¹³		3				
			18				
	Hours Required for Graduation: 62						

¹ ENL 131 have a prerequisite of placement in 100-level English or a co-requisite of ENL 095.

² IT 230 has a co-requisite of IT 120 or permission.

³ MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

⁴ IT 221 has a prerequisite of IT 120 or IT 131.

⁵ IT 219, IT 221, IT 222, IT 223, IT 224, and IT 255 are offered spring semester only.

⁶ IT 224 has a prerequisite of IT 101 or IT 102.

⁷ IT 210 has a prerequisite of IT 120 or permission.

⁸ Networking Administration classes IT 210, IT 211, IT 216 and IT 217 must be taken concurrently. These classes cannot be taken individually.

⁹ IT 210, IT 211, IT 216, IT 217, and IT 245 are offered fall semesters only.

¹⁰ IT 245 and IT 255 have a prerequisite of IT 210 or permission.

¹¹ IT 219, IT 222, and IT 223 have a prerequisite of IT 217.

¹² Networking Administration classes IT 219, IT 222 and IT 223 must be taken concurrently. These classes cannot be taken individually.

¹³ Permission of Program Coordinator/Dean is required in order to register for IT 299.

Information Technology, AAS

Network Systems Cybersecurity – Concentration

Academic Year 2024-2025

Program Description:

The Associate in Applied Science Degree concentration in Network Systems Administration offers comprehensive network training from Mountwest Community and Technical College's Cisco Networking Academy. Within the two-year Associate Degree program, students take courses preparing them for industry certifications from Cisco, CompTIA, and EC Council taught by certified professors. This concentration provides specialized skills in network administration, defense, and cybersecurity. Students will take courses preparing them for the following certifications:

CompTIA's A+

CompTIA's Linux+

CompTIA's Security+

Cisco's CCNA (Cisco Certified Network Associate)

Certified Ethical Hacker (CEH)

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at <https://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts.htm>

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Program Outcomes:

- Install and configure a Windows Server hybrid network based on business needs
- Identify trends including current threats in order to protect personal and company data
- Recite essential knowledge for all cybersecurity domains including information security, systems security, network security, ethics and laws, and defense and mitigation techniques used in protecting businesses
- Apply the core security concepts and skills needed to configure and troubleshoot computer networks and help ensure the integrity of devices and data
- Monitor, detect, analyze, and respond to cybercrime, cyberespionage, inside threats, advanced persistent threats, regulatory requirements, and other cybersecurity issues facing organizations
- Install and configure an interconnected network device (ICND) infrastructure based on business needs

Career Description:

Information security analysts typically do the following:

- Monitor their organization's networks for security breaches and investigate a violation when one occurs
- Install and use software, such as firewalls and data encryption programs, to protect sensitive information
- Prepare reports that document security breaches and the extent of the damage caused by the breaches
- Conduct penetration testing, which is when analysts simulate attacks to look for vulnerabilities in their systems before they can be exploited

Information security analysts must stay up to date on IT security and on the latest methods attackers are using to infiltrate computer systems. Analysts need to research new security technology to decide what will most effectively protect their organization. MCTC's Network Systems Cybersecurity option provides the fundamental cybersecurity knowledge and skills with specific network security training crucial for entry into information security positions in public corporations and government entities.

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Scott Nicholas

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Information Technology Major Code – CI20 • Network Systems Cybersecurity Concentration Code – CI34

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 121	Fundamentals of Network Cybersecurity		3				
IT 131	Introduction to Networking ¹		4				
IT 141	Networking Systems II ²		4				
IT 270	Computer Essentials and Application		4				
IT 297	Co-Curricular Experiences in Networking		0				
			15				
ENL 131	Business and Technical Writing ³		3				
IT 221	Advanced Operating Systems ⁴		3				
IT 224	Fundamentals of Network Security ⁵		3				
IT 231	Networking Systems III ⁶		4				
IT 241	Networking Systems IV ⁷		4				
IT 297	Co-Curricular Experiences in Networking		0				
			17				
COM 125	Interpersonal Communication		3				
SOCI 210	Fundamentals of Sociology		3				
IT 232	Network Systems Cybersecurity I ⁸		4				
IT 251	Advanced Operating Systems II ¹²		3				
IT 297	Co-Curricular Experiences in Networking		0				
			13				
IT 233	Network Systems Cybersecurity II ⁹		4				
IT 254	Advanced Network Security ¹³		4				
IT 299	Information Technology Internship/Coop ¹⁰		3				
MAT 120	Applied Professional Math ¹¹		3				
PSYC 200	General Psychology		3				
			17				
Hours Required for Graduation: 62							

¹ IT 131 has a corequisite of IT 141.

² IT 141 has a corequisite of IT 131.

³ ENL 131 has a prerequisite of placement in 100 or above level English or a corequisite of ENL 095.

⁴ IT 221 has a prerequisite of IT 120 or IT 131.

⁵ IT 224 has a prerequisite of IT 101, 102 or 270.

⁶ IT 231 has a prerequisite of IT 141 and a corequisite of IT 241.

⁷ IT 241 has a corequisite of IT 231.

⁸ IT 232 has a prerequisite of IT 141 and IT 224.

⁹ IT 233 has a prerequisite of IT 232.

¹⁰ IT 299 has a prerequisite of permission.

¹¹ Math 120 has prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

¹² IT 251 has a prerequisite of IT 221.

¹³ IT 254 has a prerequisite of IT 121, IT 224 and IT 251.

Information Technology, AAS Network Systems Security – Concentration

Academic Year 2024-2025

Program Description:

The Associate in Applied Science Degree concentration in Network Systems Security offers comprehensive network training from Mountwest Community and Technical College's Microsoft Information Technology Academy and Cisco Networking Academy. Within the two-year Associate Degree program, students take courses preparing them for industry certifications from Cisco, Microsoft, and CompTIA taught by certified professors. This concentration provides specialized skills in network administration, design, and security. Students will take courses preparing them for the following certifications:

- CompTIA's A+
- CWNP's Certified Wireless Specialist
- CompTIA's Security+
- Microsoft's Windows Server Hybrid Administrator Associate
- Cisco's CCNA (Cisco Certified Network Associate)

Career Outlook and Salary Forecast:

For the most updated information, please visit (<https://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts.htm>)

Program Outcomes:

- Recite essential knowledge for all cybersecurity domains including information security, systems security, network security, ethics and laws, and defense and mitigation techniques used in protecting businesses
- Install and configure a Windows Server based on business needs
- Configure an Active Directory infrastructure
- Plan, deploy, manage, and troubleshoot a Microsoft Exchange environment
- Implement secure computing baselines in an organization
- Install and configure an interconnected network device (ICND) infrastructure based on business needs

Career Description:

A well-rounded network professional is capable of performing network administration, design, maintenance, and security on a variety of network operating systems and devices. Windows Server Hybrid Administrator Associates configures and manages Windows Server on-premises, hybrid, and infrastructure as a service (IaaS) platform workloads. Cisco Certified Network Associates design, build, and maintain computer networks using a variety of network devices. CompTIA Security+ specialists design and implement security solutions that reduce network vulnerability. MCTC's Network Systems Security option provides fundamental networking knowledge and skills with specific network security training crucial for entry into information security positions in public corporations and government entities.

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Mountwest empowers students to learn and lead in the community and in the workforce

Information Technology Major Code – CI20 • Network Systems Security Concentration Code – CI26

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 270	Computer Essentials and Applications		4				
IT 120	Network Operating Systems		4				
IT 131	Introduction to Networking ¹	Fall	4				
IT 141	Networking Systems II	Fall	4				
IT 297	Co-Curricular Experiences in Networking		0				
			16				
ENL 131	Business and Technical Writing ²		3				
IT 231	Networking Systems III ³	Spring	4				
IT 241	Networking Systems IV	Spring	4				
IT 224	Fundamentals of Network Security ⁴	Spring	3				
IT 297	Co-Curricular Experiences in Networking		0				
			14				
IT 210	Networking Administration I ^{5,6}	Fall	3				
IT 211	Networking Administration II ⁶	Fall	3				
IT 216	Networking Administration III ⁶	Fall	3				
IT 217	Networking Administration IV ⁶	Fall	3				
COM 125	Interpersonal Communication		3				
IT 297	Co-Curricular Experiences in Networking		0				
			15				
SOCI 210	Fundamentals of Sociology		3				
IT 225	Fundamentals of Wireless LANs ⁷	Spring	4				
MAT 120	Applied Professional Math ⁸		3				
PSYC 200	General Psychology		3				
IT 299	Information Technology Internship/Coop ⁹		3				
			16				
Hours Required for Graduation: 61							

¹IT 131 has a corequisite of IT 141.

²ENL 131 has a prerequisite of placement into 100 level English or a corequisite of ENL 095.

³IT 231 has a prerequisite of IT 141 and a corequisite of IT 241.

⁴IT 224 has a prerequisite of IT 101, IT 102 or IT 270.

⁵IT 210 has a prerequisite of IT 120 and corequisites of IT 211, IT 216 and IT 217.

⁶Networking Administration classes IT 210, IT 211, IT 216 and IT 217 must be taken concurrently. These classes cannot be taken individually.

⁷IT 225 has a prerequisite of IT 131, IT 230 or Permission.

⁸MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

⁹IT 299 has a prerequisite of permission of Program Coordinator/Dean.

Multimedia Design, AAS

Academic Year 2024-2025

Program Description:

Students who receive an A.A.S. in Multimedia Design will possess the knowledge and skills required to create compelling animation, digital media and motion graphics. Students will explore the principles of design and animation, storyboarding, video editing, sound design, 3D modeling and motion graphic design. A wide variety of occupations utilize multimedia design including, but are not limited to, marketing, advertising, broadcast design, visual effects, motion design, web and UI/UX design. The Multimedia Design program emphasizes portfolio development through the principles of design and animation for all digital platforms.

Career Outlook:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Salary Forecast:

For the most current salary information please refer to The Creative Group – roberthalf.com “Salary Guide 2020- Creative & Marketing” found at <https://www.roberthalf.com/salary-guide/creative-and-marketing>

Bureau of Labor Statistics- Multimedia Artists and Animators <https://www.bls.gov/ooh/arts-and-design/multimedia-artist-and-animators.htm>

Program Outcomes:

- Apply design principles in areas of motion design using industry-specific software in various digital formats for web, social media platforms, television, and presentations
- Utilize design principles in all aspects of production for storytelling in motion
- Construct digital projects that incorporate multiple design elements such as text, graphics, audio, video, and animation
- Participate in conferences, workshops, and student-based programs and activities in order to develop a professional commitment to their field
- Show the use of professional ethics and copyright regulations in applied instances
- Analyze and interpret client requirements
- Communicate effectively with others in the field and with clients, and configure an interconnected network device (ICND) infrastructure based on business needs

Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Contact Information:

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Multimedia Design Major Code – CG70

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ART 101	Introduction to Visual Arts		3				
DSGN 101	Motion Design I: Intro	F	3				
ENL 101	Written Communication ¹		3				
IT 101	Fundamentals of Computers		3				
DSGN 105	Design Foundations	F	3				
			15				
DSGN or IT	Approved Elective ¹¹		3				
DSGN 102	Motion Design II; Effects and Compositing ²	S	3				
DSGN 103	3D Arts ³	S	3				
DSGN 104	Visual Communication ⁴	S	3				
MAT 120	Applied Professional Math ⁵		3				
			15				
DSGN 201	Motion Design III: Animation ⁶	F	3				
IT 213	Advanced Graphics for Web and Print ⁷	F	3				
DSGN 220	Typography ⁸	F	3				
DSGN 170	Digital Filmmaking	F	3				
DSGN or IT	Approved Elective ¹¹		3				
			15				
COM 112	Oral Communication		3				
DSGN 160	Digital Photography	S	3				
DSGN 299	Motion Design IV; Capstone ¹⁰	S	3				
DSGN 206	Professional Portfolio ⁹	S	3				
DSGN or IT	Approved Elective ¹¹		3				
			15				
HOURS REQUIRED FOR GRADUATION: 60							

¹ ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a “C” or better to graduate.

² DSGN 102 has a prerequisite of DSGN 101 and corequisites of DSGN 103 and DSGN 104.

³ DSGN 103 has a prerequisite of DSGN 101 and corequisites of DSGN 102 and DSGN 104.

⁴ DSGN 104 has a prerequisite of DSGN 101 and corequisites of DSGN 102 and DSGN 103.

⁵ MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

⁶ DSGN 201 has a prerequisite of DSGN 102.

⁷ IT 213 has a prerequisite of DSGN 105 or IT 110.

⁸ DSGN 220 has a prerequisite of DSGN 150 or DSGN 101.

⁹ DSGN 206 has a prerequisite of DSGN 102.

¹⁰ DSGN 299 has a prerequisite of DSGN 201.

¹¹ Choose from one of the following approved electives: IT 107, IT 212, IT 156, IT 237, IT 252, IT 115, DSGN 210, DSGN 260, DSGN 270, MK 130, or other approved electives.

Technical and Digital Marketing, AAS

Academic Year 2024-2025

Program Description:

The Technical and Digital Marketing Program is filled with dynamic and comprehensive curriculum designed to cultivate expertise in the ever-evolving landscape of digital marketing. Throughout the program, participants will showcase mastery in marketing strategy, storytelling techniques, branding principles, and in-depth analysis to create a robust foundation for brand development. The curriculum places a strong emphasis on fostering multi-channel media fluency, ensuring participants can adeptly apply communication skills across oral, written, visual, digital and technological platforms to engage diverse stakeholders effectively. Participants will further hone their decision-making, problem-solving and conflict management skills, identifying and implementing best practices in marketing. By the program's conclusion, participants will emerge as digital marketing experts, poised to navigate the complexities of the digital landscape with strategic prowess and ethical integrity.

Salary Information:

For the most current salary information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Apply marketing and advertising strategies in the development and promotion of a brand
- Exhibit multi-channel media fluency, across various digital and audio platforms
- Develop and execute a social media campaign
- Create user-generated content across various social media and web management platforms
- Utilize appropriate web analytics tools and key performance indicators to capture appropriate metrics for assessing the effectiveness and efficiency of marketing activities

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Contact Information:

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Technical and Digital Marketing Major Code – CD30

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ART 101	Introduction to Visual Art		3				
DMK 101	Introduction to Social media Marketing		3				
DSGN 101	Motion Design I		3				
DMK 110	Introduction to Digital Marketing		3				
DMK 102	Content Creation		3				
			15				
COM 112	Oral Communication		3				
DMK 111	Web Management		3				
DMK 201	Social Media Campaigns		3				
DSGN 160	Digital Photography		3				
ENL 131	Business and Technical Writing ¹		3				
			15				
DMK 212	Digital Advertising and Promotion		3				
DMK 230	Digital Storytelling		3				
DSGN 170	Digital Filmmaking		3				
IT 110	Computer Skills for Designers		3				
MAT 120	Applied Professional Math ²		1				
			15				
DMK 200	Podcast Production and Audio		3				
DMK 240	Branding		3				
DMK 250	Creative Strategy		3				
DMK 290	Digital Marketing Campaign Management		1				
PSYC 200	General Psychology		3				
			13				

¹ ENL 131 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095

² MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

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Information Technology, CAS

CISCO Certified Network Associate – Concentration

Academic Year 2024-2025

Program Description:

The Cisco Networking Academy at Mountwest Community & Technical College offers Cisco Certified Network Associate (CCNA) training that prepares individuals to install, configure, and operate LAN, WAN, and dial access services for enterprise organizations with networks from 100 to more than 500 nodes. The Cisco Networking Academy Program is a comprehensive-learning program that provides students with the IT skills essential for a global economy. The Networking Academy delivers web-based content, online assessment, student performance tracking, hands-on labs, instructor support, and preparation for the CCNA industry-standard certifications.

Career Outlook:

For the most current information, please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

Salary Forecast:

For the most current salary information, please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Career Description:

The CISCO Certified Network Associate (CCNA) credential validates the knowledge and skills an entry-level network technician needs to know. It is an associate-level CISCO Career certification. It is one of the most widely recognized technical certifications in the IT industry.

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Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 131	Business and Technical Writing		3				
IT 131	Introduction to Networking		4				
IT 141	Networking Systems II ³		4				
IT 270	Computer Essentials & App ⁴		4				
			15				
IT 225	Fundamentals of Wireless LANs ⁵		4				
IT 231	Networking Systems III ⁶		4				
IT 241	Networking Systems IV ⁷		4				
MAT 120	Applied Professional Math ⁸		3				
			15				
	Hours Required for Graduation		30				

¹ Students are expected to have basic knowledge of computers including operating systems such as Windows 2007 or XP and Microsoft Office 2010 or XP before entering this program. The student must register for IT 101 during his or her first semester or successfully pass a challenge exam for IT 101. ⁱ

² ENL 131 has a prerequisite of placement in 100-level English, ACT Verbal 18, SAT 421, or a corequisite of ENL 095.

³ IT 141 has a prerequisite of IT 131.

⁴ IT 270 has a prerequisite of IT 101 or 102.

⁵ IT 225 has a prerequisite of IT 131 or IT 230.

⁶ IT 231 has a prerequisite of IT 141.

⁷ IT 241 has a prerequisite of IT 231.

⁸ MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT score of 19 or SAT Math score of 510.

Information Technology, CAS

Microsoft Certified Solutions Associate – Concentration

Academic Year 2024-2025

Program Description:

This certificate offers training that prepares individuals to install, configure, and operate a hybrid Microsoft Windows Server environment for small to medium organizations. Certified professors offer real-world knowledge and hands-on labs to prepare students for the industry-standard certifications. Students will take courses preparing them for the following certifications:

- Microsoft's Windows Server Hybrid Administrator Associate
- Microsoft's Azure Fundamentals

Career Outlook:

For the most current information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Salary Forecast:

For the most current salary information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Career Description:

Network and cloud systems administrators secure, maintain, and troubleshoot on-premises computer and cloud networks, which are groups of computers sharing information. Organizations employ network administrators to ensure their networks operate efficiently and meet business requirements. A cloud system administrator develops, maintains and troubleshoots the network connections of cloud computing resources. This concentration prepares you to handle both the on-premises and cloud duties required by an organization.

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Information Technology Major Code • Microsoft Certified Solution Associate – CI32

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 131	Business and Technical Writing ¹		3				
IT 120	Network Operating Systems		3				
IT 210	Networking Administration I ^{2,3}		3				
IT 211	Networking Administration II ³		3				
IT 216	Networking Administration III ³		3				
IT 217	Networking Administration IV ³		3				
IT 219 or IT 225	Networking Administration V ⁵ Fundamentals of Wireless Technology		3				
IT 230 or IT 270	Network Communications or Computer Essentials & Applications ⁶		3				
IT 224 or IT 293	Fundamentals of Network Security ⁶ or Networking Practicum ⁷		3				
MAT 120	Applied Professional Math ⁸		3				
	Hours Required for Graduation		30				

¹ ENL 131 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate. ² IT 210 has a prerequisite of IT 120 or permission.

³ IT 210, 211, 216, and IT 217, must be taken concurrently. These classes cannot be taken individually.

⁴ IT 219 has prerequisite of IT 217, and a co-requisites of IT 222 and IT 223.

⁶ IT 224 and 270 have a prerequisite of IT 101 or 102.

⁷ IT 293 has a prerequisite of IT 210.

⁸ MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

Information Technology, CAS

Microsoft Certified System Expert – Concentration

Academic Year 2024-2025

Program Description:

This certificate offers training that prepares individuals to install, configure, secure, and operate a hybrid Microsoft Windows Server environment for enterprise organizations. Certified professors offer real-world knowledge and hands-on labs to prepare you for the industry-standard certifications. Students will take courses preparing them for the following certifications:

- Microsoft Windows Server Hybrid Administrator Associate
- Microsoft's Azure Fundamentals
- Microsoft's Azure Administrator Associate
- Microsoft's Azure Security Engineer Associate

Career Outlook and Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Career Description:

Network and Cloud systems administrators secure, maintain, and troubleshoot on-premises computer and cloud networks, which are groups of computers sharing information. Organizations employ network administrators to ensure their networks operate efficiently and meet business requirements. A cloud systems administrator develops, maintains, and troubleshoots the network connections of cloud computing resources. This concentration prepares you to handle both the on-premises and cloud duties required by an organization.

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Microsoft Certified System Expert Code – CM60

Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 131	Written Communication ¹		3				
IT 210	Networking Administration I ^{2,3,4}		3				
IT 211	Networking Administration II ^{2,4}		3				
IT 216	Networking Administration III ^{2,4}		3				
IT 217	Networking Administration IV ^{2,4}		3				
			15				
IT 219	Networking Administration V ^{5,6,7}		3				
IT 222	Networking Administration VI ^{5,7}		3				
IT 223	Networking Administration VII ^{5,7}		3				
IT 224	Fundamentals of Network Security ^{7,8}		3				
MAT 120	Applied Professional Math		3				
			15				
Hours Required for Graduation: 30							

¹ ENL 131 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095.

² IT 210, IT 211, IT 216 and IT 217 must be taken concurrently. These classes cannot be taken individually.

³ IT 210 has a prerequisite of IT 120 or permission.

⁴ IT 210, IT 211, IT 216, and IT 217 are offered fall semesters only.

⁵ IT 219 has a prerequisite of IT 217.

⁷ IT 219, IT 222, IT 223, and IT 224 are offered spring semester only.

⁸ IT 224 has a prerequisite of IT 101 or IT 102.

⁹ MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

LEGAL STUDIES

The background of the page is a blue-tinted image. On the left side, there is a close-up of a scale of justice, showing the ornate metal structure and the two pans hanging from a central point. To the right, in the background, there is a blurred image of a bookshelf filled with books, suggesting a library or a legal office setting.

mctc.edu/programs

2 Year Degrees

AAS Criminal Justice

AAS Paralegal

1 Year Certificates

CAS Legal Support

Criminal Justice, AAS

Academic Year 2024-2025

Program Description:

This program of study was developed to provide individuals with a necessary criminal justice background to successfully work in law enforcement or private security. The Criminal Justice degree is available to on-campus students, with prior learning credits available to those students who have attended an approved law enforcement academy. With the advent of a more security-conscious society, there is an increased demand for more police and security services. Graduates with an Associate of Applied Science in Criminal Justice will have the skills to obtain employment as police officers, federal marshals, private investigators, and private security agents.

Career Outlook:

The opportunity for public service through law enforcement or security work is attractive to many because the job is challenging and involves much personal responsibility. Furthermore, law enforcement officers in many agencies may retire with a pension after 20 or 25 years of service, allowing them to pursue a second career while still in their 40s. Because of relatively attractive salaries and benefits, the number of qualified candidates exceeds the number of job openings in federal law enforcement agencies and in most state police departments – resulting in increased hiring standards and selectivity by employers. Competition should remain keen for higher paying jobs with state and federal agencies and police departments in more affluent areas. Opportunities for employment in the public sector will be better with local or special police departments, especially in departments that offer lower starting salaries, or in urban communities where the crime rate is relatively high. Applicants with college training in criminal justice, military police experience, or both should have the best opportunities for selection. Employment opportunities for police officers, security personnel, and private detectives are expected to continue to grow. With the advent of a more security-conscious society and citizen's concern about drug-related and property crimes should contribute to an increasing demand for more police and security services.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Outcomes:

- Differentiate between the three primary components of the criminal justice system: law enforcement, the courts, and corrections
- Adhere to ethical and legal standards impacting criminal justice professionals working in law enforcement, the courts, and corrections
- Practice basic law enforcement techniques concerning investigation, crime scene preservation, crime scene analysis, and report writing
- Explain the development of criminal law and criminal procedure
- Examine the development of the corrections system in the United States, including the systems of probation and parole
- Conclude which theory of crime causation explains an individual's criminal action
- Determine how law enforcement, the courts, and the corrections system must operate in relation to the United States Constitution and its amendments

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Criminal Justice ¹ Major Code – CF10

Name:		ID Number: 942-					
Educational Advisor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
CJS 101	Introduction to Criminal Justice		3				
CJS 102	Introduction to Corrections		3				
ENL 101	Written Communication ²		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math ³		3				
			15				
BIOL 101	Unified Principles of Biology		3				
BIOL 101L	Unified Principles of Biology Lab ⁴		1				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
CJS 231	Fundamentals of Criminal Law		3				
CJS 234	Criminology ⁶		3				
	Criminal Justice Elective ^{5,6,**}		3				
			16				
CJS 239	Criminal Procedure ⁶		3				
CJS 246	Criminal Justice Reports ⁶		3				
CJS 251	Criminal Justice Ethics ⁶		3				
	Criminal Justice Elective		3				
	Social Science Elective ⁷		3				
			15				
CJS 233	Fundamentals of Criminal Investigation		3				
CJS 254	Constitutional Law ⁶		3				
CJS 298	Criminal Justice Internship		3				
	Criminal Justice Elective ^{5,6,**}		5				
			14				
Hours Required for Graduation: 60							

¹ Students must complete 15 hours with Mountwest to establish academic residency.

² ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

³ MAT 120 have a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

⁴ BIOL 101L has a co-requisite of BIOL 101.

⁵ Choose from AH 216, CJS 237, CJS 242, CJS 249, CJS 256, CJS 261, CJS 263, CJS 265, CJS 267, CJS 269, CJS 280-283, EME 105, LAW courses (3-6 cr. hrs.), and CHEM 220.

⁶ CJS 234, CJS 237, CJS 239, CJS 242, CJS 246, CJS 251, CJS 254, CJS 256, CJS 261, CJS 263, and CJS 265 have a prerequisite of CJS 101.

⁷ Choose from any EC, POLS, PSYC, or SOCI 100-level or above.

* Police Academy participants and graduates, please see your program advisor for CJS electives not listed above.

** All Electives **do not** have to be taken during final semester.

Paralegal Studies, AAS

Academic Year 2024-2025

Program Description:

Upon completion of the Paralegal Studies Associate in Applied Science Degree, the graduate will be able to:

- Exhibit knowledge of legal terminology to communicate with attorneys, peers, managers, and other professionals
- Develop specific skills in those areas of law practice in which paralegals customarily function
- Assist attorneys with client interviews, legal research, preparation of documents and pleadings for trial and other professional activities normally undertaken by paraprofessionals to assist with the practice of law
- Exhibit knowledge of appropriate ethical behavior for paralegals

A paralegal is a highly skilled paraprofessional with specialized training who works under the direct supervision of an attorney. Job responsibilities require knowledge of law and legal procedures in rendering direct assistance to lawyers and clients. Tasks may include interviewing, case investigation, the preparation of pleadings, and legal research. The increasing complexities of the paralegal's work environment have also created the need for individuals who possess skills including interpersonal, communication, analytical, decision-making, customer service, and computer skills. Paralegals cannot provide legal services directly to the public except as permitted by law.

Career Outlook and Salary Forecast:

For the most current information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Paralegal for law firms
- Paralegal for a business entity's legal department
- Paralegal for governmental agencies
- Administrator for a nonprofit legal services corporation
- Trust administrative assistant
- Editor of a legal publishing company
- Criminal justice occupations in corrections and law enforcement

Program Outcomes:

- Utilize correct legal terminology in all professional communication and correspondence
- Create legal documents and prepare pleadings for trial
- Conduct legal research using print sources, databases, and the web
- Interview clients as needed to assist attorney
- Assist attorneys in the day-to-day management of a legal practice
- Exhibit ethical behavior in all professional situations

Admission Requirements:

The college adheres to an open admissions policy meaning applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Contact Information:

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Mountwest empowers students to learn and lead in the community and in the workforce.

Paralegal Major Code¹ – CL40

Name:

ID Number 942-

Educational Counselor:

Faculty Advisor:

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 101	Fundamentals of Computers		3				
ENL 101	Written Communication ²		3				
LAW 101	General Law I		3				
LAW 103	Introduction to Paralegal Skills ³		3				
LAW 104	Legal Ethics ³		1				
MAT 120	Applied Professional Math ⁴		3				
			16				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
ENL 102	Written Communication II ⁵		3				
LAW 102	General Law II ⁶		3				
LAW 213	Law Office Technology ⁷		3				
	Social Science Elective ⁸		3				
			15				
LAW 211	Legal Research and Writing I ⁹		3				
LAW 235	Civil Litigation ⁹		3				
LAW 240	Criminal Litigation ⁹		3				
	LAW Elective ¹⁰		3				
	Science, Humanities, or Language Elective ¹¹		3				
			15				
LAW 212	Legal Research and Writing II ¹²		3				
LAW 290	Internship ¹³		3				
	LAW Elective ¹⁰		3				
	LAW Elective ¹⁰		3				
	LAW Elective ¹⁰		3				
			15				
	HOURS REQUIRED FOR GRADUATION: 61						

¹ Students are required to make a "C" or better in each LAW course before graduating from the program.

² ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

³ LAW 103 and LAW 104 are corequisites.

⁴ Math 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

⁵ ENL 102 has a prerequisite of a "C" or better in ENL 101.

⁶ LAW 102 has a prerequisite of LAW 101.

⁷ LAW 213 has a prerequisite of IT 101.

⁸ Choose from any of the following: CJS 101, CJS 102, EC 102, EC 201, EC 202, GEO 155, HIST 103, HIST 104, HIST 114, HIST 115, HIST 240, POLS 101, PSYC 200, PSYC 215, PSYC 225, or SOCI 210.

⁹ LAW 211, 235 and 240 have a prerequisite of LAW 102.

¹⁰ Recommended Electives: LAW 110, LAW 225, LAW 231, LAW 240, LAW 244, LAW 247, LAW 248, LAW 250, LAW 290, MG 226 or any CJS course 200-level or above (limit one CJS Course).

¹¹ Choose from any of the followings: ART 101, ASL 101, ASL 102, ASL 103, BIOL 101, BIOL 102, BIOL 257, BIOL 260, BIOL 265, ENL 201, ENL 245, ENL 270, HMN 235, or SOCI 210.

¹² LAW 212 has a prerequisite of LAW 211.

¹³ LAW 290 has a prerequisite of permission by program coordinator.

Legal Support, CAS

Academic Year 2024-2025

Program Description:

The Legal Support Certificate in Applied Science (CAS) provides students basic skills used for legal support. Upon completion of the degree, the graduate will be able to:

- Exhibit knowledge of legal terminology
- Assist attorneys

Providing legal support requires knowledge of law and legal procedures. Tasks may include preparation of pleadings, other legal documents, organization and maintenance of files, and case management. Individuals providing legal support cannot provide legal services directly to the public except as permitted by law.

Career Outlook:

Some employment growth for individuals with legal support skills stems from employers with staff hiring assistants to lower the cost and increase the availability and efficiency of legal services.

Employment Opportunities:

- Law firms
- Legal departments

Salary Forecast:

For the most current salary information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Contact Information:

Heather Hussell
Room 249
Phone: 304-710-3412
E-mail: hussell8@mctc.edu

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Mountwest Community & Technical College

02/20/2024

Academic Year 2024-2025

Administrative Technology—Legal Support CAS Major Code –CO40

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 101	Fundamentals of Computers (EDGE)		3				
LAW 101	General Law I ¹		3				
LAW 103	Introduction to Paralegal Skills ¹		3				
	Communication Elective ¹		3				
	AT or LAW Elective ²		3				
			15				
LAW 102	General Law II ³		3				
LAW 213	Law Office Technology		3				
LAW 235	Civil Litigation ⁴		3				
MAT 120	Applied Professional Math ⁵		3				
	AT or LAW Elective ³		3				
			15				

	HOURS REQUIRED FOR GRADUATION: 30
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¹ Choose from any 100-level or above COM course.

² Choose from any AT or LAW 100-level or above course.

³ LAW 102 has a prerequisite of LAW 101.

⁴ LAW 235 has a prerequisite of LAW 102.

⁵ MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

NON-TRADITIONAL DEGREES

mctc.edu/programs

2 Year Degrees

AAS Board of Governors

- Allied Health
- Business
- Criminal Justice
- Information Technology
- Child Development Specialist
- Maintenance Technology
- Transportation

AAS Fire Science Technology

AAS Occupational Development

- Child Development Specialist

AAS Technical Studies

- Surgical Technology

AAS Utility Construction

1 Year Certificates

CAS Technical Studies

CAS Utility Construction

Skill Set

Workforce Readiness



Board of Governors, AAS

Academic Year 2024-2025

Program Description:

The Board of Governors Associate in Applied Science Degree is designed to assist adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. This degree provides Mountwest Community & Technical College a mechanism to deliver educational programs to nontraditional students desiring to complete their post-secondary education.

This program is available to nontraditional students who have graduated from high school at least one year prior to enrollment. For those students who earned their GED certificate, program application must be at least two years from the date their class would have graduated from high school.

This degree requires participants to complete a minimum of 12 credit hours from a regionally accredited institution of higher education of which three (3) credits hours must be earned at Mountwest Community & Technical College with a letter grade of “C” or higher.

Those students desiring to develop specific job skills may opt to earn their degree in an ‘Area of Emphasis.’ To be eligible for an ‘Area of Emphasis’ students must complete 15 credit hours of work in an approved occupational concentration, including Allied Health, Business, Criminal Justice, Information Technology, Maintenance Technology, and Transportation. For more information on available ‘Area of Emphasis’ for this degree, contact the program coordinator.

Students must meet all admission and performance standards. Credits earned through portfolios, military credits, challenge exams, special assessment of licensure/certifications, formal training programs; and CLEP and DSST exams will be placed on the transcript the semester that the credits are evaluated and awarded. Students must have a GPA of 2.0 or above to graduate.

Program Outcomes:

- Ability to work collaboratively in groups
- Computer software skills
- Communication skills
- Critical thinking skill

The Board of Governors Associate in Applied Science will seamlessly articulate with the West Virginia Board of Regents Bachelor of Arts Degree and the Bachelor of Applied Science Degree.

Contact Information:

Jenna Vanhose
Room 413
Phone: 304-710-3414
Email: parker54@mctc.edu

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Program Description:

This 60-credit hour degree prepares students for entry-level employment and/or potential further study in the fields of fire protection and prevention. Students completing this degree will have a foundation for the fields of fire protection, prevention, or public education through the study of the organization and function of fire prevention, and suppression techniques, fire behavior, combustible materials, extinguishing agents, hazardous and toxic material, fire command and fire management. The student will acquire knowledge in the design and operation of fire detection and alarm systems; fire protection features in building design and construction, wildland fire behavior and firefighting techniques; fire service organization, fire prevention, and theories of fire control. Students who successfully complete this program will exhibit competency in fire safety, building construction, fire administration, hydraulics, and legal issues in the fire service.

Program Outcomes:

Upon completion of this program students will be able to:

- Explain the history and basic principles of the fire service
- Demonstrate effective communication and interpersonal skills with supervisors, peers, and the public
- Explain the principles of fire development, cause and prevention
- Explain the principles of fire control through the utilization of personnel, equipment, extinguishing agents on the fire ground
- Apply knowledge of building construction, fire protection systems, and fire prevention codes to affect safer occupancies and fire control
- Apply the theory and principles for the use of water in fire suppression activities, including hydraulic principles.

Career Outlook and Salary forecast:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Program Admission Requirements:

Students will be scheduled to complete a background check and a pre-employment drug screening prior to beginning classes. Students who have been convicted of a felony or fail the drug screening are not eligible to participate in this program. Random drug screenings are a condition of continued employment as well as physical examinations.

Contact Information:

Wendy Quattlebaum

Director of Skilled Trades and Industrial Technologies

quattlebaum@mctc.edu

304-710-3384

Mountwest empowers students to learn and lead in the community and in the workforce.

Fire Science Technology – Major Code CF20

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
FIRE 101	Basic Firefighter I ¹		3		Fire Fighter- Level I (NFPA 1001) 1 st 8-week course		
FIRE 102	Basic Firefighter II ²		3		Fire Fighter II-Level II (NFPA 1001 and NFPA 1403) 2 nd 8-week course		
FIRE 103	Fire Behavior, Combustion, & Suppression ³		3				
FIRE 220	Fire Service Pump and Hydraulic Systems ⁴		3				
FIRE 296	Fire Science On-The-Job Training I ⁴		3				
			15				
FIRE 230	Incident Command Systems		3				
FIRE 201	Basic Firefighter III ⁵		3		Fire Officer I (NFPA 1021) 1 st 8-week course		
FIRE 202	Basic Firefighter IV)		3		Fire Officer II (NFPA 1021) 2 nd 8-week course		
FIRE 235	Fire Investigation and Risk Reduction ⁷		3				
FIRE 297	Fire Science On-The-Job Training II ⁴		3				
			15				
ENL 131	Business and Technical Writing ⁸		3				
IT 101	Fundamentals of Computers		3				
PSYC 200	General Psychology		3				
FIRE 240	Building Construction		3				
FIRE 298	Fire Science On-The-Job Training III ⁴		3				
			15				
COM 125	Interpersonal Communication		3				
MAT 135	Technical Mathematics		3				
FIRE 242	Hazardous Materials		3				
FIRE 245	Fire Services Administration & Org Mgt.		3				
FIRE 299	Fire Science On-The-Job Training IV ⁴		3				
			15				
	Hours required for Graduation		60				

¹ FIRE 101 has a corequisite of FIRE 102

² FIRE 102 has a prerequisite of FIRE 101

³ FIRE 103 has prerequisites of FIRE 101, 102, and CPR/First Aid certification.

⁴ FIRE 220, 296, 297, 298, and 299 have prerequisites of FIRE 101 and 102

⁵ FIRE 201 has prerequisites of FIRE 101, 102, and 103

⁶ FIRE 202 has prerequisites of FIRE 101, 102, and 201

⁷ FIRE 235 has prerequisites of FIRE 101, 102, 201, and 202

⁸ ENL 131 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095

Occupational Development, AAS Child Development Specialist – Concentration

Academic Year 2024-2025

Program Description:

The United States Department of Labor, Bureau of Apprenticeships and Training (BAT) identify eligible apprenticeships. Components of the program include the following: general education courses, classroom instruction in child development, and on-the-job training.

Occupational Development students must meet all admission and performance standards. Credits earned through either registered apprenticeship programs or through industry-based education and training programs will not be added to the students' collegiate transcripts until they have completed three program credit hours from Mountwest Community & Technical College and have obtained at least a 2.00 GPA.

The Occupational Development Degree in Child Development Specialist will prepare the student for employment in daycare centers, Head Start Programs, and other early childhood learning centers. The Child Development Specialist graduate will possess:

- Supervisory skills.
- Computer software skills.
- Relevant essential math skills.
- Written and oral communication skills.

Career Outlook and Salary Forecast:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Child care
- Child care supervisor

Program Outcomes:

- To provide for cooperatively sponsored educational opportunities leading to the Associate in Applied Science degree for students in approved apprenticeship training programs;
- To provide a mechanism for Mountwest Community & Technical College to deliver educational programs to individuals employed in the Child Development field.

Admission Requirements:

The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission.

Contact Information:

Kristen Brumfield

Room 325

Phone: 304-710-3515 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: mccolgan@mctc.edu

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Mountwest Community & Technical College

02/19/2024

Academic Year 2024-2025

Child Development Specialist^{1, 2}- Major Code - C010 • Concentration Code – C012

Name:	ID Number 942-
Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication ³		3				
COM 112	Oral Communication		3				
IT 101	Fundamentals of Computers (EDGE)		3				
	General Education Elective		3				
	Laboratory Science Course ⁴		3-4				
	Quantitative Skills Course ⁴		3				
	Social Science Course ⁵		3				
			21-22				
	Occupational Component Elective ²		7				
	Classroom Training in Child Development ⁶		20				
			27				
	On-The-Job Training in Occupation ^{7, 8, 9} A letter verifying completion of contact hours must be received by the Dean's Office, located in the Mountwest Community & Technical College Building, Room 321 prior to applying for graduation for credit to be awarded.						
			12				
			12				
	HOURS REQUIRED FOR GRADUATION: 60						

¹ Students may enter this program with no prior experience, but must complete approved Child Development Apprenticeship before being eligible for graduation.

² Child Development Associate (CDA) may fulfill 12 credit hours of electives in Occupational Component Electives, otherwise contact advisor for selecting course to fulfill this requirement.

³ Fulfills Mountwest General Education and State Communication Skills requirement for Occupational Development Degree. ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

⁴ Six total Quantitative Skills/Laboratory Science Experience credits are required for Occupational Development Degree and General Education Core. At least one college-level mathematics course must be selected from: MAT 120. Students may complete the six credit requirement with a second college-level mathematics course or select a laboratory science course from the following: SCI 110; SCI 120; or SCI 201.

⁵ To fulfill Social Science Course requirements for Occupational Development and General Education Core Degree select from EC 102 SS 201, SS 210, PSYC 200, or PSYC 215.

⁶ Must provide documentation of West Virginia Department of Education and the Bureau of Apprenticeship and Training "Child Development Specialist" completion to have credit recorded immediately prior to graduation.

⁷ Students must complete a minimum of 3 credit hours with Mountwest Community & Technical College to establish academic residency.

⁸ A letter must be received from employer to verify this employment.

⁹ Maximum of 2,400 contact hours of on-the-job training, converted to credit hours on a ratio of 200:1, can be counted toward the A.A.S. degree.

Technical Studies, AAS

Academic Year 2024-2025

Program Description:

Business, industry, labor, and government organizations interested in furthering the education and training of their employees/members constitute the target audience of this degree program. By providing a program of study designed to enhance and maintain employee knowledge and skills, it is expected that such individuals will enjoy greater job security and job flexibility while providing employers with more highly skilled and educated workforce. For those just entering the job market, the program of study will include the education and training needed to assure basic entry level skills for the specific technical/occupational field.

Program Outcomes:

- Provide for cooperatively sponsored educational opportunities leading to associate degrees for employees/students participating in quality education and training programs sponsored by business, industry, labor, government, or other educational agencies
- Provide a timely and efficient mechanism for community and technical colleges to deliver educational programs in a variety of occupational fields to employers
- Increase the abilities of employees to use technology effectively and responsibly;
- Increase abilities of employees to communicate information effectively through reading, writing, speaking, and listening;
- Develop employee's abilities to solve problems through reasoning, information, retrieval, and productive teamwork;
- Assist those employed in the workforce to understand that education is a life-long process

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Contact Information:

Wendy Quattlebaum

Phone: 304-710-3384

E-mail: quattlebaum@mctc.edu

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Technical Studies - Major Code – CT20

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COMPONENT I (General Education)							
ENL 131-	Business and Technical Writing		3				
COM 125-	Interpersonal Communication		3				
IT 101-	Fundamentals of Computers		3				
MAT 135-	Technical Math		3				
PSYC 200-	General Psychology		3				
		Total	15				

COMPONENT II (Technical Core)

Each program of study must include a general technical core that meets the goal of developing skills that may be applied to a variety of occupations or that may be specific to an occupation.

Max 39

COMPONENT III (Technical/Occupational Specialty)

This component consists of a technical concentration specific to an occupational area, and should consist of at least 12 hours.

Max 39

COMPONENT IV (On-the-Job Training in the Occupation or Supervised Work Based Learning)

On-The-Job Training in Occupation

Maximum of 1,920 contact hours of on-the-job training, converted to credit hours on a ratio of 160:1, can be counted toward the A.A.S. degree.

A statement of the total number of contact hours experienced on the job by the student may be placed on the college record. This credit will be recorded (Max 12) immediately prior to graduation from the college.

HOURS REQUIRED FOR GRADUATION: 60
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Utility Construction Management, AAS

Academic Year 2024-2025

Program Description:

The Utility Construction Management AAS degree program (60 credit hours) is a 23-month program that prepares students for various positions on an underground/pipeline construction crew. The program begins with a Safety Skill Set and Utility Construction Certificate program. After successful completion of the skill set and certificate program, coursework aims to improve students' communication, computer, and business management skills. Paid on-the-job training is embedded throughout the program after the first 8-weeks of safety training.

Career Outlook:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Students will be scheduled to complete a background check and a pre-employment drug screening prior to beginning classes. Students who have been convicted of a felony or fail the drug screening are not eligible to participate in this program. Random drug screenings are a condition of continued employment.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Contact Information:

MacKenzie Morley

Program Coordinator

morleym@mctc.edu

Jenna Vanhoose

Workforce Development Manager

Parker54@mctc.edu

304-710-3414

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Mountwest Community & Technical College

Academic Year 2024-2025

02/21/2024

Utility Construction Management – Major Code CU10

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
SFT 110	Safety in Construction Trades (1 st 8 weeks)	F	3				
SFT 210	Advance Safety Techniques (1 st 8 weeks)	F	3				
UTIL 101	Utility Construction (2 nd 8 weeks)	F	3				
UTIL 200	Industrial/Mechanical Services (2 nd 8 weeks)	F	3				
UTIL 295	Utility Construction Cooperative Work Experience (minimum 160 work hours) 2 nd 8 weeks	F	1				
			13				
UTIL 210	Pipeline Construction (1 st 8 weeks)	S	3				
UTIL 220	Project Management (2 nd 8 weeks)	S	6				
UTIL 296	Utility Construction Cooperative (minimum 480 work hours)	S	3				
			12				
MG 101	Introduction to Business	SU	3				
UTIL 215	Hazard Recognition	SU	3				
UTIL 297	Utility Construction Cooperative (minimum 320 work hours)	SU	2				
			8				
MG 202	Business Management and Operations	F	3				
UTIL 298	Utility Construction Cooperative (minimum 480 work hours)	F	3				
IT 101	Fundamentals of Computers	F	3				
IT 150	Application to Spreadsheets	F	3				
			12				
COM 125	Interpersonal Communications		3				
ENL 131	Business & Technical Writing		3				
MAT 135	Technical Math		3				
UTIL 299	Utility Construction Cooperative (minimum 480 work hours)		3				
			12				
HMN 235	Leadership Studies		3				
	Hours required for Graduation		60				

¹ UTIL 295, 296, 297, and 298 have a prerequisite of SFT 210 and permission.

² UTIL 200, UTIL 210, and UTIL 220 has a prerequisite of UTIL 101.

³ MG 202 has a prerequisite of MG 101.

⁴ IT 150 has a prerequisite of IT 101 or IT 102.

Technical Studies, CAS

Academic Year 2024-2025

Program Description:

The Certificate of Applied Science is a 30-credit hour state modeled degree developed that provides a stackable credential for students in approved training/educational programs. This degree enhances student's hard skill education by offering collegiate level general educational courses. The goal of this degree is to not only recognize the completion of an intermediate step towards earning an Associate degree, but to also to encourage students to embrace life-long learning.

The degree is designed to:

- provide for cooperatively sponsored educational opportunities that via a stackable credential that can lead to an associate degree for employees/students participating in quality education and training programs sponsored by business, industry, labor, government or other educational agencies;
- provide a timely and efficient mechanism for community and technical colleges to deliver educational programs in a variety of occupational fields to employers;
- increase abilities of employees to communicate information effectively;
- develop employee's abilities to solve problems and productive teamwork;
- assist those employed in the workforce to understand that education is a life-long process.

Program Focus:

Business, industry, labor, currently enrolled students, and government organizations interested in furthering the education and training of their employees/members constitute the target audience of this degree program. Provide a program of study designed to enhance and maintain employee knowledge and skills, it is expected that such individuals will enjoy greater job security and job flexibility while providing employers with more highly skilled and educated workforce. For those just entering the job market, the program of study will include the education and training needed to assure basic entry level skills for the specific technical/occupational field.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Contact Information:

Wendy Quattlebaum

Phone: 304-710-3384

E-mail: quattlebaum@mctc.edu

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Technical Studies CAS—Major Code CT10

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COMPONENT I – General Education							
ENL or COM	Communication Skills Appropriate to the Occupational Area		3				
MAT 135	Quantitative Skills		3				
	Optional <i>Additional</i> General Education Elective		0-5				
	Total Component Credit Hours		6-11				

COMPONENT II – Technical/Occupational Specialty							
<p>This component consists of technical specialty courses specific to an occupational area. Technical courses developed by the college, approved courses included in a business, industry, labor, or agency-based education/training program, or combinations of credit courses and/or non-credit training modules evaluated for credit equivalency by an identified college body can be included in this component. Externally based education and training programs which are equivalent to college level classroom/laboratory courses are to be converted to college credit hours at no less ratio than 15:1 contact to credit hours for lecture, and at a rate consistent with the lab contact hour/credit hour ratio of the degree granting institution for laboratory credit. Credit equivalencies for non-credit training modules will be converted at no less ratio than 30:1 completion of the college work required in Component I, above.</p>							
Maximum of 24 credit hours (or equivalent)			Max 24				

COMPONENT III – Supervised Worksite-Based Learning (OPTIONAL)							
<p>Credit for worksite-based training is optional in the Certificate in Applied Science in Technical Studies program. When incorporated, such training consists of a paid or unpaid internship, practicum, or on-the-job training (OJT) experience performed in a business, industry, labor, or agency setting in the occupational area related to the certificate. The credit value of internships Included in the CP in Technical Studies will be determined by the same process and contact to credit hour ratio as that in traditional programs. Business, industry, and agency-based on-the-job training experience is to be converted to credit hours at a ratio of 160:1, with a maximum of 960 contact hours allowable. A statement of the total number of contact hours experienced in this component may be placed on the college record. This credit may be recorded immediately prior to graduation from the college.</p>							

Hours Required for Graduation: 30
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TRANSPORTATION



mctc.edu/programs

2 Year Degrees

AAS Transportation

- **Intermodal Management**
- **Maritime**

1 Year Certificates

C.A.S. Maritime

Transportation Technology, AAS

Intermodal Management-Concentration

Academic Year 2024-2025

Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student or current industry employee having an interest in the transportation field. This unique on-line, distance learning and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to an Associate's, Bachelor's and Master's degree in transportation studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exam, industry recognized certifications, and/or continuing education units (CEU's). The Intermodal Management option provides students with business and management skills, while brushing up general education skills and expanding their knowledge about the transportation industry through online or live courses.

Career Outlook:

In addition to providing overall direction and supervision, transportation managers' work may include scheduling transportation, providing safety and other training, providing service support, and resolution of logistical problems. These highly-skilled workers may be first-line managers who work directly with the employees they supervise, or may be higher up in the firm's management structure, working as a middle manager. Occupations that satisfy this work value offer job security and good working conditions.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Contact Information:

Kristy Wood

Room 205

Phone: 304-710-3396 or 1-800-N-ROLLED (1-800-676-5533)

E-mail: wood25@mctc.edu

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Name:	ID Number 942-
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COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE /REPEAT CRS	SEM	CR
ENL 101	Written Communication		3				
	English/Communications Elective ¹		3				
	General Education Elective ²		3				
	Math Elective ³		3-5				
AC 103	Introduction to Accounting (EDGE)		3				
EC 102 or EC 201	Basic Economics or Microeconomics		3				
FN 231	Business Finance ⁴		3				
IT 101	Fund. of Computers (EDGE)		3				
IT 150	Applications to Spreadsheets ⁵		3				
IT 277	Management Info. Systems ⁶		3				
MG 101	Intro. to Business (EDGE)		3				
MG 202	Business Organization & Mgt. ⁷		3				
MG 232	Supply Chain Management		3				
TRAN 101	Intro Transportations Systems		3				
TRAN 265	Trans. Mgt. & Operations		3				
Choose Five Electives from:							
GST 160	Geo. Info. Systems Concepts		3		TRAN 210	Transportation Economics	3
MG 105	Intro. to Workplace Training		3		TRAN 220	Transportation Security	3
MG 209	Occupational Safety		3		TRAN 230	Transportation Geography	3
TRAN 200	Transportation Law & Policy		3		TRAN 250	Transportation Info. Systems	3
					TRAN 270	Intelligent Trans. Systems ¹	3

Hours Required for Graduation: 60 minimum

- ¹ Choose any English or Communications course 100 level or above
- ² Choose any General Education Elective from the General Education Transfer list
- ³ Choose any 100 level or above Math course
- ⁴ FN 231 has a prerequisite of AC 103
- ⁵ IT 150 has a prerequisite of IT 101 or IT 102
- ⁶ IT 277 has a corequisite of IT 299 or permission
- ⁷ MG 202 has a prerequisite of MG 101 or HM 101

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Transportation Technology, AAS

Maritime – Concentration

Academic Year 2024-2025

Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student or current industry employee having an interest in the transportation field. This unique on-line, distance learning and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to an Associate's, Bachelor's and Master's degree in transportation studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exams, industry recognized certifications, and/or continuing education units (CEU's).

The Maritime Technology option provides training and/or college equivalent credit for becoming a deckhand, tankerman, captain, or engineer who works on a vessel. These employees operate and maintain civilian-owned merchant ships, tugboats, towboats, ferries, barges, offshore supply vessels, cruise ships and other waterborne crafts. Some merchant mariners spend extended periods on the river or at sea while others operate close to port and can go home at night.

Career Outlook:

For the most current career outlook information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at <http://www.bls.gov/ooh/transportation-and-material-moving/water-transportation-occupations.htm#tab-6>.

Salary Forecast:

For the most current salary information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at <http://www.bls.gov/ooh/transportation-and-material-moving/water-transportation-occupations.htm#tab-5>.

Entrance Requirements: Please e-mail Dr. Wood for admissions information.

Contact Information:

Dr. Kristy Wood
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Mountwest empowers students to learn and lead in the community and in the workforce.

Transportation Technology - Major Code – CT40 • Maritime Concentration Code – CT44

Name:	ID Number 942-
Educational Counselor:	Faculty Advisor:

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
Component I---General Education Core (online)							
ENL 101	Written Communication ¹		3				
IT 101	Fundamentals of Computers (EDGE)		3				
	Communication/English Elective ²		3				
	General Education Elective ³		3				
MAT 135	Technical Math		3				

Component II---Maritime Occupation Specialty Courses (minimum 15 hours from the courses below or other Coast Guard approved courses⁴)							
Deckhand	3	200 GRT Celestial Navigation	6	Automated Radar Plotting Aids (ARPA)	2		
100 GRT Master	6	Celestial Navigation (Operational)	9	CA 270 Managing Culinary Operations	2		
Able Seaman	3	Piloting and Navigation	3	Cargo Handling and Stowage (Operation)	3		
Apprentice Mate (Inland)	9	Tankerman – PIC (Barge)	3	CA 200 Culinary Sanitation and Safety (EDGE)	2		
Auxiliary Sailing	1	Medical Care First Aid Provider	2	Emergency Procedures (Operational)	2		
CA 235 Menu Planning	2	Terrestrial and Coastal Navigation	6	Proficiency in Survival Craft (Lifeboat)	2		
CA 245 Culinary Nutrition	2	Shipboard Deck Operations	3	QMED Oiler (Steam and Motor)	18		
DDE 1000	12	200 GRT Rules of the Road	3	QMED FOWT	18		
EC 102 Basic Economics ¹	3	RFPNW (Lookout only)	1	MG 101 Introduction to Business (EDGE)	3		
Electronic Navigation	3	Crisis Mgmt & Human Behavior	1	CA 260 Culinary Selection and Procurement	2		
GMDSS	5	Environmental Protection Rules	3	Upgrade OUPV to 100 GRT Master	2		
Meteorology (Operational)	3	Magnetic and Gyro Compasses	2	Automated Radar Plotting Aids (ARPA)	2		
MT 105 Industrial Safety	2	RFPNW (Assessments only)	1	ISM 133 Principles of Supervision and Mgmt.	3		
QMED (Restricted)	5	Wheelhouse Resource Management	3	CA 120 A la Carte I (EDGE)	2		
QMED Oiler (Motor)	6	Radar Observer (Unlimited)	3	Watchkeeping and Bridge Res. Mgt.	6		
RFPEW	3	Operator Uninspected Vessels	4	Apprentice Mate (Inland and NC)	1-12		
Rules of the Road	3	IW 202 Advanced Firefighting	2	Upgrade 100GRT to 200GRT Master	2		
Search and Rescue	1	Upgrade Steersman WR to Inland	7	Flashing Light/Visual Communication	1		
Tank Barge Firefighting	1	Tankerman Assistant (Familiarization)	2	Towing Assistance	1		

Component III---Transportation Core (online)							
TRAN 101	Intro Transportation Systems		3				
<i>Choose five additional courses from the list below:</i>							
TRAN 200	Transportation Law & Policy		3				
TRAN 210	Transportation Economics		3				
TRAN 220	Transportation Security		3				
TRAN 230	Transportation Geography		3				
TRAN 250	Transportation Information Systems		3				
TRAN 265	Transportation Management & Operations		3				
TRAN 270	Intelligent Transportation Systems (ITS)		3				
TRAN 273	ITS Systems & Applications		3				
TRAN 274	ITS Project Management		3				
MG 232	Supply Chain Management		3				

Component IV---OJT/Fieldwork							
TS 102	On-The-Job Training/Fieldwork		6-12				

¹ EC 102 and ENL 101 has a prerequisite of placement in 100-level English.
² Choose from any English or Communications 100-level or above.
³ Choose from any Math, Science, Social Science, English, Communication, History, or Humanities courses.
⁴ Contact Dr. Kristy Wood: wood25@mctc.edu or 304-710-3396.

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Maritime, CAS

Academic Year 2024-2025

Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student or current industry employee having an interest in the transportation field. This unique on-line, distance learning and life experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to an Associate's, Bachelor's and Master's degree in transportation studies. In addition to formal academic credit the program is designed to accept related credit equivalency from any academic vocational or industry training program to include documented life-long learning skills, test-out exam, industry recognized certifications, and/or continuing education units (CEU's). The Maritime Technology option provides training for becoming a deckhand, tankerman, captain, or engineer who works on a vessel. These employees operate and maintain civilian owned deep-sea merchant ships, tug boats, towboats, ferries, barges, offshore supply vessels, cruise ships and other waterborne crafts. Some merchant mariners spend extended periods at sea while others operate boats close to port and can go home at night.

Career Outlook:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Contact Information:

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Phone 304-710-3396
Email- wood25@mctc.edu

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Maritime Certificate- CT52

Name: _____ **ID Number 942-** _____

Educational Counselor: _____

Faculty Advisor: _____

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COM/ENL	Communication/English Elective		3				
MAT 135	Technical Math		3				
	Inland Waterways Specialty Courses*		6				
	Transportation Electives*		18				

HOURS REQUIRED FOR GRADUATION: 30

*For a list of Inland Waterways Specialty Course and Transportation Electives, please contact one of the following:

Jenna Vanhoose
Phone 304-710-3414
Email- parker54@mctc.edu
or
Dr. Kristy Wood
Phone 304-710-3396
Email- wood25@mctc.edu

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COURSE DESCRIPTIONS



Course Descriptions

Accounting (AC)

AC 103 - Introduction to Accounting

This course will provide an introduction to basic accounting concepts and generally accepted accounting principles. It will include a focus on the accounting cycle and accounting terms. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

AC 201 - Financial Accounting I

Study of accounting practices and procedures in accordance with generally accepted accounting principles and concepts. The technical bookkeeping procedures of analyzing, recording and reporting accounting information are presented from an external prospective. The significance of the accounting information contained within the financial statements, potential investors, creditors and other users of the information is emphasized. PR: AC 103

AC 202 - Financial Accounting II

A continuation of Financial Accounting I. AC 202 is a study of accounting principles and procedures related to capital budgeting and cost systems of corporations and partnerships from an external prospective. PR: AC 201 or AC 108

AC 210 - Managerial Accounting

Presentation and application of the concepts and procedures of managerial accounting to enhance critical thinking and analytical skills. The course focuses on the use of accounting information to make internal managerial decisions. PR: AC 201, or AC 108 or AC 103

AC 221 - Computerized Accounting I

Utilizing current accounting software. Emphasis is on expanding previously learned accounting principles and procedures utilizing accounting software to record transactions and prepare accounting forms and financial statements. PR: AC 103 or AC 201 and IT 101

AC 225 - Excel for Accountants

Students learn to create advanced accounting models using Microsoft Excel. Content includes creating models for financial and managerial accounting, using multiple sheets with Excel formulas, preparing professional quality financial reports, creating graphs to interpret business results, using Excel functions to evaluate accounting data, and identifying quality control issues.

AC 234 - Taxation I

Study of federal income tax law as applied to income, deductions, expenses, and tax credits relating to an individual and self-employment. Emphasis is placed on application of the tax law through preparation of the proper schedules and forms of a federal income tax return. PR: AC 201 or AC 103 or AC 108 or ACC 215 or ACC 216

AC 235 - Federal Taxation II

A study of federal income tax rules to determine income, expenses, gains, and losses for business entities. Forms of business organizations, C corporations, S corporations, partnerships, and limited liability companies and other taxable entities are examined to ascertain the appropriate forms to file as established by the Internal Revenue Service.

Alcohol & Drug Counseling (ADC)

ADC 101 - Intro Alcohol & Drug Counseling

This course introduces students to Alcohol and Drug Counseling (ADC) as a distinct field based upon standards set forth by the International Certification and Reciprocity Consortium. Students will learn about ADC responsibilities and career pathways. Students will also investigate state laws related to the ADC profession and be introduced to the NAADAC Code of Ethics.

ADC 111 - Basic Counseling Skills

Students are introduced to the Rogerian principles of congruence, accurate empathy, and unconditional positive regard. Students will be able to accurately reflect information they receive and learn to code responses as they review recordings. Students will be exposed to a variety of counseling theories to support their learning of Rogerian principles.

ADC 115 - Interpersonal Dynamics and Counsel

Students will explore human development through analysis of personal experiences in relationship with others. The focus of this course details how interactions with one another shape the way we experience the world. Additionally, students will develop a basic understanding of interpersonal biology and how interaction with the environment correlates with physiological changes in the body.

ADC 121 - Professional Theories and Practice

Students will be introduced to the fields of professional counseling, social work, marriage and family therapy, clinical psychology, and relevant medical professions. Scopes of practice, ethical codes, and dominant theories will be explored. This course will lay the foundation for referrals and case management.

ADC 125 - Substance Related and Addictive Diagnosis

This course introduces students to the Diagnostic and Statistical Manual for Mental Health Disorders and the criteria necessary for diagnosis of Substance Related and Addictive Disorders. Students will learn key terminology related to substance use as well as relevant neuroscience to addiction.

ADC 211 - Motivational Interviewing

Students will learn the framework of Motivational Interviewing and be able to conduct a session of Motivational Interviewing. Students will learn to recognize the boundaries of the model.

PR: ADC 111

ADC 221 - Intermediate Counseling Skills

Students are introduced to theories and techniques of working with groups. Students additionally learn about working with family systems and the different roles that family members may take on.

ADC 222 - Screening Assessment Engagement

Students are introduced to assessment methods and relevant instruments for screening substance use disorders, serious mental illness, and co-occurring disorders. Students will learn key interviewing skills for collecting information while engaging the client with the treatment process.

Students will be able to identify ethical and legal constraints for obtaining client information. PR: ADC 101, ADC 111, ADC 121, ADC 125

ADC 235 - Treatment Planning and Collaboration

Students will learn to evaluate level of care and plan the course of treatment. Different treatment approaches will be explored. Additionally, students will learn to navigate collaboration with other professions and to determine appropriate referrals. An emphasis will be placed on developing integrated treatment plans.

ADC 290 - Professional and Ethical Responsibilities

Students will learn to articulate the professional responsibilities of alcohol and drug counselors. They will learn about the process of clinical supervision and how to apply ethical codes in decision making. Key topics include HIPPA, limits of confidentiality, ethical note taking, and navigation of the pre-licensure phase. PR: ADC 101, ADC 121, and ADC 125

ADC 291-294 - Supervised Field Experience I, II, III, and IV

Students will complete supervised field work to gain experience as an alcohol and drug counselor. Students will work with both a site supervisor and a college supervisor as they begin to log their experience as a counseling student. Students are required to log at least 60 hours of practice and present one case study to the supervision group. PR: Permission from Program Director

ADC 299- Capstone Seminar

Student will further consolidate the knowledge and skills obtained in the program. They will be able to assess their own strengths and weaknesses as well as communicate their future goals. In order to demonstrate expertise in the field, students will create educational content for individuals, families, and community members. PR: Permission from Program Director

Allied Health (AH)

AH 100 - Careers in Health Care

This course is designed to educate the student with respect to the health care profession, along with specific programs offered by Mountwest. This course covers subjects such as health care economics/management, employee relations, informal organizations, communications, and the work environment. Guest speakers from the healthcare field are featured for an open forum of discussions.

Course Descriptions

AH 105 - Preparation for Health Care

This course is designed to prepare students for health care related programs of study. Content includes time management strategies, review of basic math skills, language of health care, learning style assessment, note taking, study skills, test taking skills, wellness behaviors, and health care career opportunities.

AH 151 - Medical Terminology

Introduction to basic techniques of medical word building principles and to the language used within health care systems.

AH 204 - Legal and Ethical Issues in Health Occupations

Legal and Ethical Issues in Health Occupations provides allied health students with knowledge and references on legal issues in health care, ethical issues and common areas of liability and litigations. This course covers issues in both administrative and medical records, clinical laboratory, medical equipment, patient care and conflict management. This class focuses on legal and ethical dilemmas to aid the health care professional developing critical thinking skills to resolve issues commonly encountered in the workplace.

AH 205 - Principles of Disease

This course has been designed to introduce students to the principles and issues of disease in a manner that will be both significant for understanding the disease process and relevant to allied health careers. Students will learn the cause and transmission of diseases, host response to the disease process, and their impact on social and political issues. PR: BIOL 257, BIOL 258, BIOL 260

AH 207 - Infection Control for Health Professionals

This course will provide the learner with an overview and understanding of the fundamentals of communicable diseases. Students will be presented with information on the microbiology of contagious pathogens, disease transmission, and infection control measures to prevent or stop the spread of communicable diseases. Emphasis will be placed on the pathogens that are likely to be encountered in new or re-emerging infectious diseases. PR: AH 151

AH 216 - Basic Pharmacology

An introduction to the study of drugs, including mechanisms of actions, therapeutic effects, and their role in treating disease (PR: AH 151)

AH 217 - Personal Fitness Trainer

This course is designed to prepare and qualify students to work as personal trainers. The course bridges the gap between exercise science related course work and the practical application skills of personal training. The students will learn how to properly screen and evaluate clients for safe participation in an exercise program; design and implement exercise prescriptions for multiple populations and successful goal attainment; and successfully sell and manage personal trainer services. Information on eligibility for a Personal Training Certification is provided.

AH 220 - Basic Nutrition

Introduction to nutrition, stressing characteristics of nutrients and their food sources. Examines digestion, absorption and metabolism of nutrients. Covers individualized diet analysis and current interest topics such as weight management and some disease therapies.

AH 226 - Respiratory Therapy Pharmacology

Study of general principles of respiratory pharmacology, including drug types, methods of administration, dosage, effects, indications, contraindications and regulation. Drug groups related to respiratory care are emphasized, including bronchodilators, wetting agents, mucolytics, antibiotics, muscle relaxants, and corticosteroids. PR: AH 151

AH 245 - Electrocardiogram (EKG)

During this course, students will learn basic EKG monitoring. Examples of skills acquired include following proper infection control procedures, applying EKG electrodes properly, identifying sign and symptoms of an abnormal EKG, uploading EKG to patient record and practicing safety procedures with patients. Upon successful completion of the EKG course, students will be eligible to set for the National Exam through the National Health Career Association and become a National Certified EKG Technician.

AH 280-281 - Special Topics

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of program coordinator or course instructor)

AH 284-289

These courses are designed to present various topics in the field of Allied Health.

Aviation (AMT)

AMT 101 - Induction to Aviation Maintenance

This course provide an introduction to aviation maintenance, including topics related to aircraft features, nomenclature, materials, hardware and systems, and principles of physics and flight.

AMT 102 - Aircraft Regulations & Publications

This course provides a review of the Federal Aviation Administration's regulations, maintenance publications, weight and balance procedures, and the interpretation of technical drawings, charts, and graphs.

AMT 103 - Aviation Technical Skills & Practices

An introduction to the use of measuring equipment, hand and power tools, shop safety, fluid lines and fittings, cleaning and corrosion control, and the interpretation of various non-destructive inspection methods.

AMT 105 - Aviation Utility Systems

The course reviews airframe ice and rain control, fire protection, and fuel systems as well as doors, windows, emergency equipment, cargo loading, galley and lavatory systems, and passenger service units.

AMT 109 - Aviation Electronics

This course examines the fundamental principles of electronics as applied to aircraft electrical systems. Specific topics covered include AC/DC, series-parallel circuits, circuit analysis theorems, transistors, digital theory, and devices.

AMT 110 - Aircraft Power Generation & Distribution

This course examines AC and DC power generation systems, voltage regulation, power distribution, and circuit protection devices used in aircraft. Students will learn how to inspect and repair these components.

AMT 201 - Reciprocating Engines & Systems

This course is a study of the theory of operation of reciprocating engines and their systems with particular emphasis on the principles of operation, nomenclature, construction, and design.

AMT 202 - Aircraft Sheet Metal Structures

This course will review all aspects of sheet metal structures with an emphasis on precise construction and restoration of sheet aircraft metal structures.

AMT 203 - Reciprocating Engines and Inspection

This course emphasizes the hands-on maintenance and repair of piston engines. Topics to include engine removal, replacement, troubleshooting, inspection, engine maintenance, system component repair, inspection, and troubleshooting.

AMT 204 - Aircraft Propeller & Control Systems

This course is a study of propellers and their components and their operation with special attention given to the principles of operation, nomenclature, construction, and system design.

AMT 205 - Turbine Engines & Systems

This course reviews the theory of operation of turbine engines and their systems with an emphasis on principles of operation, nomenclature, construction, and system design.

AMT 206 - Aircraft Flight Control Systems

This course provides a comprehensive review of aircraft hydraulic, pneumatic, fuel, and landing gear systems and their routine inspection and maintenance, and repair.

AMT 208 - Cabin Atmosphere Control Systems

This course provides a detailed review of aircraft heating, oxygen, and pressurization systems for Business, Commercial, and Transport aircraft systems.

AMT 209 - Airframe Inspection & Flights Control Systems

The focus of this course includes inspections, preventative maintenance, and scheduled maintenance, rebuilding, and alteration of flight control systems, including ailerons, flaps, rudders, and elevators.

AMT 210 - Nonmetallic Structures

Students will learn how to work with wood, fabric, plastic, and advanced aircraft composites to ensure an aircraft remains airworthy.

AMT 211 - Aircraft Information Systems

A review of aircraft and powerplant communications, navigation, and instrument systems. Students will learn to test and repair or replace components of avionics and information systems.

AMT 215 - Certification Test Prep I

This course will help prepare students for the first Federal Aviation test. 1 hour

Course Descriptions

AMT 216 - Airframe and Powerplant Test Preparation II

This course prepares students for the second Federal Aviation Administration Exam.

AMT 217 - Airframe and Powerplant Test Preparation III

This course prepares students for the third Federal Aviation Administration Exam

Art (ART)

ART 101 - Introduction to the Visual Arts

This course is an introduction to the understanding of visual art by exploring ways in which works of art are made and discovering the language used to discuss them. The course provides definitions of relevant terms that students will use to learn the processes of art making and the historical and cultural context for their development.

American Sign Language (ASL)

ASL 101 - American Sign Language I

This course take a functional-notational approach to learning American Sign Language (ASL), a language used by Deaf people in North America. Materials on basic conversational aspects in ASL will be introduced, such as introducing oneself, exchanging personal information, talking about surroundings, where you live, and your family and various activities. Students will acquire skills in receptive and expressive language functions in interactive contexts, in getting attention, negotiating a signing environment, and exchanging, confirming and correcting information, using appropriate phonological, lexical, syntactical, semantical, and pragmatic aspects of American Sign Language. Fall Only

ASL 101L - American Sign Language Lab I

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (CR: ASL 101) Fall Only

ASL 102 - American Sign Language II

This course is a continuation of ASL 101- American Sign Language I. Materials on basic conversational aspect in ASL will be introduced, such as giving directions, describing to others, making requests, talking about family and occupations, attributing qualities to others, and talking about routines. Students will acquire skills in receptive and expressive language functions in interactive contexts, in not only getting attention, negotiating a signing environment, and exchanging, confirming, and correcting information, but also expressing degrees of uncertainty, and asking for clarification and repetition, using appropriate phonological, lexical, syntactical, semantical, and pragmatic aspects of American Sign Language.(PR: ASL 101 and ASL 101L) Spring Only

ASL 102L - American Sign Language Lab II

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials.(PR: ASL 101 and ASL 101L) Spring Only

ASL 103 - ASL Fingerspelling

This course concentrates on developing expressive and receptive fluence in the usage of the American manual alphabet, a wide variety of numbering systems, lexically borrowed signs, and acronyms within natural American Sign Language (ASL) discourse. The basic principles and skills of ASL are employed through the use of non-verbal instruction. Emphasis is placed on the fostering of fluid, proper production, as well as recognition and application of rules and common patterns related to fingerspelling, numbering, loan signs and acronyms within ASL.

ASL 105 - American Deaf Community

This course provides an overview of concepts and studies on deafness, deaf people, the deaf community in America, and current issues facing the deaf community. Fall Only

ASL 110 - American Deaf Culture

This course provides an overview of concepts and studies on American deaf culture and current issues facing the American deaf culture. Fall Only

ASL 111 - Visual and Gestural Communication

Focuses on the understanding and use of non-manual markers, specifically body shifts and facial expressions and movements, increasing awareness and use of these features through expressive and receptive activities.

ASL 112 - Introduction to ASL Linguistic

An introductory study of linguistic research of American Sign Language (ASL).

ASL 115 - Deaf and ASL Art & Literature

This course will study and apply literary analysis and criticism to literary and artistic works on deafness by individuals who are deaf. Topics on the meaning of deafness, presentations and representations of deafness, American Sign Language, and deaf people in society are explored through literary approaches. Through examination and application of literary theories, students will develop an appreciation of the complexities of meanings that deaf individuals develop during the course of experiencing, living and identifying with and reflecting on deafness. This class uses a discussion format, with students analyzing literary and artistic works and developing ideas.

ASL 120 - Religious Signs

Introduces the fundamentals of Religious ASL signs used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and non-manual signals. Course focuses on communicative competence. Introduces cultural knowledge and increases understanding of the Deaf Community within the religious setting. Spring Only

ASL 125 - Medical Signs

Introduces the fundamental of Medical ASL signs used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and non-manual signals. The course focuses on communicative competence. Introduces cultural knowledge and increases understanding of the Deaf Community within the medical setting. Spring Only

ASL 201 - American Sign Language III

This course is a continuation of ASL 102- American Sign Language II. It covers topics on locating things around the house, complaining, making suggestions and requests, and provides a cumulative review of the units studied. (PR: ASL 101, 101L and ASL 102, 102L) (CR: ASL 102L) Fall Only

ASL 201L - American Sign Language Lab III

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (PR: ASL 102 and ASL 102L) (CR: ASL 201) Fall Only

ASL 202 - American Sign Language IV

This course is a continuation of ASL 201- American Sign Lang III. It covers topics on times of employment, work relationships, personal job experiences, job market, and deaf employment. (PR: ASL 101/101L, 102/102L and ASL 201/201L) (CR: ASL 202L) Spring Only

ASL 202L - American Sign Language Lab IV

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (PR: ASL 201 and 201L; CR: ASL 202) Spring Only

ASL 205 - American Deaf Community History

This course provides a historical overview of deaf community history in America from the seventeenth to the twenty-first centuries. Spring Only

ASL 210 - Deaf People in American History

This course provides an overview of deaf people in American history from the eighteenth to the twenty-first centuries.

ASL 215 - ASL Visual Music

Course will teach students how to perform songs in ASL. Techniques including visual Vernacular, Mouthing Morphemes, Acting and visual gestural skills and use of classifiers will be addressed. (PR: ASL 101 and ASL 102) Fall Only

ASL 220 - Resources for the Deaf Community

This course provides an overview of resources concerning the American deaf community. Course will include guest speakers and field trips. Fall Only

ASL 270 - Introduction to Interpreting

This course provides an introduction to the role of the interpreter, highlighting the application of the National Registry of Interpreters for the Deaf professional Code of Conduct in daily interaction with Deaf and hearing consumers. This course also includes discussion of basic theories, guidelines, principles, and practice of interpreting.

ASL 280 - Special Topics

Study of content not normally covered in other courses. Enrollment with permission of the Associate Dean, Program Coordinator or course instructor. PR: Permission

Course Descriptions

ASL 290 - Applied Issues Concerning the Deaf Community

This course provides an overview of research issues concerning the American Deaf community and its history, American Deaf culture and its history, and American Sign Language and its history. (PR: ASL 101, ASL 102, ASL 105, ASL 110, ASL 115, ASL 201, ASL 205, and ASL 220) Spring only.

Biological Sciences (BIOL)

BIOL 101 - Unified Principles of Biology

A consideration of how processes of life are related and how the principles of biology are important in the everyday life of man. Emphasis will center on current scientific issues that face human life. CR: BIOL 101L

BIOL 101L - Unified Principles of Biology Laboratory

The laboratory component of Unified Principles of Biology is an introductory biology lab course. Basic biological principles and how these principles affect the everyday life of man will be examined. (CR: BIOL 101 ; PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

BIOL 102 - Introduction to Human Biology

This course explores the principles of biology as it relates to humans. This concept provides students with a practical understanding of their bodies, as well as, their role in the environment. Emphasis is placed on scientific method, all biology, human anatomy, human physiology, genetics, disease and the aging process.

BIOL 105 - Human Biology

This course is designed to develop an understanding of basic biology as it relates to human beings. The lecture component includes discussions on the organization of the human body, the basic anatomy and physiology of the human body systems, genetics, human evolution and ecology. The laboratory component is designed to reinforce and expand on the topics that are introduced in the lectures.

BIOL 120 - Principles of Biology I

This course is the study of basic principles common to all organisms through lecture and laboratory activities. Chemistry of life, cell biology, metabolism, heredity, and evolution are covered.

BIOL 210 - Introduction to Clinical Microbiology

An Introduction to the role of microorganisms in the disease process.

BIOL 210L - Microbiology Lab

Laboratory class designed to reinforce concepts covered in the lecture provided in BIOL 210. This lab component is required for transfer.

BIOL 221 - Structural Kinesiology

This course presents a working knowledge of biomechanical principles for use in the evaluation and treatment of musculoskeletal dysfunction. It will address the biomechanics of musculoskeletal tissues and structures, the biomechanics of the most commonly injured human joints, and applied biomechanics. Special emphasis will be placed on musculoskeletal anatomy and physiology as each student will be responsible for learning origins, insertions, and actions of the prime movers of the primary articulation. PR: BIOL 260 minimum grade C

BIOL 245 - Physiology of Exercise

This course presents a working knowledge of the physiology of exercise as it relates to the function of the body in the state of and the adaptations from the application of exercise. Emphasis will be placed on bioenergetics and energy metabolism as well as the contributions and adaptations of the nervous, skeletal, muscular, circulatory, and respiratory systems. A review of testing for adaptation as well as various populations will also be assessed. PR: BIOL 265 minimum grade C

BIOL 257 - Introduction to Anatomy & Physiology

Using a systems approach, this course will build the student's understanding of the anatomical structure and function of most basic body structures, dysfunction of the structures, common diseases, testing, and terminology.

BIOL 259 - Basic A & P Lab Module

This is an introductory anatomy and physiology laboratory course. Case studies based on anatomical dysfunction will be examined. Basic physiological principles will be applied in a laboratory setting.

BIOL 260 - Human Anatomy

This course is designed for the student to acquire the basic working knowledge of the functional structure of the human body. It is designed for students in pursuit of professional health programs such as nursing, med tech, dietetics, cardiac rehab, and physical therapy assistant. PR: BIOL 257 min grade C or ACT COMP 19 or BIOL 258 minimum grade C

BIOL 265 - Human Physiology

This course is designed to introduce the student to the function of the various physiological systems in humans and have the student perform lab exercises to demonstrate these concepts. (PR: Passing grade of C or better in BIOL 257 or 260, or a minimum ACT composite score of 19)

BIOL 280 - Biology Special Topics

Study of content not normally covered in ordinary courses.

BIOL 286-289 - Special Topics in Biology

These courses are designed to present various topics in the field of Biology.

Biomedical Instrumentation Technology (BMT)

BMT 110 - Safety in Healthcare

This course is a study of safe operating procedures that are required to be performed in the workplace. Students will be instructed on how to interpret OSHA safety standards as they pertain to industry.

BMT 223 - Biomedical Instrumentation

This course is designed to help prepare the student to address biomedical instrumentation, calibration and measurement by blending electrical fundamental with the unique demands of the patient care and laboratory environment. Students will experience hands-on training with various patient care monitors and sensors as well as many types of diagnostic therapeutic and clinical laboratory equipment.

BMT 225 - Biomedical Instrumentation II

This course will prepare students with the skills to work with biomedical instrumentation, calibration, maintenance, and repair by blending the electrical fundamental with the unique demands of the patient care and laboratory environment. Students will experience hands-on training with various patient care monitors and sensors as well as many types of diagnostic, therapeutic, and clinical laboratory equipment. (PR: BMT 223)

BMT 299 - Biomedical Internship

This course places the student in a work situation in order to gain practical work experience prior to seeking permanent employment. It correlates classroom instruction with real-world experience.

Culinary Arts (CA)

CA 105 - Knife Skills and Fabrication.

3 Credits. Fall only. This course covers the principles of basic knife skills and the techniques for the production and fabrication of meats, game, poultry, and seafood in the culinary industry to the standards present in the field. Students will learn the classical knife cuts, how to break down a chicken, filet a fish, chuck shellfish and fabricate various cuts of beef, pork, and lamb. Student will learn the anatomy of the knife, proper handling and safety, sharpening and cleaning.

CA 110 - Mise en Place

3 credit. Fall only. This course covers the act of organizing ingredients of a recipe in a way that is convenient and orderly, including preparing the work station. Recipe conversions and proper measuring skills in both standard U.S. measurements and metric measurements and in liquid and dry ingredients are covered. Students will apply knowledge of rules and laws referencing sanitation and safety regulations in the kitchen as well as in dry and cooler storage. (CR: CA 105 and CA 200)

CA 112 - Garde Manger

3 Credits. Spring only. The focus of this course is to develop skills in providing a variety of cold food products. Students will also learn to prepare appropriate buffet presentations and decorative pieces utilizing correct food selection and preparation techniques, fruit and vegetable carving and centerpiece displays. Preparation of hors d'oeuvres, canapes, and charcuterie will be emphasized. (PR: CA 105 / CA 110 / CA 200 / CA 269. All CA courses require a "C" or higher.)

CA 116 - Introduction to Breads and Doughs

This course focuses on weights, measures, formulas, and general baking classifications, handling and storage of ingredients, production of yeast raised dough products, cakes, cookies, batters, breads, quick breads, biscuits, muffins, pies, and special dessert preparation. Introduction of various ingredients and how they affect the finished product by giving a tender crumb, a well-developed crust and proper structure within breads. The basic functions of ingredients and the techniques of scaling, pan preparation and sifting.

Course Descriptions

CA 120 - A la Carte Dining Room Service I

3 Credits. Fall only. This course focuses on dining room service and organization. Additional service styles covered include traditional service, American service, French service and quick service as it pertains to restaurant operations. Customer service is emphasized and its importance among all service staff within the restaurant.

CA 135 - International Cuisine

3 credits. Spring only. The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Menu research and planning and authentic reproduction of ethnic menus is covered. Students will study various international cuisines along with special features of geography, climate, religion, and culture that influence regional cooking.

CA 190 - Hospitality Lab Practicum I

1 Credit. This course provides the student an opportunity to apply knowledge and to practice the skills developed during the first semester from introductory courses such as: CA 105, CA 100, CA 120 and CA 200. The student will complete 30 hours of service practice and preparation at The Center for Culinary Arts and selected events chosen by the program coordinator. 120 total lab hours are required for graduation. (All CA classes require a "C" or higher.)

CA 195 - Hospitality Lab Practicum I

1 Credit. This course provides for the practical application of culinary production techniques in a catering setting. Participation in the production and management controls in a culinary venue will provide an opportunity to hone skills. Students will gain experience in performance of skills covered to date from courses CA 112, CA 269, CA 270 and CA 275. The student will complete 30 hours of service, practice preparation at The Center for Culinary Arts and selected events chosen by the program coordinator. 120 total lab hours are required for graduation. (PR: CA 190. All CA courses require a "C" or higher)

CA 200 - Culinary Sanitation and Safety

3 Credits. This course focuses on the safe operation and sanitation aspects of the food service industry. Additional subject matter will include establishing a food safety system, keeping food safe while in storage, sanitary measures, accident prevention, crisis management and dealing with sanitation regulations and standards. The food temperature danger zone will guide the student in correct storage methods, thermometer use and the correct minimum internal cooking temperatures for different foods. Students will sit for the ServSafe certification exam at the end of the course. (CR: CA 105 and CA 110.)

CA 205 - A la Carte Dining Room Service II

3 Credits. Fall only. This course covers advanced dining room meal preparation involving various cooking methods and techniques of made-to-order dishes. Students utilize advanced table service techniques, table side preparation and the importance of timeliness and guest satisfaction. Students will create starter, entree' and dessert options and be able to describe the meal in detail to the customer.

CA 225 - Advanced Cooking and Artistry

3 Credits. Spring only. This course will focus on the more advanced techniques of culinary arts and menu planning for chefs and restaurant owners. Students will become familiar with the advanced techniques of food selection, menu creation, preparation, the importance of visual appeal and service. Students will design their own menus, select ingredients, prepare the meal and serve dishes to customers. Capstone Course. (PR:CA 135)

CA 235 - Menu Planning

This course focuses on the principles of menu planning, layout, offering healthy and nutritious alternatives, and development for a variety of facilities and populations. It also provides a foundation in costing, marketing, and merchandising a menu.

CA 245 - Culinary Nutrition

This course is an introduction to nutrition using dietary recommendations, food guides, food labels, and My Plate to plan menus. Complex carbohydrates, lipids (fats and oils), protein, vitamins, water, and minerals will be reviewed. Development of nutritional menus and recipes, creation of healthy menu options, weight management and exercise, and nutrition over the lifespan.

CA 259 - Practical Culinary Catering

3 Credits. This course will study traditional service styles used in dining room operations. The course will provide knowledge of service equipment and proper set-up of various catering venues. The course also focuses on service organizations, American Service, French service, Russian service, and English service. (PR: CA 120. All CA courses require a "C" or higher.)

CA 269 - Soups, Stocks and Sauces

3 credits. Spring only. Stocks and sauces form the base flavor component for many dishes, making it an essential kitchen competency. Base stocks provide the underlying flavors to the soup or sauce and are enriched by the addition of ingredients to develop flavor profiles. Attention to the five "mother" sauces and their derivatives, add depth and dimension to accompany and elevate the dish. Students learn about various binding and thickening agents used in the commercial kitchen.

CA 270 - Managing Culinary Operations

2 credits. Spring only. This course discusses restaurant operations, the menu, cost control, and financial matters. It will explore legal issues specific to restaurant staff, customer service, laws and regulations, and sanitation. Creation of staff schedules, design and layout of facilities, and customer interactions are covered.

CA 275 - Cost Control and Revenue Management

2 Credits. Spring only. An overview of financial management in food service. This course will explore food and beverage cost control, managing production, labor and expense cost control, analyzing financial data, managing security, and using emerging technology in cost control. Students will create staff schedules and determine wages, with-holdings and benefits.

CA 280-289 - Culinary Arts Special Topics

1-3 Credits. Culinary Arts Special Topics courses are available to majors to include new and emerging trends in ingredients and production methods, and to non-majors as an introduction to the field of Culinary Arts. (All CA courses require a "C" or higher.)

CA 290 - Hospitality Lab Practicum III

1 Credit. This course will provide an opportunity for shadowing hospitality instructors during skill development and service production labs. This experience will present situations where lab assistants can emulate the role of trainer within a controlled environment. The student will complete 30 hours of service, practice, and preparation at The Center for Culinary Arts and selected events chosen by the program coordinator. 120 total lab hours are required for graduation. (PR: CA 195. All CA courses require a "C" or higher.)

CA 298 - Cooperative Culinary Arts Work Experience

1-3 Credits. Supervised, paid, on-the-job training for students working in the Culinary Arts occupational field. Students will be placed in kitchens at various restaurants. (PR: Permission. All CA courses require a "C" or higher.)

Chemistry (CHEM)**CHEM 205 - Chemistry for Healthcare Profession**

Introduces concepts covering basic general chemistry principles, organic chemistry and biochemistry for students preparing to enter health professions. Mathematical concepts needed to solve applications will be covered.

CHEM 220 - General Chemistry

An introduction to chemical properties, basic concepts, and relationships demonstrated by laboratory experiments. (PR: MAT 120 or MAT 121 or MAT 144 or MAT 145)

CHEM 230 - Principles of Chemistry

Principles of Chemistry, 4 Credits. A study of the properties of materials and their interactions with each other, and the development of theories and applications of the principles of energetics, dynamics and structure. The course develops the principles of chemical science and provides a foundation for general chemistry and related sciences. (PR: MAT 120, MAT 130 or MAT 144 or MAT 145)

CHEM 280-289

Special Topics in Chemistry: 1-6 credits. These courses are designed to present various topics in the field of Chemistry not normally covered in other courses.

Course Descriptions

Curriculum Instruction Education (CIED)

CIED 101 - Math for Elementary Teachers I

This course is designed to expose student to the study of mathematics, specifically the areas of number sense and problem solving. Instruction emphasizes discovery teaching or learning by inquiry. Of primary importance is providing the opportunity for future teachers to be taught and to learn according to the views of constructivism. (PR: A grade of C or better in MAT 130)

CIED 148 - Introduction to Science for Elementary Educators

The class introduces teaching science in elementary schools using inquiry based approach to learning and other effective research-based teaching strategies. Topics include earth and space science. (PR: MAT 130)

CIED 201 - Mathematics for Elementary Teachers II

In this course, students study the foundations of elementary mathematics emphasizing an inquiry and discovery approach. Topics include basic algebraic operations, simple and analytical geometry, informal metric and non-metric geometry, probability, and statistics. (PR: A grade of C or better in CIED 101)

CIED 202 - Praxis Strategies

This course is designed to help students understand areas of strengths and weakness for the Praxis Core Components Reading, Writing, and Math; and to prepare students to take the Praxis Core exam. (PR: CIED 101 with a grade of C or better or by permission)

CIED 250 - Educational Technology

This course examines various uses of technology in the classroom. Application to teaching and learning is emphasized.

Criminal Justice (CJS)

CJS 101 - Introduction to Criminal Justice

This course will teach students the philosophy, history, and development of public safety institutions in a democratic society. The course introduces various public safety agencies and their organization and jurisdiction, reviews court processes, orients the student to a career in public safety, and identifies and explores current trends in the field.

CJS 102 - Introductions to Corrections

This course will teach students the knowledge and skills necessary to enter the field of corrections. Students will learn about professional and ethical behavior, the structure of the American corrections system, law and corrections procedure, and possible career opportunities.

CJS 111 - Law Enforcement Orientation

Philosophy, history and development of law enforcement in a democratic society. Introduces various law enforcement agencies and their organization and jurisdiction, reviews court processes, orients the student to a law enforcement career, and identifies and explores current trends in the field.

CJS 113 - Police Defense Tactics

Demonstration of methods of physical protection from persons armed with dangerous weapons and restraint of prisoners and mentally ill persons. Drills in a limited number of holds and come alongs and training in the use of baton and other special, disarmament, and defensive techniques. A practical application of the methods of self-protection.

CJS 120 - Patrol Operations and Procedures

Covers the duties, extend of authority and responsibilities of an uniformed law enforcement officer. Patrol philosophy and practices are outlines, and field techniques and their practical application are presented.

CJS 122 - Police Arsenal and Weapons

Handling, care and use of firearms in police work. Lectures supplemented by an intensive range program in deliberate, point and defense shooting.

CJS 231 - Fundamentals of Criminal Law

Study of the elements of law and proof in crimes of frequent concern in law enforcement. rules of criminal liability, elements of specific, commonly violated laws; and development and application of local, state and federal laws are covered.

CJS 233 - Fundamentals of Criminal Investigation

Analysis of theory and techniques of an investigation, conduct at crime scenes; collection and preservation of physical evidence and testing employed by the police science laboratory. Emphasizes fingerprints, ballistics, documents, serology, photography, crime and duties of a criminal investigator.

CJS 234 - Criminology

This course examines the question of crime causation from legal, social, political, psychological, and theoretical perspectives. It introduces the nature of crime, statistics of criminal behavior, and explanations of criminal sanctions.

CJS 235 - Police Organization and Administration

Principles of organization and management of law enforcement agencies. Concepts of organizational behavior and an understanding of the departmental planning process. The role of components involved in responsible planning and executing procedures related to personnel, equipment, budget, records, communications and management.

CJS 237 - Crime and Delinquency

Study of the development and causes of criminal behavior, social deviancy and crime. Criminological theories and the extent, variation and patterns of crime. Crime prevention techniques and specific pathological problems related to enforcement. Individual personality differences and their relationship to crime as well as handling and recognizing emotionally and mentally disturbed persons.

CJS 239 - Criminal Procedure

Study of the rules of evidence at the operational level in law enforcement and criminal procedure in such areas as arrest, force, search and seizure, collection of evidence and discretion. Rules and types of evidence, Constitutional law and criminal procedure most often affecting police personnel.

CJS 242 - Community Relations in Criminal Justice

General orientation to the concepts of criminal justice professionals and community relations and the need to establish good working relations between them and the public. Offers an understanding of the complex factors involved in human relations: the nature of prejudice and discrimination, its effects, the interactions of changing society, the requirements of individual rights, the maintenance of peace and order and the changing police role. (PR: CJS 101)

CJS 244 - Introduction to Criminalistics

Scientific aspects of criminal investigation. The role of the law enforcement organization, the value of physical evidence, and the need for understanding scientific crime detection. Emphasis on recording the crime scene; collection, identification, preservation and transportation of evidence; and techniques of examining physical evidence.

CJS 246 - Criminal Justice Reports

Comprehensive familiarization with type and functions of police records, the role of research in the planning process and establishment and administration of a record bureau in enforcement agencies. Includes: form records, analysis and report writing; role and use of uniform crime reporting system forms; and essential data required. Review of electronic data processing and the computer as related to police planning and operation.

CJS 248 - Traffic Administration and Enforcement

History, development and economics of the modern transportation system. Coping with traffic problems to include use of modern technology in accident investigation and reporting. Police responsibilities as they relate to traffic engineering, education, enforcement and enactment.

CJS 251 - Criminal Justice Ethics

This course explores ethical considerations and dilemmas facing criminal justice professionals. Topics covered include identifying appropriate moral and ethical behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, the ethics of punishment, and professionalism.

CJS 254 - Constitutional Law

This course examines the powers of the government as they are allocated and defined by the United States Constitution with an intensive analysis of United States Supreme Court decisions as they impact the criminal justice systems.

CJS 263 - Probation and Parole

This course is a study of the history, development, use, and value of both probation and parole as alternatives to incarceration for convicted criminal defendants as part of the Criminal Justice System. Students will also study the role of the professional agents who supervise probationers and parolees.

CJS 265 - Narcotics Investigation

This course is the study of narcotics identification and investigation from the criminal justice professional's viewpoint. Topics include investigative techniques, identification of drugs, and legal aspects of narcotic investigations and enforcement.

Course Descriptions

CJS 275 - Law Enforcement On-the-Job Training

This course consists of supervised paid OJT, internship, or practicum performed in a law enforcement setting. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports, and providing written and verbal evidence in courts of law. On-the-job credit hours are earned at a ratio of 200:1 with the maximum of 12 credit hours allowed. Successful completion of on-the-job training and achievement of program learning outcomes will be verified by an employer.

CJS 280 - Special Topics

Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

CJS 291 - Police Science Internship I

5 Credits. This course is designed to blend classroom education with practical experience. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports, and providing written and verbal evidence in courts of law. Interns must complete the on-the-job training under the supervision of a law enforcement officer. (PR: Permission)

CJS 292 - Police Science Internship II

Police Science Internship II is a four (4) credit hour course designed to blend classroom education with practical experience. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports, and providing written and verbal evidence in courts of law. Interns must complete the on-the-job training under the direct supervision of a law enforcement officer.

CJS 298 - Internship

Places students in a criminal justice related field for a specific period to gain experience prior to employment. Correlates theory and classroom instruction with experience.

College Studies (COL)

COL 101 - New Student Seminar

COL 101 is designed as an introduction to college life and is intended for freshman and new transfer students. The course provides students with an opportunity to adjust to the academic and social environment of college under the guidance of a faculty/staff mentor and in the presence of a small group of peers.

COL 105 - Strategies for Post-Secondary Success

COL 105 is designed as introduction to college life and is intended for dual credit students. This course provides dual credit students with an opportunity to adjust to the academic and social environment of college under the guidance of a faculty/staff mentor in the presence of a small group of their peers.

Communication (COM)

COM 112 - Oral Communication

This course provides instruction and experience in preparation and delivery of presentations in public settings and group discussions. Emphasis is placed on research, preparation, delivery, and evaluation of extemporaneous informative, and persuasive public speaking. Upon completion, students will be able to prepare and deliver well-organized presentations using appropriate audiovisual support.

COM 125 - Interpersonal Communication

This course is designed to give students the interpersonal skills to communicate effectively in the workplace. It will help build and enhance communication skills through active listening, verbal and nonverbal communication, managing conflict, critical thinking, understanding diversity and the effects of culture, and understanding how the imbalance of power can lead to difficulties within the workplace.

COM 130 - Mass Communication and Culture

This course is an overview of mass communication, which focuses on media history and critical media literacy. Students will investigate the relationship between mass culture and mass communication while learning the evolution of major US media channels (newspapers, TV, radio, internet, etc.). Students will also learn to distinguish between objective/critical and subjective/consumer relationships with the media. Fall Only

COM 230 - Principles of Public Relations

This course provides an overview of the public relations (PR) profession from its historic beginnings to its contemporary role in society. The course provides a foundation in public relations by exploring its definitions, history, theories, principles, strategic planning, management practices, and career possibilities. Spring Only

Digital Marketing (DMK)

DMK 101 - Introduction to Social Media Marketing

Unlock the power of social media with our comprehensive introductory course. In this course, students will explore the dynamic landscape of social media, gain a deep understanding of popular platforms and master best practices for personal and professional use. Student will learn vital digital advertising tactics and strategies.

DMK 102 - Content Creation

Students will utilize skills and knowledge to craft compelling content across various platforms, leveraging both mobile devices and PC's. From planning applications to influencer marketing, this course cover the spectrum of content creation for a digital age.

DMK 110 - Introduction to Digital Marketing

Students will enhance their proficiency in driving online visibility and optimizing digital campaigns and develop the skills to apply effective SEO solutions, enhancing organic search ranking and maximizing online presence. Explore the world of web analytics and key performance indicators (KPI's) crucial for assessing the success of marketing campaigns.

DMK 111 - Web Management

Perfect for aspiring content creators, marketing professionals, and individuals eager to establish a standout online presence, students will blend the art of persuasive writing with practical web design skills. Hone skills in developing website copy for diverse purposes and applications and explore and differentiate between various web design platforms, hosting sites, and formatting techniques through hands-on experience.

DMK 200 - Podcast and Production Audio

Students will become adept at recognizing common audio platforms and software essential for audio creation and editing, laying the foundation for hands-on podcast production. Through practical exercises, students will design and record podcast episodes, applying industry best practices and utilizing cutting-edge software.

DMK 201 - Social Media Campaigns

Students will immerse themselves in the strategic planning, creative execution, and measurable impact of social media campaigns. They will explore the nuances of creating compelling campaigns that resonate with diverse target audiences across various social media platforms.

DMK 212 - Digital Advertising and Promotion

Students will gain comprehensive insights into the dynamic world of advertising through a practical and outcome-driven curriculum. Through interactive exercises, students will design and propose advertising copy and content within a fully developed campaign for a real-world client, fostering creativity and strategic thinking.

DMK 230 - Digital Storytelling

Students will delve into a critical analysis of digital storytelling in the media, dissecting current practices to understand the evolving trends shaping the narrative landscape, to construct a compelling digital story. They will demonstrate an understanding of the fundamentals of journalism, covering essential aspects such as interviewing techniques, reporting strategies, and the art of crafting a brand's narrative.

DMK 240 - Branding

Students will explore the principles and practices of designing a comprehensive branding guide tailored for diverse entities, including non-profits, corporations, and small businesses. They will scrutinize existing brand style guides and learn the skills and knowledge to shape and enhance the identity of any brand they encounter, through hands-on analysis.

DMK 250 - Creative Strategy

Students will be immersed in the strategic and imaginative facets of marketing, equipping them with the skills to develop innovative campaigns that resonate with target audiences. They will be guided in crafting precise and impactful creative strategy statements for marketing campaigns, providing a clear roadmap for creative endeavors. Students will apply best practices, aligning their creative endeavors with both strategic goals and the identified target audience.

DMK 290 - Marketing Campaign Capstone

Students will undertake the challenge of developing, designing, and planning a year-long marketing campaign for a business, honing their ability to synchronize creative strategies with overarching business goals. They will display a holistic understanding of digital advertising practices, social media dynamics, branding principles, and creative strategy, empowering participants to navigate the complexities of marketing campaign management with competence and strategic insight.

Course Descriptions

Graphic Design (DSGN)

DSGN 101 - Motion Design I

Motion Design I is an introduction to the fundamental principles of animation by providing theory, concept and terms as well as hands-on exercises that explore motion design techniques. Students will learn about the 12 principles of animation and various software to create animated graphics.

DSGN 102 -Motion Design II

Motion Design II is an intermediate 2D animation and design course focusing on technical and conceptual approaches to the art of motion design. Provides industry insight and professional practices using hands-on exercises and motion design techniques with emphasis on building 2D animations using design concepts and practices.

DSGN 103 -Introduction to 3D Arts

The 3D Arts course introduces and explores various software programs that uses the principles of three-dimensional computer graphics to create objects and scenes. Students will explore the various methods and applied techniques used for 3D animation.

DSGN 104 -Visual Communication

In the Visual Communication course, students will develop technical design expertise for the organization of imagery and typography for animation. Students will communicate data driven information in both the two-dimensional and three-dimensional form. Emphasis on producing design work for web, video and interactive experiences.

DSGN 105 -Design Foundations

An introduction to concepts, skills, language and design fundamentals to develop visual and critical thinking skills utilizing digital media software. Students will examine trends and historical context in areas of web and traditional print design.

DSGN 120 - Graphic Design I

Introduction to graphic design principles, history and current practices. Students will develop visual, technical and critical thinking skills by solving conceptual problems using both traditional and digital media.

DSGN 150 - Graphic Design II

This class explores how design elements and principles work together to create effective visual communication. Students will use creative thinking, design elements and good composition principles to prepare layouts and graphics to resonate with an intended audience.

DSGN 160 - Digital Photography

An introduction to photography through the use of digital cameras. The course develops the principles of exposure control, lighting, composition, digital editing, and the creative approach.

DSGN 170 - Digital Filmmaking

An introduction to filmmaking using digital camcorders and cameras. Principles of exposure control, lighting, composition, audio, editing, and the creative approach will be covered and practiced.

DSGN 201 - Motion Design III

Motion Design III is an advanced 2D animation and design course that focuses on technical and conceptual approaches to the professional practices of motion design. Students will create animation and illustrative motion design projects using professional methodologies and design practices.

DSGN 202 - Motion Design IV

In the Motion Design IV course students explore concepts in post-production techniques in both animation and visual effects for film and television. Students will learn advanced concepts in visual effects and composite imagery through simulated professional scenarios. Emphasis on creative problem solving and critical thinking through the development of animated motion graphics and visual effects.

DSGN 203 - Advanced 3D Arts

The Advanced 3D Art course explores advanced 3D modeling, rendering and 3D animation concepts and techniques. Students will learn advanced approaches to 3D sculpting, UV mapping, lighting and advanced rendering to create detailed original 3D imagery. Emphasis on advanced 3D computer graphics concepts, techniques and professional practices.

DSGN 204 - Digital Video Editing

The Digital Video Editing course explores video editing for post-production in online content, film and television. Students will learn practical techniques and concepts in color grading, video composition, sound, arrangement, editing and assembly. Emphasis on creative problem solving through digital film editing.

DSGN 205 - Professional Practice

The Professional Practice course leads students through a process of creating, developing and practicing "real world" projects that will prepare them for obstacles they may face in their professional career. Students will learn about project budgeting, client communication, deadlines and professionalism. Emphasis on real world-based assignments and professionalism.

DSGN 206 - Professional Portfolio

A hybrid course that emphasizes marketing concepts, objectives and tactics that help students to develop personal brand development, effective communication plans, and targeted promotion to prepare them for a professional creative design career. Students will use marketing strategies to create materials for employment including resume writing and portfolio development. Students will also have the opportunity to complete professional certifications for the Adobe Creative Cloud programs.

DSGN 210 - Digital Illustration

This class focuses on the conceptual and technical development of illustrations for editorial, advertising, artistic and other purposes. Students will integrate traditional drawing techniques with digital media.

DSGN 220 - Typography

An overview of the history and current use of typography in graphic communications is presented. The course reviews typographic terminology and vocabulary and type classifications. Students will learn how fonts can express meaning, mood, and emotions to strengthen messages. Students will integrate traditional drawn lettering techniques with digital media.

DSGN 230 - New Media

This course focuses on the design, storytelling and technical considerations involved in creating multimedia projects. Students will use current software and develop technical skills to complete motion designs, animations, video compositing, sound design, interactive design or related projects.

DSGN 250 - Graphic Design III

This is the capstone course in the Mountwest Graphic Design AAS degree program. The course emphasizes the assembly and development of a senior design portfolio and a general education portfolio to demonstrate competencies and skills for the workforce.

DSGN 260 - Interactive Design

This class introduces students to the theories and practices of interaction design. Students will use critical thinking and current software to plan and build interactive design projects.

DSGN 270 - Brand Identity Design

The course explores the processes and methods of creating unique and effective logos, branding systems and standards guides for corporate identity.

DSGN 298 - Design Internship & Portfolio

This course presents information, resources, activities and opportunities to help students explore and prepare for careers in the Graphic and Multimedia Design fields. Students develop tools and skills needed for growing their networks, preparing materials for job searching and exhibiting professionalism. Students participate in one or more internships at businesses and/or are assigned Mountwest or other projects and activities to gain real-world job experience.

DSGN 299 - Motion Design IV

The Motion Design IV course will focus on individually developed visual productions and a supporting statement that culminate in a presentation of the project. This final presentation will include the documentation and explanation of all the stages of development from concept to final motion design.

Economics (EC)

EC 102 - Basic Economics

An introduction to basic microeconomic and macroeconomic concepts and institutions, key economic relationships and terms.

EC 201 - Fundamentals of Microeconomics

This course provides an introduction to the study of microeconomics as it examines the decision making processes of allocating scarce resources for specific segments of the economy. Topics covered include supply and demand, production, pricing, taxes, distribution, market structures, labor markets, marginal utility, public goods, externalities, and international trade.

EC 202 - Fundamentals of Macroeconomics

This course provides an introduction to the study of macroeconomics as it examines the decision making processes of allocating scarce resources in the overall economy. Topics covered include an overview of basic economic concepts, gross domestic product and economic growth, inflation, unemployment, aggregate supply and demand, fiscal policy, money and monetary policy, national deficits and debt, and international trade.

Course Descriptions

Education (EDUC)

EDUC 101 - Healthy Environment for Young Children

This course is an introduction to the basic requirements and regulations for health, safety and nutrition in early childhood programs serving infants, toddlers, and preschool children. This course is intended to prepare students to follow the practices required of all individuals who participate in early childhood programs. (CR: EME 101)

EDUC 102 - Foundation of Elementary Education

This course introduces the foundations of elementary education, diversity in inclusive settings, becoming a professional, and examining curriculum. Observation hours in an elementary education classroom will be required. 3 Credits.

EDUC 105 - Computer Instruction Technology in the Classroom

This course is an examination of skill development using computer-generated media. An emphasis will be placed on computer skills and their application to young children and the early childhood classroom. This course will also explore administrative technology and assistive technology in the early childhood classroom. This course will be taught utilizing 3 components.

EDUC 120 - Foundations of Early Childhood

This is an introductory course to the history, philosophy and theoretical foundations of early childhood programs with specific attention to current programs serving children prior to school entry. Concepts for providing developmentally appropriate practices are introduced. Observation hours in an early childhood classroom outside of classroom instruction will be required. (PR: ENL 095 or ENL 111)

EDUC 201 - Educational Psychology

A study of the principles of learning, theory, and classroom application based on children's emotional, social, cognitive, and physical development. (ENL 111 with a grade of C or better) (CR: EDUC 270)

EDUC 210 - Observation and Assessment of Young Children

Examines the skills and methods used to observe and assess young children in various early childhood environments. An emphasis will be placed on authentic assessment practices, the appropriate use of assessment and observation strategies to document the development, play, and learning of young children. Observation and participation in an early childhood setting is required. (PR: EDUC 120 grade of "C" or better and ENL 111)

EDUC 215 - Child, Family and Community

This course examines the relationships of the young child, the family and community programs. An emphasis will be placed on family lifestyles and cultures and family centered practices. (PR: EDUC 120 grade of "C" or better and ENL 111)

EDUC 220 - Infant & Toddler Development

This course will examine the application of the theories of child development and research. Course emphasis will be placed on prenatal development and the physical, social, emotional, cognitive and language development of the child from conception to age three. Observation in an infant/toddler classroom required. (PR: EDUC 120 grade of "C" or better and ENL 111) Spring Only

EDUC 225 - Development of Young Children

This course examines the physical, emotional, cognitive and intellectual development of young children. This course will examine relationships with parents and peers and growth in self-direction with a primary focus on young children birth through five years of age. Observation and participation in an early childhood classroom required. This course requires a 30-hour clinical. (PR: ENL 111 and EDUC 120 grade of "C" or better)

EDUC 228 - Early Childhood Special Education

This course will discuss the practical strategies for working with young children with special needs and disabilities including infants, toddlers, and preschoolers. An emphasis will be placed on instruction, curriculum design and service delivery of the inclusive classroom with a family centered approach. (PR: A grade of C or better in EDUC 225 and ENL 111)

EDUC 230 - Early Language and Literacy

An overview of the foundations of early childhood language and emergent literacy within an emphasis on developmentally appropriate environments. (Fall Only)

EDUC 235 - Early Childhood Adm. & Leader

This course emphasizes the director's responsibility for administrative and leadership roles in child development and education programs. Business and interpersonal skills will be emphasized. Practical information on directing a program will be covered. Accrediting and licensing an early childhood program, carrying out a program evaluation, and quality improvement strategies will also be addressed. (PR: A grade of "C" or better in ENL 111 and a grade of "C" or better in EDUC 225)

EDUC 240 - Child Guidance

This course examines theories of early childhood education with emphasis on classroom management, teaching methods, assessment and behavior guidance. Best practices and appropriate environments will be emphasized with techniques on problem-solving and adult-child interaction. (PR: A grade of "C" or better in ENL 111 and a grade of "C" or better in EDUC 225.)

EDUC 270 - Level I Clinical Experience.

This clinical experience will provide students with an opportunity to observe in an elementary, middle, or secondary school setting. It will also provide students with the opportunity to work with faculty, staff, and students in a teaching/learning environment. Students will complete 35 hours of observation. (CR: EDUC 201)

EDUC 275 - Level II Clinical Experience

This course will provide students with field experience inside an infant/toddler and preschool classroom. Students will conduct observations and have an opportunity to obtain hands on learning experiences with young children under the supervision of a qualified professional. (CR: EDUC 295) Fall Only

EDUC 280-285 - Special Topics

Education 280-285 will consist of study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor. 1-6 credit hours.

EDUC 295 - Early Childhood Curriculum & Methods

This course examines developmentally appropriate curriculum for young children. Preparing and implementing developmentally appropriate environments and curriculum will be emphasized. Students will have hands on experience with infants/toddlers and preschooler children. This course requires a 30 hour clinical. (PR: ENL 111 and EDUC 225 with a grade of C or better)

EDUC 299 - Capstone

This course involves the application of coursework, theories and practice. Places the student in a practicum based experience where classroom instruction applied to real experiences in the field. (PR: EDUC 295) Spring Only

Electrical Technology (ELET)

ELET 101 - Electrical Technician I

This course is a comprehensive course designed to provide students with a broad understanding of electrical systems, practices, and emerging technologies. This course integrates theoretical knowledge with hands-on experiences, preparing students for the diverse challenges of the electrical technology field. Topics covered include electrical principles, safety protocols, and practical applications in residential, commercial, and industrial settings.

ELET 102 - Electrical Technician II

Electrical Technician II is an intermediate-level course designed to build upon the foundational knowledge acquired in Electrical Technician I. This course focuses on advancing students' skills and understanding of electrical trades, with an emphasis on applications in residential, commercial, and industrial settings. Through a combination of theoretical learning and hands-on projects, students will deepen their expertise in electrical systems and gain experience in diverse trade applications.

ELET 110 - Industrial & Commercial Wiring

This course is designed to introduce technical skills for industrial and commercial wiring, including conduit and raceways and commercial load calculations and configurations. An emphasis will be placed on safety, career explorations, and professional ethics.

ELET 150 - National Electrical Code

This course is an introduction to the technical skills for the National Electrical Code (NEC). Students will learn the use of the NEC, its purpose and application of the NEC standards.

ELET 201 - Electrical Technician III

Electrical Technician III is an advanced-level course designed to further develop skills and expertise of students in the field of electrical trades. Building upon the knowledge gained in Electrical Technician I and II, this course delved into specialized topics and advanced techniques used in commercial and industrial settings. Through a combination of theoretical learning, hands-on projects, and real-world applications, students will deepen their understanding of complex electrical systems.

Course Descriptions

ELET 202 - Electrical Technician IV

Electrical Trades IV is an advanced-level course designed to provide students with the highest level of expertise in the field of electrical trades. Building on the knowledge and skills acquired in previous levels, this course focuses on mastery in specialized areas such as industrial applications and advanced electrical systems. Through advanced theoretical learning, hands-on projects, and real-world simulations, students will develop the proficiency required for complex electrical challenges in diverse professional settings.

ELET 220 - Residential Wiring

The study of electrical systems within residential settings. Students will learn to design, install and troubleshoot electrical systems in residential structures, ensuring compliance with safety standards.

ELET 250 - Integrated Electrical Lab

This course is an introduction for concepts in the Integrated Electrical Lab with an emphasis on electrical installation, touch-in procedure, and testing and checking circuits. An emphasis will be placed on career exploration, professional ethics and safety instruction.

ELET 290 - Electrical Technology Capstone

This course is designed to provide Electrical Technology students with a capstone experience. Students will create a professional portfolio consisting of a comprehensive job proposal and budget estimate, a Numerical Literacy artifact, and a Written Communication artifact. This will be a cumulative assessment of skills gained through prior Electrical Technology coursework.

Electronics Technology (ELT)

ELT 111 - Direct Current Circuit Analysis & Applications

Students will study direct current circuits, electrical and magnetic phenomena, utilization of circuital theorems for the solution of circuits and networks, conductors, insulators and magnetic materials. They will then apply this knowledge to project based applications. (PR or CR: MAT 144 or MAT 145)

ELT 121 - Alternating Current Circuit Analysis & Applications

This course is an introduction to alternating current circuits. It covers sinusoidal waveforms, phase relationships, reactance, impedance, fundamental methods of analyzing simple ac circuits, capacitance, inductance, basic resonant circuits, RC/LC time constants, and passive filters. Electrical nomenclature, component identification and marking, and passive component characteristics are discussed. Laboratory exercises will be used to verify circuit theory and provide experience in using basic electronic test equipment. (PR: ELT 111)

ELT 131 - Analog Circuits Analysis & Applications

This is an introductory course in analog devices and circuits. It exposes the student to the common devices found in analog circuit design and explains device function and performance. The student will learn to perform basic calculations to evaluate circuit performance. Laboratory exercises will permit the student to explore device characteristics and attributes, and develop basic troubleshooting skills. (PR: ELT 121)

ELT 131L - Analog Circuits Analysis & Applications Lab

Focus of course is to develop knowledge and skills relevant to the concepts of electronics. The principles and applications of Analog Circuit Theory in electricity and electronics are studied. CR: ELT 131, PR: MAT 145

ELT 150 - Introduction to PLC/PAC Systems

This course introduces students to Programmable Logic Controllers (PLC) and Programmable Automated Controllers (PAC).

ELT 160 - Electronic Communications

This course introduces students to electronic communications, including amplitude modulation, frequency modulation, single-sideband communications, satellite communications, digital communications, network communications, transmission lines, wave propagation, antennas, waveguides, radar, microwaves, lasers, television transmission, and fiber optics. Students will learn the design, workings, and how to troubleshoot and repair these systems.

ELT 170 - Fiber Optics Communications

This course prepares students for the ETA Fiber Installer Certification. Topics include light propagation, types of optical fibers, the building blocks for a fiber system, light sources, photodetectors, connectors, SONET, OTN, ethernet over passive optical networks, various FTTx methods, systems design, cost and loss budgets, OTDRsl, and safety.

ELT 180 - Ladder Logic

In this course, students will learn how to execute programming of Ladder Logic components, troubleshoot programming errors and clear faults, and apply logic in a simulated automated industrial environment. (PR: ELT 150)

ELT 211 - Digital Circuits

This is an introductory course in digital technology. The student will be introduced to binary number systems, digital devices and circuits, and troubleshooting techniques. The fundamental logic functions will be explored along with common applications. The student will learn to evaluate circuit function using Boolean algebra, and logic theorems. Memory and storage device types, signal interfacing, and various integrated circuit technologies are discussed. (PR: permission and MAT 215 for equivalent)

ELT 222 - Introduction to Microprocessors

A combination of classroom and lab experience designed to teach how to work with microcontrollers as they apply to the consumer, industrial, and business equipment. PR: ELT 211

ELT 250 - Motion Control Fundamentals

In this course, the student will program motors, simulate the programming of field items, program warning and error lights, program fault control, and create a simulated industrial project to control a plant. (PR: ELT 150 and ELT 180)

ELT 260 - Automation Project Development

In this course, the student will identify the components of an automation project, follow the designated procedure for project development, and design, build and implement a simulated project. (PR: ELT 150, ELT 180 and ELT 250)

ELT 280-283 - Special Topics

Study of content not normally covered in other courses. Enrollement with permission of director or course instructor.

ELT 299 - Electronic Technology Internship

Supervised on-the-job training for Electronics Technology students. Students must successfully complete 150 hours of appropriate experience.

Emergency Medical Technology (EME)

EME 101 - CPR/First Aid

This course is designed to give laypersons and professionals the education and confidence they need to effectively provide emergency care.

EME 105 - First on Scene

This course is designed to teach the student to manage a medical/trauma emergency until EMS personnel arrive. An emphasis is placed on victim/patient stabilization using supplies available to the layperson.

EME 109 - Emergency Medical Technician

A lecture/lab course designed to teach basic emergency medical care and transportation for critical and emergency patients who access the emergency medical system. Students will learn how to function as part of a comprehensive EMS response, under medical oversight and perform interventions with the basic equipment typically found on an ambulance. Students will learn how to perform as a link from the scene to the emergency health care systems. Following completion, students will be eligible to take the National Registry of EMT's or the State of West Virginia EMT exam. (CR: EME 109L)

EME 201 - Introduction to Medical Emergencies

An introductory lecture/lab course focused on pre-hospital interventions and monitoring skills of patients with general medical emergencies including but not limited to: seizures, allergic reactions, diabetic emergencies, and geriatric and pediatric patients. This course is also focused on information concerning patient assessment, the Emergency Medical Services system, as well as communications and documentation, all at the Advanced Emergency Medical Technician (AEMT) level.

Course Descriptions

EME 202 - Airway/Trauma Management

An introductory lecture/lab course focused on pre-hospital interventions and monitoring skills of patients with airway related and/or traumatic emergencies at the Advanced Emergency Medical Technical (AEMT) level. The focus of this course will include respiratory emergency identification and management, including ventilation techniques, medications, and monitoring devices at the AEMT level. Furthermore, this course will focus on assessment, identification, and management of traumatic emergencies at the AEMT level.

EME 251 - EMS Clinical I

A course designed for the advanced EMS student to gain competency in pre-hospital interventions and skills in the field/clinical setting. All skills are performed under the supervision of a field/clinical preceptor.

EME 280 - Special Topics

Study of content not normally covered in other courses. Enrollment with permission of division director or course instructor.

English (ENL)

ENL 095 - Developmental Writing

This course assists students in developing and improving writing proficiency by emphasizing the utilization of correct grammar and punctuation, as well as basic writing skills related to paragraph and essay development. CR: ENL 111 or ENL 231, 1 Credit hour

ENL 101 - Written Communication

This course provides instruction and experience in preparation and delivery of written communication. Emphasis is placed on the writing process including production of unified, coherent, and well-developed papers using standard written English. PR: ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80 and ENL 095 or COM 095 or COM 095E or ACT Verbal 18 or SAT Verbal 450 or WRITEPLACER 6 or COREQ: ENL 095

ENL 102 - Written Communication II

This is a research-based writing course designed to help the student develop advanced skills in composition, editing, and critical thinking needed for other college courses and professional careers. (PR: ENL 101 or COM 111 with a grade of C or higher)

ENL 131 - Business and Technical Writing

A course designed to prepare students to write technical reports. Emphasis is on good writing principles and the use of supplementary illustrations as they apply to technical reports. PR: ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80 and ENL 095 or ACT Verbal 18 or SAT Verbal 450 or WRITEPLACER 6 or COREQ: ENL 095

ENL 201 - Introduction to Literature

This course is an introduction to literature through original works of prose, fiction, poetry, and drama. It introduces students to the interpretative approaches to literature, and to some of the specialized terms, such as sonnet, antagonist, and epiphany, that will help them articulate their thoughts and observations about what they read.

ENL 245 - Elements of the Short Story

This course focuses on short stories by American authors from Edgar Allan Poe to Stephen King. Class discussions involve the analysis of the stories' main literary elements: character, plot, theme, and point of view.

ENL 251 - Appalachian Writers

A survey of the various literary genres, with a focus on classical and contemporary Appalachian writers.

ENL 260 - Introduction to Creative Writing

This course is designed to facilitate the student's creative faculties and abilities. The course serves as an introduction to the writing of original poetry, short fiction and drama. Instruction in literary techniques will direct the student's writing. In addition to working within literary conventions to produce manuscripts, students will be exposed to exemplary texts by selected authors. Students will learn to critique their own work and the work of others by participating in writing workshops. Students will be introduced to markets for creative writing and be encouraged to submit some work for publication.

ENL 270 - Literature of Rebellion

Comparative literature class with elements of creative writing (journaling, poetry, personal essay) essay, and critical reading that explores the rebellious spirit in a variety of texts, including the poetry and novels of the Beat Generation, the 60s era, and the modern era of Rap and Hip-Hop. Student will analyze texts with regard to their historical contexts, common themes, tropes, etc.

ENL 280 - Special Topics

Study of content not normally covered in other courses. Enrollment with permission of division chair or course instructor. PR: Permission

Fire Science (FIRE)

FIRE 101 - Basic Firefighter I

In this course, students will demonstrate hands-on knowledge and techniques related to basic firefighting, which builds skill competency associated with the basics of fire ground. Students identify numerous fire ground- speed evolutions, and rolling responses, which enable them to apply skills to a variety of scenarios. This course will also permit students to operate self-contained breathing apparatus and other personal protective equipment commonly used by firefighters in firefighting operations. Students will complete required hazardous materials training as well as CPR/First Aid training. This course helps prepare the student for NFPA 1001 Pro Board certification. FIRE 101 and FIRE 102 must be successfully completed to sit for the NFPA 1001 Pro Board certification.

FIRE 102 - Basic Firefighting II

In this course, students will identify best practices to respond to emergencies under general supervision of a company officer/supervisor. Students will examine incident command implementation, as well as define specific building materials that may lead to building collapse. Define special rescue and vehicle extraction as well as demonstrate hydrant flow and operability. Students will role play fire department communications and describe pre-fire planning and fire suppression strategy and tactics. FIRE 101 and FIRE 102 must be successfully completed to sit for the NFPA 1001 Pro Board certification.

FIRE 103 - Behavior, Combustion, and Suppression

In this course, students will identify physical properties of the three states of matter, categorize components of fire, recall physical and chemical properties of fire, describe the process of burning, define basic terms and concepts associated with the dynamics of fire, demonstrate knowledge of the characteristics of water as a fire suppression tool/agent, compare other methods and techniques of fire extinguishers.

FIRE 201 - Fire Officer I

In this course, students will identify resources assigned to and analyze the role of Fire Company Officers. Students will also create professional appropriate business correspondence. The course will also expose students to the process of categorizing parts/line items of a Fire Company budget, but also the process of calculating parts/line items. Common fire code violations will also be classified. This course helps prepare students to sit for the NFPA 1021 - Fire Officer I Certification.

FIRE 202 - Fire Officer II

In this course, students will identify the parts of Organizational Risk Management within a Fire Company. Students will describe the National Fire Incident Reporting System (NFIRS). The course will also help students to define various management and leadership styles as well as describe the difference between management and leadership. Students will discuss the role that management and leadership plays in the success of a Fire Company. Professional development strategies for new-entry level fire fighters will also be summarized. This course helps prepare students to sit for the NFPA 1021 - Fire Officer II Certification.

FIRE 220 - Fire Service Pump & Hydraulic Systems

In this course, students will be introduced to the basic operation of fire department pumping equipment/apparatus. Students will apply the physical properties of water to the movement of water in fire suppression activities. Students will gauge the appropriate water flow pressure and volume for a fire suppression scenario. Students will gain hands-on/practical experience with water suppression systems, and will additionally analyze community fire flow demand criteria.

FIRE 230 - Incident Command Systems

In this course, students will explain the principles and basic structure of the Incident Command System (ICS) and the NIMS management characteristics that are the foundation of the ICS. Students will describe the ICS functional and organizational areas as well as develop an Incident Action Plan for a simulated incident. This course also permits students to implement the Incident Management process on a simulated Type 3 incident. This course will help to prepare students to sit for the ICS 100, 200, 300, 400, 700, and 800 level FEMA certifications.

Course Descriptions

FIRE 235 - Investigation & Risk Reduction

This course will examine the shared responsibility of all fire service personnel and determine their role in preventing fires and fire losses. This course will also identify code administration, and occupancy. Building use limitations will also be defined. Students will interpret life safety codes, departure procedures, maintenance of fire protection systems, local and state fire inspection laws and applicable codes and standards. In this course, students will categorize fire codes and standards, fire protection technology, and enforcement methodologies.

FIRE 240 - Building Construction & Safety

In this course, students will identify the fundamentals of building construction methods, categorize materials of construction, describe building safety feature, and examine the stability of buildings under fire conditions. Students will also define safety under fire conditions and identify the technology of limiting fire spread in buildings/structures.

FIRE 242 - Hazardous Materials

This course will prioritize the safety measures for a "first on the scene" emergency services personnel who encounters a hazardous materials emergency. The students will identify proper awareness, demonstrate defensive operations strategies to protect people, and determine the appropriate actions to protect property during a hazardous materials emergency. Students will also determine the appropriate actions to protect the environment during a hazardous materials emergency and investigate harmful chemical properties and substances.

FIRE 245 - Fire Services Administration and Organization Management

In this course, students will differentiate the skills necessary to manage and lead a fire and emergency services department. Students will identify multiple administrative positions/career paths within fire and emergency service organizations and examine roles and responsibilities of fire services leadership positions. Students will also define common fire services administrative structures and processes as well as plan a fictitious community event that provides opportunities for engagement between fire fighters/fire companies and the local community.

FIRE 296 - 299 - Fire Science OJT I - IV

This course is designed to provide equivalent college credit for on-the-job training of fire science professionals. A statement of the total number of contact hours experienced through on-the-job training will be verified by an employer and will be placed on college record.

Finance and Banking (FN)

FN 107 - Basic Financial Literacy

This course is an introduction to personal finance, with students learning to complete federal and state income tax forms, prevent identity theft, utilize banking services, and to create financial habits.

FN 151 - Principles of Bank Operations

Fundamentals of bank functions presented in a descriptive fashion so that the beginning banker may acquire a broad perspective of the banking operation so as to prepare for career advancement in the banking industry.

FN 201- Personal Finance

To assist the consumer in management of personal financial affairs. Topics are consumerism, insurance, savings instruments, banking, and personal expenditures and budgeting, personal taxes, house buying, introduction to investments, and estate planning.

FN 231 - Business Finance

Survey of the field of finance, both private and public. Emphasis on basic principles as well as current problems. Financial institutions and the instruments and procedures used for loans and investments to meet demands for funds are described, and loan and investment practices are analyzed. PR: AC 201 or AC 108

FN 248 - Real Estate Law

Study of the principles of law governing the interests in real estate including acquisitions, encumbrance, transfer, rights and obligations of parties, and state and federal regulations thereof. This course is approved as a prerequisite for licensure examination as a salesperson by the West Virginia Real Estate Commission.

FN 251 - Consumer Lending

This course provides an overview of consumer credit and an in-depth look at consumer credit products and services, the consumer lending process, and consumer credit administration. PR: BUS 151 or permission

FN 252 - Law and Banking

Introduction to basic American law presenting the rules of law that underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial papers, bank deposits and collections, documents of title, and secured transactions. Emphasis on the Uniform Commercial Code. PR: BUS 151

Geography (GEO)

GEO 150 - Introduction to Geography

This is an introductory survey course to many of the major human and physical geographic themes, including environment, landscape, climate, culture, economics, spatial interaction, population, urbanization and globalization.

GEO 155 - Economic Geography

This course introduces the student to geographic tools and methods while exploring fundamental concepts of geography from an economic standpoint. Lecture material, exercises, assignments focus on spatial elements of economic activities and their change over time, the goal of which is to provide students with a basic understanding of the economic systems of the world in which they live and work. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

GEO 217 - World Regional Geography

World regions examined using a synthesis of physical and human geographical themes including environment, culture, landscape, climate, landforms, globalization, population patterns, urbanization, economies, and political geography.

GEO 280-283 - Special Topics

1-4 Credits. Study of Geography content not normally covered in other courses. (PR: Permission)

Geospatial Science Technology (GST)

GST 100 - Sport Drones

This course introduces the concept of drone racing. Skills such as building, programming, operating, repairing and maintaining the quadcopters for sport performance are taught.

GST 110 - UAS Pilot Certification Prep

This course prepares students to take the FAA 107 UAS Pilot Certification Exam. Topics covered include FAA UAS rules and regulations, National Air Space, interpreting sectional charts, airport operations, weather and micrometeorology and UAS flight operations, and UAS safety.

GST 140 - WebGIS

Introduction to Online Geospatial Information Systems (GIS) for capturing, storing, checking, and displaying data related to positions on Earth's surface.

GST 150 - Intro to Drone Technology

This course introduces Unmanned Aircraft Systems (UAS) and Unmanned Aerial Vehicles (UAV) technology, remote sensing applications, integration to GIS, and FAA compliance.

GST 160 - Geographic Information System Concepts

This course introduces GIS application software and its uses. The course takes a hands-on approach to teaching how to create, edit, and manipulate georeferenced spatial and tabular data. It provides an introduction to geospatial concepts and tools for persons presenting data in maps, charts and reports. It introduces the student to the use of image processing and remote sensing technologies in their career fields.

GST 165 - Spatial Analysis & 3D Modeling

This course is designed for those that understand basic GIS concepts and that are familiar with GIS software. Spatial analyst combines layers of GIS data to pinpoint areas of suitability, concern and critical change. 3D analyst creates realistic three-dimensional displays of terrain and other surfaces using aerial and satellite imagery to enhance traditional GIS data sets.(PR: GST 160 or IT 160)

GST 210 - Advanced UAS Flight School

UAS Flight School student remote pilots fly additional flight hours to advance their drone flying skills with additional in air training hours. Students will fly independently while being evaluated for adherence to all FAA rules, regulations, performing preflight checks and maintaining an accurate logbook record.(PR: GST 110, FAA UAS Certification)

GST 220 - UAS Image Acquisition and Data Processing

This course reinforces principles of UAS flight, image collection, and data processing. Students will learn proper methods for data acquisition and management. Students learn how to process remotely sensed data acquired by the UAS to create meaningful maps utilizing GIS and photogrammetry software. (PR: GST 210, FAA UAS Certification)

Course Descriptions

GST 230 - 2D and 3D GIS

Utilizing GIS software organize, edit, and manage geospatial data. Visualize and display geospatial data in 2D and 3D maps. Use geoprocessing tools and models to solve spatial problems. Create professional cartographic products. (PR: GST 160)

GST 240 - GIS WebApps

This course utilizes previous GIS knowledge to implement the use of GIS WebApps. This web mapping technology allows students to combine authoritative maps with narrative texts, images, and multimedia content. Student will gain an understanding of how GIS web apps work, best practices for building GIS web apps, and the most meaningful way to convey information using this new medium.(PR: GST 230)

GST 260 - Integration of GIS & IS System

This course is designed to integrate Geographic Information System (GIS) and Remote Sensing (RS) concepts utilized with GIS and image Processing software. Various software systems such as ERMapper, IDRISI/Kilimanjaro, and ArcGIS will be used to illustrate systems integration in solving geospatial problems with technical solutions. (PR: GST 165)

GST 263 - GIS Programming

Knowledge of Python programming is vital for ArcGIS professionals interested in furthering their automation and analysis skills. Python allows users to create custom data management or analysis tools ranging from single functions to complex multifunction processes with validation, which can be easily reused, shared, and even executed. Python builds upon previously acquired GIS skills and takes them to the next level with the use of Python. Python is a key tool for scripting geoprocessing functions and tasks in ArcGIS for Desktop and is expanded through hands-on programming geared to automating GIS applications.

GST 266 - Digital Cartography

This course will demonstrate how remote sensing and GIS integration within a database of imagery for multistage, multivariate sampling, and geobiophysical modeling, involving modeling systems and environmental development, may be used across the world wide web.

GST 280 - 289 - Special Topics

Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

GST 299 - Geospatial Science and Technical Internship

Places the student in a work situation for a specific period of time for practical work experience prior to seeking permanent employment. Correlates classroom instruction with actual experience.

Health Informatics (HINF)

HINF 101 - Introduction to Healthcare Informatics.

This class will explore the study of Healthcare Informatics a field of information science concerned with the management of all aspects of health data and information through the application of computers and computer technologies.

HINF 102 - Healthcare Informatics Practical Guide

This class focuses on the application of information technology in healthcare to improve individual and population health, education, and research about the key topics in the rapidly changing field of health informatics.

HINF 201 - Analyzing Healthcare Data

This course teaches how to analyze, categorize, and manage the data that are encountered in healthcare industry which is becoming more dependent on the management of information for analytics and risk adjustments. Students examine the methods and tools used to study the data in healthcare.

HINF 202 - Enterprise HI Management

This class provides the foundation and guide for learning the roles, functions, and practices for successfully managing healthcare data. The class takes an integrative approach to the traditional roles of health information management (HIM), offering challenging opportunities for enriching the practice domain and leveraging the benefits of quality data for the healthcare sector.

HINF 204 - Research Methods for Informatics

This course teaches research methods that focus on the practical applications of research in health informatics and health information management. It provides real-life examples of research with samples of survey instruments, step-by-step listings of methodology for several types of research designs, and examples of statistical analysis tables and explanations. Students are guided through the process of conducting research specific to health informatics concepts and functions.

History (HIST)

HIST 103 - United States History to 1877

This analytical survey course examines the social, cultural, economic and political developments of United States history from approximately 1492 to 1877. Fall Only

HIST 104 - United States History Since 1877

This analytical survey course examines the social, cultural, economic, and political developments of United States history from 1877 until the present.

HIST 114 - World History Until 1500

This analytical survey course examines the social, cultural, economic and political developments of world history until approximately 1500. Fall Only

HIST 115 - World History Since 1500

This analytical survey course examines the social, cultural, economic and political developments of world history since approximately 1500. Spring Only

HIST 240 - West Virginia History

This course examines the social, cultural, economic, and political developments of West Virginia history from the time of exploration and settlement until the present.

HIST 280-289 - Special Topics

Study of content not normally covered in other courses

Health Information Technology (HIT)

HIT 201 - Health Information Technology I

Introduction to the health information profession with emphasis on health record design, content, analysis, release, and completion. This course also covers regulatory requirements regarding confidentiality, HIPAA, and the electronic health record.

HIT 202 - Health Information Technology II

This lecture class is a continuation of HIT 201 with emphasis on management of health information departments, record completion, record retention, release of information, indexes, and registers. This course also covers regulatory requirements regarding confidentiality, HIPAA, and the electronic health record. (PR: HIT 201)

HIT 205 - ICD-10 CM Diagnostic Coding

This course introduces the student to the ICD-10-CM and ICD-10-PCS coding/classification systems with an emphasis on the current tables to assign diagnosis and procedure codes. Coding characteristics, conventions, and guidelines will be applied in identifying diagnosis and procedure codes. Reimbursement systems such as DRGs are covered. Coding scenarios will also be utilized to determine sequencing and optimization techniques. (PR: BIOL 257/259 and AH 151)

HIT 206 - Healthcare Statistics

HIT 206 Healthcare Statistics. Descriptive healthcare statistics for all types of healthcare facilities utilizing statistical applications with healthcare data. Will cover data selection, interpretation, and presentation. (PR: HINF 101, MAT 120)

HIT 207 - ICD-10 PCS Procedural Coding

This course is a continuation of ICD-10-CM/PCS Coding 1. Students will study the ICD-10-CM and ICD-10-PCS coding/classification systems with an emphasis on the current tables to assign diagnosis and procedure codes. Coding characteristics, conventions, and guidelines will be applied in identifying diagnosis and procedure codes. Reimbursement systems such as DRGs are covered. Coding scenarios will also be utilized to determine sequencing and optimization techniques. (PR: HIT 205)

HIT 208 - Quality Improvement in Health Care

Provides student with skills necessary to evaluate the quality of care and potential for liability in various healthcare settings. Emphasis on evaluating healthcare in light of accrediting and licensing requirements. PR: HIT 201

HIT 209 - CPT Coding & Healthcare Reimbursement

Students are introduced to Current Procedural Terminology (CPT) coding/terminology system, which is a listing of descriptive terms and identifying codes for reporting medical services and procedures performed by physicians and healthcare providers. This course includes a comprehensive review of healthcare reimbursement methodologies. (PR: BIOL 257/259 and AH 151)

Course Descriptions

HIT 210 - Computerized Health Information System

Evaluation of hardware and software components of computers for health information systems. Emphasis on computerized health records, record linkage, data sharing and methods of controlling accuracy and security. Includes all phases of the development of the electronic health record (EHR) and policies and procedures associated with the EHR. (Offered Fall Semester only)

HIT 211 - Coding Reimbursement for Physician Services

Principles of diagnostic and procedural code assignment and reimbursement methodologies pertaining to physician professional billing in outpatient, hospital, ER, observation, home health and other healthcare settings. (PR: HIT 209)

HIT 212 - Health Information Tech Seminar

Students learn methods of preparing resumes and interviewing techniques. Provides a comprehensive review for the RHIT examination along with providing hands-on virtual activities that reinforce what students have learned in the HIM program. (PR: HIT 201, 202, 205, 206, 207, 208, 209, 210, 215) CO: HIT 218

HIT 215 - Directed Practice II

This class will reinforce students in healthcare data analytics with data query activities and the use of a SQL-based data query tool to extract relevant data from the EHR. Data analytics activities introduce students to visualizing and analyzing data to draw meaningful conclusions. (PR HIT 201 and HINF 101)

HIT 218 - Directed Practice III

Provides the student with both virtual and in-person learning opportunities. Students will complete practical applications using their classroom knowledge and skills. Students will also complete 40 hours in an HIM department in a healthcare facility. (CR: HIT 212) (PR: HIT 201, 202, 205, 207, 209, 210, 215, and HINF 101, 201)

HIT 219 - Professional Practical Experience

This course simulates responsibilities a coding professional may be required to perform on the job. The student applies the competencies learned in the program by coding from inpatient, ambulatory, ancillary, ER, and physician practice health records using code books and the encoder/ grouper software. Course includes a comprehensive review for the CCS national certification exam. (PR: HIT 201, HIT 205, HIT 207, HIT 209, and HIT 211)

HIT 280 - Special Topics

Study of content not normally covered in other courses. (PR: Enrollment with permission of program coordinator or course instructor.)

HIT 284-289 - Special Topics in Health Information Technology

These courses are designed to present various topics in the field of Health Information Technology.

Hospitality Management (HM)

HM 101 - Travel, Tourism, & Hospitality Industry

This course is a comprehensive survey of the hospitality industry: travel and tourism; lodging; food and beverage service; meeting and conventions; and leisure and recreation. Other ancillary subjects will involve hospitality marketing, human resources (HR), and leadership and management. This course is designed for aspiring hospitality management professionals of tomorrow, due to the increase in hospitality markets globally.

HM 145 - Hotel Front Office

This course presents a systematic approach to hotel front office procedures by detailing the flow of business. This course examines the various elements of effective front office management and covers in detail the procedures and duties of the manager, desk agent, night auditor, reservations, credit and cash handling. Interdepartmental roles are also discussed.

HM 165 - Fundamentals of Event Management

This course introduces students to the process of information gathering, planning, coordinating, marketing, managing, and evaluating festivals, entertainment events, corporate events, cultural events, and other special events.

HM 220 - Managing Catering Operations.

This course will consider the essential aspects of catering operations in the food service industry. It will include an overview of banquets and catering, food service and menu development, menu design, using computers, and marketing in catering management.

HM 222 - Rooms Division Management

This course will focus on the rooms division of a hotel, including housekeeping, engineering, concierge and front office. All aspects of these departments will be emphasized in this course.

HM 230 - Facilities Operations Management

An overview of project planning, food service design and maintenance, work area organizational layout, facilities engineering, and interior design and layout of the culinary establishment. PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80

HM 240 - Introduction to Vineyards and Breweries

This course introduces the history of alcoholic beverages, why beverages were created, and how they spread across cultures and socioeconomic lines. Versions of fermentation, aging, brewing, and rectification will be discussed. The course covers wine making, major wine names and regions, proper wine service and wine storage guidelines. Types of beer, beer making basics and the importance of ingredients are covered. Types of distilled spirits, ingredients and how they are made round out the course.

HM 284, 286-289 - Hospitality Management Special Topics

Hospitality Management topics courses available for majors and for non-majors as an introduction to the field of Hospitality Management.

HM 298 - Cooperative Hotel/Lodging Work Experience

Supervised, paid, on-the-job training for students working in Hotel/Lodging occupational field.

HM 299 - Internship/Apprenticeship

Places the student in a work situation in order to gain practical work experience prior to seeking permanent employment. Correlates classroom instruction with real-world experience.

Humanities (HMN)

HMN 235 - Leadership Studies through the Humanities

This course provides students the opportunity to explore the concept of leadership while developing and improving leadership skills. Integrated humanities readings, experiential exercises, films and contemporary readings are used. (PR: COM 111, ENL 111, or ENG 101 with a grade of "C" or better.)

HM 280 - Special Topics

Study of content not normally covered in other courses. Enrollment with permission of division chair or course instructor. PR: Permission

Information Technology (IT)

IT 101 - Fundamentals of the Internet

An introductory computer literacy course designed to enable the student to understand the basic computer terminology and processes. This course utilizes hands-on experience with computer operating systems and applications, including word processing, spreadsheets, and electronic presentation.

IT 102 - Advanced Computer Applications

This course is a practical, project-driven course utilizing Microsoft Office programs such as Access, Project, and Visio. 3.000 Credit hours

IT 107 - Fundamentals of the Internet

This course provides students with the knowledge and understanding of the internet, how it developed and how information is transmitted. Students will gain skills in building a basic webpage and the basic understanding of introductory programming concepts using a language such as JavaScript.

IT 110 - Computer Skills for Designers

Introduction to creative software used in creative industries. Students will develop visual, technical and critical thinking skills by using software and creating graphics and layouts.

IT 115 - Introduction to Programming

Use of the computer to teach the C++ programming language from a problem-oriented approach. Emphasis on the professional way to design and write programs with computers. (PR: IT 101 or IT 102) 3 Credits.

IT 120 - Network Operating Systems I

Introduction to multi-user, multi-tasking network operating systems. Focus on installation procedures, security issues, and troubleshooting.

IT 121 - Fundamentals of Network Cybersecurity

An introduction to cybersecurity. Focuses on technologies and techniques that help protect confidentiality, ensure integrity, and provide high availability of intellectual property.

IT 131 - Introduction to Networking

This course focuses on network terminology, protocols, and standards, Ethernet LAN technologies, introductory WAN technologies, TCP/IP addressing, cabling, and basic routing principles. (CR: IT 141)

Course Descriptions

IT 141 - Networking Systems II

Networking Systems II focuses on basic router configuration and troubleshooting, managing IOS software, configuring routed and routing protocols, TCP/IP protocols, and router Access Control Lists.(CR: IT 131)

IT 150 - Applications to Spreadsheets

Application of the microcomputer and current market programs to the solution of business problems. Emphasis on numerical analysis, forecasting, and business graphics. PR: IT 101 or IT 102

IT 156 - Mobile Application Design

This course investigates the modern concepts of mobile application design by researching and developing applications. Emphasis on industry standards for design of mobile applications. (PR: IT 212 with a "C" or higher) 3 Credit hours

IT 171 - Introduction to Gaming I

This course will introduce computer game theories, methods and practice. Macromedia Flash will be used to create web-based interactions and games at the beginner level. Assigned readings and projects will cover various aspects of computer game production, thought and application.

IT 210 - Networking Administration I

Intended for students who want to learn how to install and configure Windows Server on-premises, hybrid, and Azure environments as well as those individuals seeking Microsoft certification. Maps partially to the Microsoft AZ-800 exam and needed to attain the Windows Server Hybrid Administrator Associate certification. (PR: IT 120) (CO: IT 211, IT 216, and IT 217)

IT 211 - Networking Administration II (Fall only)

Intended for students who want to learn how to administer Windows Server on-premises, hybrid, and Azure environments, as well as those individuals seeking Microsoft certification. Maps partially to the Microsoft AZ-800 and AZ-801 exam and needed to attain the Windows Server Hybrid Administrator Associate Certification. (PR: IT 120) (CR: IT 210, IT 216, and IT 217)

IT 212 - Publishing on the Internet

This course will provide the student with additional skills related to design and creation of webpages and introduce them to publishing on the internet, hosting platforms and technologies. (PR: IT 107)

IT 213 - Advanced Graphic for Web & Print

This class explores and utilizes advanced capabilities in creative software programs to prepare graphics for web and print environments. Students will develop visual, technical and critical thinking skills. (PR: IT 110. IT 107 is not needed to be successful in this course so it has been removed)

IT 215 - Advanced Programming

This course provides advanced programming concepts and skills applied to problem-solving situations using current industry standards and programming languages. (PR: IT 115, a C or better)

IT 216 - Networking Administration III

Intended for students who want to learn how to secure Windows Server on-premises, hybrid, and Azure environment, as well as those individuals seeking Microsoft certification. Maps partially to the Microsoft AZ-801 exam and needed to attain the Windows Server Hybrid Administrator Associate certification. (CR: IT 210, IT 211, and IT 217)

IT 217 - Networking Administration IV

Intended for students who want to learn about cloud concepts, security, and privacy in an Azure environment, as well as those individuals seeking Microsoft certification. Maps to the Microsoft AZ-900 exam and needed to attain the Azure fundamentals certifications. (CR: IT 210, IT 211, and IT 216)

IT 219 - Networking Administration V

Intended for students who want to learn how to deploy and manage Azure workloads, as well as those individuals seeking Microsoft certification. Maps to the Microsoft AZ-104 exam, and needed to attain the Azure Administrator certification. (PR: IT 217) (CR: IT 222 and IT 223)

IT 221 - Advanced Operating Systems

Intended for students who want to learn how to administer current Microsoft Windows desktop operating systems, as well as those individuals seeking Microsoft certification. Maps to the Microsoft MD-102 exam. (PR: IT 120, or IT 131)

IT 222 - Networking Administration VI

Intended for students who want to learn how to configure and manage security resources in Azure, as well as those individuals seeking Microsoft certification. Maps to the Microsoft AZ-500 exam, and needed to attain the Azure Security Engineer Associate certification. (PR: IT 217) (CR: IT 219 and IT 223)

IT 223 - Networking Administration VII

Intended for students who want to learn how to design and deploy Microsoft Exchange Server 2016, as well as those individuals seeking Microsoft certification. Maps to the Microsoft 345 exam, and needed to attain an MSCE: Productivity certification. (PR: IT 217) (CR: IT 219 and IT 222)

IT 224 - Fundamentals of Network Security.

This course provides the knowledge and skills necessary to identify network security threats and vulnerabilities, and to respond and recover from security incidents. Maps to the CompTia Security + exam. (PR: IT 101 or IT 102 or IT 270)

IT 225 - Fundamentals of Wireless LANs

This course focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. (PR: IT 131 or IT 230 or permission)

IT 230 - Networking Communications

Focus of course is to provide practical applications of specific system software in the administration, analysis, and modeling of Local Area Networks (LANs). (CR: IT 120 or permission)

IT 231 - Networking Systems III

This course focuses on LAN IP addressing including Variable Length Subnet Masking and configuring RIPv2, single-area OSPF, and EIGRP routing protocols, and Ethernet switching technologies including Virtual LANs (VLANs), and Spanning Tree Protocol (STP) and VLAN Trunking Protocol (VTP). (PR: IT 141 and CR: IT 241)

IT 232 - Network Cybersecurity I

Focus on network security principles, including firewall technologies, AAA, intrusion prevention, securing LANs, implementing VPNs, and managing secure networks. Maps to the CCNA Security Certification exam.

IT 233 - Network Cybersecurity II

Covers the knowledge and skills necessary for students to successfully manage the tasks, duties, and responsibilities of an associate-level Security Analyst working in a Security Operations Center (SOC). Maps to the CCNA Cybersecurity Operations Certification exam. (PR: IT 232)

IT 237 - Mobile Application Programming

3 Credits. In this course, student learn mobile application development programming with emphasis on using industry standards to create and write programs specifically for use on mobile devices. (PR: "C" or higher in IT 156)

IT 238 - Web Application Design

Utilizing database technology for the creation process of designing, building, testing and deploying web-based applications.

IT 241 - CyberDefense

Networking Systems IV focuses on LAN IP addressing and network management techniques and WAN PPP, ISDN, DDR, and Frame Relay connections and protocols.(CR: IT 231)

IT 242 - Emerging Web Technologies

This course will investigate advanced internet concepts and state-of-the-art technology in developing web pages. Emphasis will be on design, utilizing current industry standards. (PR: IT 212)

IT 245 - Information Storage and Management

This course provides students with the knowledge and skills necessary to plan, implement, and deploy a storage system and different storage system models-ranging from basic storage models such as Direct Attached Storage (DAS) to networked storage models such as Network Attached Storage (NAS), Storage Area Network (SAN), and Content Addressed Storage (CAS). (CR: IT 210)

IT 247 - Advanced Mobile Application Programming

In this course, students learn advanced mobile application development programming. Mobile device advanced programs are created and written using industry standards. (PR: "C" or higher in IT 237) (CR: IT 257 Mobile Application Development)

IT 250 - Applications to Databases

Study of the development of information-retrieval systems and databases and their application to business problems. PR: IT 101 or IT 102

IT 251 - Advanced Operating Systems II

Provided the knowledge and skills necessary to install, configure and customize Linux computers in a complex-networking environment. Maps to the Linux+ certification.

IT 252 - Advanced Web Publishing

This course will provide students with the knowlege and skills for advanced publishing on the Internet. Students will learn how to use the latest technologies such as HTML5 elements and attributes to structure Web content. They will learn how to create semantically meaningful page structures and use CSS to control design and layout properties. (PR: IT 212)

Course Descriptions

IT 253 - Advanced Database Integration

Build a full-stack application with full CRUD functionality utilizing advanced database integration.

IT 254 - Advanced Network Security II

Provides the advanced knowledge and skills necessary to protect against social engineering, malware, and other advanced network attacks. Maps to the Certified Ethical Hacker certification.

IT 255 - Virtualization Technologies

This course provides students with the knowledge and skills necessary to plan, implement, and deploy virtualization technologies. Various software options will be installed and explored, such as Virtual PC, Virtual Server, Hyper-V, VMware, and Terminal Services. (PR: IT 210)

IT 256 - Mobile Application Design

This course investigates the modern concepts of mobile application design by researching and developing applications. Emphasis on industry standards for design of mobile applications. (PR: IT 262 with a "C" or higher) (CR: IT 237)

IT 257 - Mobile Application Deployment

Across the most popular mobile operating systems, students learn how to create Mobile Application deployment strategies. Students will deploy mobile applications with emphasis on industry standards for proper deployment of mobile applications. (PR: "C" or higher in IT 237) (CR: IT 247)

IT 261 - Digital Forensics

This course covers the basic concepts used in a digital forensics examination; and introduces techniques required for conducting a forensic analysis on systems and data. The course also explores methods of recovering and restoring data for various situations ranging from litigation to fraud based investigations.

IT 262 - Mobile Operating System Application Development

This course provides students with the knowledge and skills necessary to plan, implement, and deploy applications to be used on mobile devices ranging from applications used on platforms such as IOS to Android. Students will also learn the programming languages involved with the reaction of these applications. (PR: IT 215 or permission)

IT 270 - Computer Essentials and Application

This course provides students with the basic skills needed by any entry-level service technician and covers information on basic hardware and operating systems, including installation, repair, troubleshooting, preventative maintenance and security of computer hardware and systems; as well as the communication skills and professionalism now required of all entry-level IT professionals. Maps to the Comptia A+ exams.

IT 271 - Introduction to Gaming II

This course is the follow-up course to Game Development 1. This course will continue to teach computer game theories, methods, and practice. Unreal Engine and the Blueprint Visual Scripting system will be used to create games and projects at the beginner to intermediate level.

IT 272 - Introduction to 3-D Modular Programming

This course is a follow-up course to Advanced Programming. This course will continue computer game theories, methods and practices. We will utilize current programming tools such as Microsoft XNA, Alice, 3-D game engines, and DirectX programming. These resources will be used to create 3-D games and game environments. Assigned readings and projects will cover various aspects of computer game production, thought, and application. (PR: IT 215, C or better)

IT 277 - Management Information Systems

Provides understanding of information needs of management and information technology used by various business subsystems and demonstrates how technology can be utilized for competitive advantage. (CR: IT 299)

IT 280 -Special Topics

Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

IT 293 - Networking Practicum

This course provides students with the knowledge and hand-on troubleshooting skills necessary to work in a heterogeneous computing environment. This lab-based course will cover such topics as interoperability between PC's and Macs on a domain, working in a heterogeneous Windows Server environment, and working in a heterogeneous Exchange environment.

IT 296 - Mobile Application Entrepreneurship

3 Credits. This course will introduce students to project management, teamwork skills, and how to position ideas in the broader marketplace. By the end of the course, student will develop an impactful portfolio of work and/or develop an effective business plan to bring an application to market. (PR: "C" or higher in IT 156) (CR: IT 257)

IT 297- Co-Curricular Experiences in Networking

Allows student immersion in the Computer Networking field. Experiences will include guest speakers, hands-on activities, and networking opportunities. Correlates classroom instruction with actual experience.

IT 298 - Game and Design Internship/ Cooperative Work Experience

This class will provide a holistic approach of preparation for real-world job experience through discussion, special speakers, and portfolio management.

IT 299 - Information Technology Internship/ Cooperative Work Experience

Places the student in a work situation for a specific period of time for practical work experience prior to seeking permanent employment. Correlates classroom instruction with actual experience.

Inland Waterways (IW)**IW 202 - Advanced Marine Firefighting**

This course teaches maritime students advanced marine firefighting theory. Students receive classroom instruction on the theory and principles of firefighting and how to properly supervise a ship's crew to put out an on-board fire. Theoretical training will be reinforced through hands-on fire suppression practice on an on-site mock up trainer. (PR: IW 102)

IW 291 - Maritime OJT Training Phase II

This course consists of an advanced supervised paid on-the-job training (OJT), internship, or practicum performed in a maritime setting. Students will apply maritime science theory in real life situations with minimal supervision while serving a member of a crew and by performing deckhand duties.

Paralegal Studies (LAW)**LAW 101 - General Law I**

Designed to teach the art of legal reasoning and analysis. Appellate court opinions are briefed in order to discern the legally relevant facts, the legal issues involved, the decision of the court and the reason for that decision.

LAW 102 - General Law II

Continuation of General Law I, with emphasis on the general practice of law within the State of West Virginia, designed to give a broad overview of the various law specializations.(PR: LAS 101, or LAW 101)

LAW 103 - Legal Assisting

Fall only. Study of the various roles played by paralegals in the legal system and the skills required to work as a paralegal in several major areas of law. Also covered are legal ethics, interviewing and investigation skills, litigation skills, trial preparation and employment information.

LAW 104 - Legal Ethics

Introduction to legal ethics, ethical requirements for non lawyer employees, and regulation of paralegals, legal assistants. Includes information regarding the process of handling ethics complaints against lawyers and their employees. (CR: LAW 103)

LAW 211 - Legal Research and Writing I

Basic legal research sources and methods. Techniques of legal analysis, with emphasis on specific cases or issues, research, introduction to legal writing, introduces students to the use of the law library.

LAW 212 - Legal Research and Writing II

Intermediate legal research methods, analysis, and writing methods. Court rules and introduction to new research methods.(PR: LAS 211, or LAW 211)

LAW 213 - Computer Applications to the Law Office

Overview of software applications to the law office including: calendar, docket control, litigation support, billing, timekeeping, pleadings preparation, legal research and other applications. PR: AAT 136 or AT 136 or IT 101

LAW 235 - Civil Litigation

Overview of civil case preparation before trial, including examination of various procedures to be completed and documents to be filed; working up trial documents for counsel's assistance.

LAW 240 - Criminal Litigation

Overview of criminal case preparation before trial, including examination of various procedures to be completed and documents to be filed; working up trial documents for counsel's assistance.

Course Descriptions

LAW 244 - Family Law

Prepares the student to undertake tasks associated with the laws of domestic relations, including preparation of documents of complaint, answer and summons; pleas; research reports, conclusions of law, and judgement orders.

LAW 247 - Evidence

This course will provide legal studies students with an overview of the Federal Rules of Evidence.

LAW 250 - Employment Law

The study of the law in the workplace as it applies to the regulation of employment, employer-employee relationship, Title VII of Civil Rights Act of 1964, affirmative action, various forms of discrimination, testing evaluations, privacy, ERISA, workers compensation and the Fair Labor Standards Act.

LAW 255 - Interviewing and Investigation

Study and practice of job duties for paralegals in interviewing and investigation of civil and criminal cases. Material covered includes initial and follow-up interviewing techniques for clients and witnesses, development of interview materials, and investigation techniques for civil and criminal cases. This course has an information literacy focus. (PR: LAW 102, and LAS 103, and LAW 103)

LAW 280 - Special Topics

Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

LAW 290 - Internship

Places the student in a work situation for a specific time period for work experience prior to employment. One hour of academic credit per 48 hours of internship. PR: permission

Medical Assisting (MA)

MA 201 - Medical Assisting Techniques I

A lecture/lab introduction course to clinical skills performed in medical offices with emphasis on asepsis, infection control, OSHA Standards, health history, physical examinations and assessment, vital signs, and common diseases and conditions. Students practice skills needed to work in the clinical area of an ambulatory healthcare setting.

MA 202 - Medical Assisting Techniques II

This lecture/lab course (3)(1) provides continued instruction in advanced level clinical skills performed in medical offices. This course emphasizes instruction of assisting with assessment in specialty areas such as eye and ear, gynecologic, pediatric, minor office surgical procedures, administration of medication including subcutaneous, intramuscular, intradermal injections and cardiopulmonary procedures including electrocardiogram and pulmonary function test. Students practice advanced level skills needed to work in the clinical area of an ambulatory healthcare setting.

MA 203 - Medical Lab Techniques

A lecture/lab (2)(1) course providing instruction to a medical lab including quality control, specimen collection, and analysis. Includes urinalysis, hematology, microbiology, chemistry, and immunology procedures and testing. Regulatory guidelines including OSHA and CLIA standards are also taught in this course. Students practice skills needed to perform many laboratory tests common to a medical office.

MA 204 - Physician's Office Medical Coding

Introduction to physician's office medical coding. The student will learn coding systems including CPT-4 and ICD-10-CM as they apply to physician billing, claim submission and accurate reimbursement from Medicare, Medicaid and third party payers.

MA 205 - Medical Office Claims Procedures

Use of CPT, HCPCS, ICD-10-CM coding systems as they apply to physician claim submission and accurate reimbursement from all payer sources. Explore proper documentation to optimize reimbursement.

MA 206 - Medical Office Procedures I for Medical Assistants

This class is an introduction to the administrative area of a medical office or ambulatory care setting designed to cover entry-level administrative and general competencies as designated by the American Association of Medical Assistants. Administrative and clerical functions, will emphasize ethics and law, interaction with patients and the medical record, reception duties, telephone techniques, and electronic health record functions.

MA 208 - Medical Office Procedures II

This course is a continuation of MA 206 to the administrative area of a medical office or ambulatory care setting designed to cover entry-level administrative and general competencies as designed by the American Association of Medical Assistants. Administrative and clerical functions will emphasize appointment scheduling, medical record management, written and electronic communication, medical accounting, insurance and financial duties, and the electronic health record functions. (PR: MA 206)

MA 210 - Medical Office Practicum

Supervised learning experience in Medical Assisting designed to provide students with an opportunity to obtain technical experience under the supervision of competent practitioners. (PR: MA 201, MA 202, MA 203, MA 204, MA 205, MA 206, MA 208, and AH 216)

MA 280 - Special Topics

Study of content not normally covered in other courses.

Massage Therapy (MAS)

MAS 101 - Introduction to Massage Therapy

This course provides a general overview of the massage therapy career and the science of complementary medicine.

MAS 201 - Introduction to Eastern Theory

2 Credits. Fall only. This course introduces the student to the basic philosophy of Eastern medicine as it relates to medicine. This course introduces the five branches of Traditional Chinese Medicine (TCM), the macrocosmic and microcosmic principles of Qi, the theory of Yin/Yang, the five element theory, the eight principles, and other key philosophies of Eastern medicine.

MAS 212 - Body Works I for Massage Therapy

Body Works I presents an integral approach to teaching the core and fundamental knowledge base of therapeutic massage. The course presents the four layers of the existing spectrum of touch, the continuum of the three paradigms of possible levels of practice, and the skills and categories which represent universal and recurring concepts from varied schools of thought. Strong emphasis is placed on the importance of the student developing coordination, balance, and stamina.

MAS 212L - Body Works I for MAS

Students perform hands on manipulation techniques introduced in Body Works I. (PR: AH 151 and BIOL 260, CR: MAS 212)

MAS 214 - Body Works II for Massage Therapy

Body Works II continues the foundations laid in Body Works I. Developing deeper, the power of intention and body mechanics. This course will go into a more profound understanding of each modality within the four layers of touch. Different assessment strategies including charting, SOAP notes, and record keeping will be explored. (CR; MAS 228 and MAS 245, MAS 250, and MAS 255)

MAS 214L - Body Works II for MAS

Students perform hands on manipulation techniques introduced in Body Works II. (PR: MAS 212 and MAS 212L, CR: MAS 214)

MAS 222 - Business and Ethics

Business and Ethics for MAS is a professional growth and development course designed to help student graduates transition into professional practice with knowledge of ethical business practices and good decision making skills. This course combines discussion of the complex issues concerning the ethics of touch with all aspects of operating a massage therapy practice. Students will learn how to maintain the highest ethical and professional standards in their practices and to identify ways that they can engage in a successful, profitable and ethical business.

MAS 228 - Pathology and Pharmacology for Massage Therapy

Pathology and Pharmacology for the Massage Therapist provides a scientific background for developing an appropriate treatment plan based on a clients medical history. The course will review basic anatomy and function. Pathologies will be identified for each major organ system and drug protocols for each will be discussed. Cautions and contraindications for massage will also be discussed at length. (PR: MAS 214, MAS 245, MAS 250, MAS 255)

MAS 235 - Student Clinic Massage

This course provides the student an opportunity to work with patients in a supervised environment. Interpreting patient medical information, developing treatment plans, practicing proper communication skills and utilizing the various techniques learned. The class offers the opportunity to build the confidence level and professionalism of the student. (CR: MAS 270)

Course Descriptions

MAS 240 - Muscle Palp I

Muscle Palpation I is a course that offers an in-depth look at the human muscular system. This course deals with the characteristics of muscle tissue, connective tissue, components of skeletal muscle, the nerve and blood supply, contraction and relaxation of skeletal muscle fibers and muscle metabolism. During this course, students will learn to superficially outline the shape and fiber direction of the various muscles and muscle groups studied. The muscles covered in this course will focus on the lower extremity. Additionally, the student will learn to physically locate, palpate, and demonstrate the actions of the major muscle groups, related bones and boney landmarks.

MAS 245 - Muscle Palp II

Muscle Palpation II is a course that offers an in-depth look at the human muscular system. This course deals with the characteristics of muscle tissue, connective tissue, components of skeletal muscle, the nerve and blood supply, contraction and relaxation of skeletal muscle fibers and muscle metabolism. During this course, students will learn to superficially outline the shape and fiber direction of the various muscles and muscle groups studied. The muscles covered in this course will focus on the upper extremity. Additionally, the student will learn to physically locate, palpate, and demonstrate the actions of the major muscle groups, related bones and boney landmarks. (CR: MAS 214, MAS 245, MAS 250, MAS 255)

MAS 250 - Shiatsu for MAS

2 Credits. Fall only. Shiatsu provides the specific foundation, context and technical hands-on skills for basic Shiatsu practice. During this course the basic philosophy, specific channels and points, as well as the principles of assessment, patterns of imbalance and organ dysfunction are reviewed as it relates to the practice of shiatsu. This course also provides students with a more in depth study of the pathways of the 12 regular channels and two of the eight extraordinary vessels studies in the course Introduction to Eastern Theory including selected points on each channel essential to the Shiatsu treatment process. Basic point palpation and location will also be practiced to help students develop the sensitivity and skills necessary for effective Shiatsu treatment.

MAS 255 - Deep Tissue for Massage Therapy

This course will teach the student an understanding of the layers of the musculoskeletal system and the ability to work with tissue in these layers to relax, lengthen and release holding patterns in the most effective and energy efficient manner. The history and evolution of Deep Tissue Massage will also be covered.(cr: MAS 214, MAS 228, MAS 245, MAS 250)

MAS 270 - Spa Theory for MAS

Course provides a working knowledge of the most commonly practiced spa techniques performed in both dry and wet room settings without the need for full spa facilities. Course includes the theory, contraindications, and the benefits of each treatment including the history of spas, bathing, and spa models as they develop over time. In addition, students will learn spa-specific customer service, how to work in teams, proper body mechanics for preserving one's body, and resume development for obtaining employment as a spa therapist.

MAS 275 - MAS Board Review Capstone

MAS 275 - MAS Board Review Capstone. 4 Credits Spring only. This course includes current trends in the massage profession (modalities, equipment and advanced techniques); preparation for the movement to a medical massage focus; roundtable discussions with employers, past graduates and professional therapists working in-field; building resumes; employment opportunities and the interview process; community outreach and a final individual project concerning community education on massage therapy prior to graduation. Prepares students for the Massage Therapy Board Examinations.

MAS 280-289 - Special Topics

This course presents various topics in Massage Therapy.

Mathematics (MAT)

MAT 099 - Corequisite Support for College Math

This course provides the student the opportunity to work on academic skills and assignments, as well as fulfilling academic goals using a variety of supplemental materials, including one-on-one assistance in MAT classes and other general education learning outcomes by instructors, computer programs, and tutorial videos. (CR: MAT 100, MAT 121 or MAT 144)

MAT 110 - Statistics for Business and Industry

An introduction to basic statistical concepts and applications. Content includes the nature of statistics, sampling, and data; data descriptions and representations; basic probability; distributions, estimating population data, and the basics of hypothesis testing. (PR: ACT 20 or PLAC 100 or Boost Camp or Permission)

MAT 115 - Business Mathematics

Mathematical operations applied to negotiable instruments, payroll, discounts, interest, merchandising, commissions, and other business topics. Calculators will be used in making computations. PR: MAT 097 or ASSET/ACT score or Placement Math 100 or Math Workshop

MAT 120 - Applied Professional Mathematics

Content consists of marketplace mathematics, introductory statistics, the mathematics of sets, prediction, mathematical relationships, graph theory, and introductory logic. (PR: ACT 19 or PLAC 100)

MAT 120E - Applied Professional Math Expanded

Consists of marketplace mathematics, introductory statistics, and the mathematics of sets, prediction, mathematical relationships, optimization, graph theory and introductory logic. This course is designed to give additional support and review foundational quantitative concepts. (Co-Requisite: MAT 099)

MAT 130 - College Algebra

This course covers function evaluation, operations, composition, inverses, transformations, and behavior; equations; inequalities; complex numbers; graphs; and systems of equations. Function types include linear, quadratic, general polynomial, absolute value, rational, piecewise-defined, radical, exponential, and logarithmic. (PR: MAT 144 or ACT 21 or Permission)

MAT 130E - College Algebra Expanded

This course covers function evaluation, operations, composition, inverse, transformations, and behavior; equations; inequalities; complex numbers; graphs; and systems of equations. Function types include linear, quadratic, general polynomial, absolute value, rational, piecewise-defined, radical, exponential, and logarithmic. This course is designed to give additional support and review foundational algebra concepts. (PR: ACT 19-21 or MAT 144 or Permission)(CR: MAT 099)

MAT 132 - Pre-Calculus

This course consists of the algebraic, graphic, numeric and modeling approach to the study of functions and equations with appropriate symbolism, definitions, evaluations. Topics include characteristic analysis of a variety of functions, solving equations, right angle trigonometry, trigonometric laws and identities, an introduction to sequences and series, and conic sections. Functions covered in the course include linear, quadratic, absolute value, radical, polynomial, rational, exponential, logarithmic, trigonometric, inverse trigonometric, piecewise. PR:ACT 21 or MAT 130 or MAT 130E or Permission.

MAT 133 - Math for Applied Health

This course presents basic math and algebra principles used daily in the applied health careers. Topics covered will include the metric system with focus on unit conversions by proportionalities and dimensional analysis; representations of linear functions verbally, graphically, numerically, and algebraically; exponential growth and decay; logarithmic functions; analysis of proportionality of quantities; and formula manipulation.

MAT 135 - Technical Mathematics

Designed to develop understanding of mathematical concepts required of skilled employees in technical trades and related industrial occupations. (PR: PLAC 100 or Boost Camp or permission)

MAT 144 - Applications in Algebra Expanded

Algebraic foundations including equation solving, inequalities, functions, quadratic equations, graphing, real number operations, exponent rules, factoring polynomials, and simplifying algebraic expressions. (PR: ACCUPLACER scores: Arithmetic 36 and Elementary Algebra 23; CR: MAT 099)

MAT 215 - Applied Discrete Math

This course is an introduction to logic, number theory, combinatorics, graph theory, and Boolean algebra. The course will provide foundation for computer science courses and electronics courses. (PR: MAT 144, MAT 145, MAT 120)

MAT 229 - Calculus with Analytic Geometry I

This course consists of an introduction to differential and integral calculus in one variable, including applications. Topics include limits, continuity, graphing, derivatives, and integrals of both algebraic and transcendental functions, (PR: ACT 27 or MAT 132 or Permission)

MAT 280 - Special Topics

Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

Course Descriptions

Manufacturing Engineering Technology (MFE)

MFE 103 - Entrepreneurship for Manufacturing

This course teaches students the requisite steps to develop a feasible new product. A possible product will be identified using the Quest process, followed by actual Focus groups and surveys. Feasibility will be checked through product research, patent searches, business plans, etc., using the expertise of the local SCORE. Finally, the process required to start a business in WV will be explained, using state employee expertise.

MFE 116 - Manufacturing Processes

This course introduces students to the wide variety of manufacturing strategies and processes in the creation of consumer and industrial goods. Topics include: milling, turning, casting, forging, stamping, punching, bending, welding, water jet, laser cutting, plasma cutting, injection mold, blow molding, thermoforming, and rotational molding. (Offered Fall Semester only)

MFE 201 - Composite Materials, Tooling and Mold Design

This course covers the basic materials used to make composites, how composites are processed, and the applications of composites in various markets. This course covers the basic considerations of composite mold and tooling design as well as the future use of Additive Manufacturing (AM) for alternative tool and mold fabrications.

MFE 202 - Additive Manufacturing Techniques

This course provides an introduction to the processes and equipment used in the Additive Manufacturing (AM) processes. Through hands-on exercises, students will learn how to program and operate additive manufacturing equipment, as well as perform necessary preventative maintenance tasks. The course consists of lectures, demonstrations and project-based learning activities which will help prepare students to obtain Society of Manufacturing Engineers (SME's) Additive Manufacturing Certificate.

MFE 220 - Computer Aided Design I

This course provides students with a solid foundation in reading and creating engineering drawings using AutoCAD. The student will learn 2D computer aided design techniques through 3D solid modeling software and design.

MFE 230 - Computer Aided Design II

This course challenges students to design in the 3D solid modeling world. Students rapidly create 3D component parts, assemblies, and produce 2D detailed engineering drawings using a single database of information in AutoCAD and Inventor. Students will use their 3D designs to create rapid prototypes in concurrent course work. 3D solid modeling is required for production using modern manufacturing techniques.

MFE 240 - Statics

This course introduces students to computer aided manufacturing (CAM) software. Building on manual and CNC machining knowledge, this course teaches students to use the latest CAM software to generate G&M code to program a variety of 2,3, and 4 axis turning and milling operations. This course takes the student beyond just the design phase with CAD and into the next step in the manufacturing process. (PR: MT 225 and MT 230)

MFE 245 - Mechanics of Materials

This course builds on the force analysis used in Statics. Students will determine the level of stress that beams and structural members experience under a variety of point and distributed loading conditions. Course topics include: stress, strain, Poisson's ratio, Hooke's law, shear and bending moment diagrams, and moment of inertia. (Offered Spring Semester only)

MFE 248 - Statistical Process and Control

This course teaches students the necessary statistical concepts to perform quality studies for manufacturing, mining and similar processes, as well as comparative devices to compare actual to predicted product properties. Students will also learn the historical precedents for these studies, including TQM, Six Sigma, and Lean Manufacturing.

MFE 253 - 3D Scanning for Reverse Engineering

This course teaches students the required skills to produce files that can be used in 3D CAD programs and digital rapid prototypers from three-dimensional scans. The student first will learn to use a 3d scanner to produce a point cloud. The student will then learn to use 3D CAD programs to repair these files, as required, to produce a working 3D prototype from a digital rapid prototyper.

MFE 255 - Rapid Prototyping Techniques

This course teaches students the requisite steps to successfully create a rapid prototyping ABS-Plus model. Students will create three-dimensionally coherent STL files, and then print actual ABS models. Products also will be reverse-engineered by first scanning the object. Finally, the models will be used to assess the engineering and functional appropriateness of the proposed product.

MFE 258 - Introduction to Visual Digitalization

This course focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation. Topics include visualization (photo-realism), which allows the student to create presentation drawings for realistic, three-dimensional architectural designs, product designs, etc. Also, 3 D-animation will be covered, allowing realistic spatial viewing of the particular design product.

MFE 262 - Engineering Design

This course explores the engineering design cycle. Students work in teams to complete projects that cover problem definition, solution, and presentation. The teams will learn modeling and visual representation, spreadsheet applications to scientific computations, basic project management, written and oral communication, professionalism, and ethics.

MFE 290 - Manufacturing Capstone

This course will challenge the student to utilize the combined knowledge and experience gained in the program. Students will work individually and in small teams to design and manufacture parts and assemblies. CAD, stress and strain calculations, and material selection experience will be applied in the course. (Offered Spring Semester Only)

Manufacturing (MFG)**MFG 105 - Intro to Manufacturing Systems & Safety**

This course provides an overview of various manufacturing systems, and lean manufacturing concepts. Students will also be introduced to concepts of performance, quality, and safety. The course will also impart the employability skills valued in today's advanced manufacturing industries. An emphasis is placed on proper use of PPE, equipment handling procedures, as well as other common industry regulations and OSHA safety standards.

MFG 110 - Intro to Maintenance Operation

This course provides an introduction to methods for safe handling and maintenance of tools used in industrial settings. Students will apply procedures for troubleshooting equipment failure, diagnostic measures, and problem-solving. This course also equips students with tools for creating maintenance plans and procedures.

MFG 115 - Precision Measurement

This course imparts fundamental concepts of measurement. Students will learn to identify the correct precision measuring tool to select for specific measurement tasks. This course will teach students how to select, use, and maintain measuring tools such as calipers, micrometers, height gauges, surface plates, and dial indicators. Students will also be introduced to the concept of machining tolerances, including principles of Geometric Dimensioning and Tolerances. Basic unit-of-measurement conversions will be incorporated as well.

MFG 117 - Blueprints for Manufacturing

This course teaches students to accurately read and interpret symbols and terminology for a variety of blueprints, including electrical, mechanical, fluid power, structural, plumbing/piping, and machining blueprints. The student will also utilize blueprints in order to calculate tolerances and dimensions. This course also covers the use of schematics for troubleshooting machine errors.

MFG 130 - Industrial Maintenance Electrical

This course provides an overview of industrial electrical systems with an emphasis on the inspection, troubleshooting, and testing of these systems, as well as application of corrective measures. Other skills taught include the achievement of zero state/zero energy and safe use of soldering instruments.

MFG 132 - Electrical and Electronic Theory

This course introduces students to the fundamental concepts and operations of AC and DC circuits. Other areas of emphasis include the theory of electricity and magnetism and the relationship of voltage, current, resistance, and power in electrical circuits.

Course Descriptions

MFG 140 - Mechanical Systems I

This course identifies various components involved in mechanical systems including belts, bearings, gears, sprockets, chains, shafts, couplings, mechanical and other seals, gaskets and o-rings. Students will learn the function and advantages of each, as well as methods and best practices for basic installation.

MFG 145 - Hydraulics

This course provides an overview of the components of hydraulic systems, how components function together, and hydraulic maintenance procedures. The course includes an overview of hydraulic pumps, accumulators, pressure controls, flow controls, actuators. Emphasis will be placed on troubleshooting, repair, and maintenance of hydraulic circuits.

MFG 147 - Pneumatics

This course provides an overview of pneumatic instrumentation systems with an emphasis on accurately reading instrument settings and measurements, as well as troubleshooting and repair. Students will also acquire the skills needed to create maintenance plans and corrective action plans. Course content aligns with NIMS basic Pneumatic Systems and SACA Pneumatic Troubleshooting guidelines.

MFG 150 - Industrial Maintenance of Electronic Systems

This course provides an overview of the operation and maintenance of industrial electronic systems. Emphasis is placed on installation of electronic components, testing and troubleshooting errors, and developing and carrying out corrective action plans.

MFG 160 - Industrial Robotics and Robotic Maintenance

Provides the industrial maintenance student an introduction to the theory of robots including applications, basic programming, components, industrial robotic safety standards, industrial robots classifications, key programming techniques, robotic motion concepts, and terminology. Instructs students on the concepts of preventive and predictive maintenance techniques required for a robot and their backup systems and recovery procedures. Provides the opportunity for the industrial maintenance student to develop, set up, and integrate work cells into manufacturing systems at a beginning level.

MFG 232 - Power Systems

This course introduces the concepts of electrical power distribution and the various power systems used in modern manufacturing environments for maintenance, including AC power, 3-phase power, transformers, and generators. Emphasis is placed on testing and connecting transformers, using protective methods for machinery, and identifying the impacts of low power.

MFG 240 - Mechanical Systems II

This is the second course in mechanical systems that imparts skills needed for troubleshooting, repairing, and maintaining full mechanical systems and automatic lubrication systems. This prepares students for the NIMS Mechanical Systems Specialist exam.

MFG 250 - Process Controls

This course provides students with skills necessary to repair and maintain industrial process control systems and associated components such as sensors, signal conditioners, I/P converters, and loop systems in order to keep process controls in operating condition. Emphasis is placed on interpreting instrument data, testing, troubleshooting, and developing maintenance plans.

MFG 290 - SMART Capstone

This course serves as the capstone course for the SMART degree program. Integrates prior learning outcomes into a single integrated learning experience, with emphasis on preparation for an exit exam that all program graduates must take.

Management (MG)

MG 101 - Introduction to Business

Study of the nature of business activities and problems regarding ownership, organization, management, and control. Course content is designed to emphasize business vocabulary and explore personal characteristics and training most desirable for various areas of specialization in business.

MG 102 - Introduction to Entrepreneurship

This course introduces individuals desiring to start and run their own business to the principles of entrepreneurship. Students will learn how to develop and draft business, marketing, sales, and financing plans while learning how to determine product/service pricing. Discussions will focus on best business practices for start-up and future growth considerations.

MG 105 - Introduction to Workplace Training

This course will provide an overview of the skills required in training groups and individuals in the workplace. How to promote a positive training climate and needs analysis will also be discussed.

MG 110 - Organizational Behavior

An exploration of Organizational Behavior principles covering topics such as workplace diversity, ethics, motivation, communication, group dynamics, leadership, and organizational change. Students will develop skills in understanding, analyzing, and managing human behavior within organizational contexts, preparing them to navigate complex workplace dynamics and contribute effectively to organizational success.

MG 131 - Leadership and Construction Management

This interdisciplinary course prepares students to take an active managerial/leadership role in the construction industry by learning to use: effective interpersonal communication, the planning process to better utilize human and physical resources in the work place, form and lead a highly motivated team, and how to foster a safe and productive work environment.

MG 181 - Retailing

This course prepares students for success in the eCommerce and Retail landscape. Topics span from comparing traditional retailers and category specialists to understanding the pivotal role of technology in supporting retail businesses. The course delves into eCommerce retailing, exploring online platforms, digital marketing, and data analytics. Students will analyze merchandising decisions, visual elements in retail, and strategies at different product life cycle stages. Logistics, supply chain management, customer service strategies, legal compliance, and ethical considerations in retail management are also emphasized.

MG 202 - Business Organization & Management

Designed to develop an understanding of management concepts through the study of planning, organizing, leadership and control functions.

MG 203 - Managing Call Center Teams

Provides skills on how to build effective work teams within the call center environment. PR: SS 201 or MG 202

MG 205 - Call Center Environment/Technology

This course covers call center technology equipment systems. Students will learn telecommunications terminology, theory, infrastructure and trouble shooting techniques. Students will explore telecommunications technology that supports web enabled multimedia call centers in the information age. PR: IT 101

MG 207 - Managing Call Center Data

Focus on how to collect, interpret and manage data that is generated in a call center environment. Students will learn how to define and interpret data from efficiency, productivity, attendance, and log-in reports. Forecasting and budgeting techniques will also be discussed. PR: MAT 210

MG 209 - Occupational Safety

This course will provide students with a basic understanding of the nature of occupational safety, accident prevention, and loss reduction. Topics to be discussed include accident causation; strategies of minimizing injuries and losses; sources of assistance in resolving safety problems; and the Occupational Safety and Health Act (OSHA) standards, policies and procedures.

Course Descriptions

MG 220 - Introduction to Data Analytics

An introduction and overview of information resources commonly used in business including, secondary and syndicated data resources. The focus of the course is enabling students to identify, locate, analyze, and report on business data sources both qualitatively and quantitatively.

MG 226 - Business Law

Gives a basic understanding of various business forms and of laws governing businesses and business transactions. Students learn to analyze business transactions such as those dealing with sales, insurance, real estate, bankruptcy and financial statements, with emphasis on commercial documents.

MG 232 - Supply Chain Management

This course introduces students to supply chain management. Topics include logistics, supply chains versus value chains, best practices and innovations in supply chain management, time sensitive markets, distribution networks, transportation, information technology, social responsibility, greening the supply chain, risks in the supply chain, the global supply chain, the supply chain of the future, reverse logistics, and careers in logistics and supply chain management.

MG 233 - Personnel Management

Designed to acquaint the student with principles of managing personnel in business. Personnel recruitment, selection, and evaluation; job analysis and evaluation; employee retention; wage and salary administration; and labor relations and legislation are studied.

MG 250 - Business Plan Development

Students will be guided through the step-by-step process of crafting a comprehensive business plan. Emphasis will be placed on integrating their understanding of accounting and marketing principles to formulate a strategic and well-informed business strategy.

MG 280 - Special Topics

Study of content not normally covered in other courses. Enrollment with permission of division director or course instructor.

MG 296 - Integrated Business Strategies

A capstone course in which students work in teams using their skills and knowledge to develop and implement simulated business strategies.

MG 299 - Cooperative Work Experience

Supervised on-the-job training for business students. PR: permission of director

Military Science (MILS)

MILS 101 - Foundations of Officership

Students learn fundamental concepts of leadership and team development. The fundamentals of leadership development are reinforced through classroom and outdoor laboratory environments that are designed to increase individual self-confidence through team interactions and physical fitness activities, training in land navigation, first aid, and basic drill and ceremonies.

Mining Information Technology (MIT)

MIT 275 - Mine Safety Inspector On-the-Job Training

This course consists of supervised paid OJT, internship, or practicum performed in a mine safety inspection setting while working for the U.S. Department of Labor. Students will apply their knowledge in real life situations by performing safety inspections of surface and/or underground mine sites, investigating accidents, reporting violations, and assessing penalties for non-compliance. On-the-job credit hours are earned at a ratio of 200:1 with the maximum of 12 credit hours allowed. Successful completion of on-the-job training and attainment of program learning outcomes will be verified by an employer.

Marketing (MK)

MK 130 - Fundamentals of Marketing

Study of the marketing process as it relates to the problems and policies of profitable operation of a business enterprise. Attention is given to the role and significance of middlemen, evaluation of consumer needs, price determination, promotional and sales strategies, and governmental regulations.

MK 210 - Customer Service

A study of how to deliver excellent customer service. Students will learn the following: techniques for improving their attitude and becoming more optimistic; how to maintain control over troublesome internal and external customer situations; methods for reducing negative stress; the importance of ethics in the work environment; and techniques for motivating employees to provide excellent customer service.

Machinist Technology (MT)

(Classes are taught at the Marshall Advanced Manufacturing Center)

MT 105 - Industrial Safety

An introductory course designed to develop safe workplace practices. Students will be required to demonstrate safe handling of work materials; operation of machines and tooling; storage and disposal of hazardous materials.

MT 118 - CNC Mill Loader/Operator

This course is an introduction to CNC Operator functions along with CAM using Fusion 360. It is designed to introduce students to machining by using a CNC to produce pre-designed parts and using Fusion 360 to introduce CAM concepts. Students will machine components for an oscillating piston air engine and assemble.

MT 121 - Introduction to Machinery

This course is a hands-on laboratory experience to acquaint the student with machinery and the industrial environment. The application of tool skills, knowledge of blueprint reading and precision measurement will be stressed. Specific projects will be completed based on industry recommendations from aerospace, automotive and other advanced manufacturing employers to build the students level of expertise applicable to meet required quality standards. (PR:Permission)

MT 190 - Internship, Cooperative Work Experience I

This course is designed as a basic internship. Students in machining will receive supervised on-the-job training workings as a manual machinist. Students must complete 150 hours of appropriate service.

MT 200 - Blueprint Reading, Precision Measurement & Inspection

Students will develop the knowledge, abilities and skills to use standard and GDT orthographic blueprints as required in a machine shop and proper identification/selection and use of measurement instruments to ensure machined projects meet the blueprint specifications.

MT 205 - Precision Measurement

Identification/selection and use of measurement instruments in machining.

MT 215 - Metalworking Theory & Application

Students will become skilled in the use of machines and processes utilized in metalworking. They will develop a basic knowledge of CNC machining and programming, and the calculation of speeds and feeds

MT 233 - NIMS Credentialing

This course will acquaint students with the National Institute for Metalworking Skills (NIMS) and prepare them for the national credentialing examination. Students will be credentialed in at least 3 areas recognized by the Institute before they are graduated from the Machinist Technology program. (PR: Permission)

MT 241 - Introduction to Computer Numerical Control Machining

Students will be provided an overview of the history of CNC machining, operation, setup, G-code programming and coordinate systems used on CNC machines. Students will have the opportunity to work with up-to-date CNC equipment after learning the basics.

MT 244 - CNC Setup/Operation

Students will receive comprehensive instruction on CNC lathe and mill operations including machine setup and tooling selection. They will receive instruction on work coordinates, tool length offset, coordinate settings, program entering and editing, tool wear compensation, setting zero, and part set up. Milling operations will cover X, Y, and Z axes, and lathe operations will cover X and Z axes. Including industry specific hands on project aligned to prepare students for work in aerospace, automotive, and other manufacturing fields.

MT 246 - Computer Aided Manufacturing and Design (CAD/CAM)

This course will introduce CNC Programming via computer aided design (CAD) and computer aided manufacturing (CAM). Students will learn to use industry recognized software programs such as Mastercam as well as conversational programming. Basic parametric modeling and design will be taught, process layout, tool selections and how to post a program. Students will receive instruction in program verification and how to analyze it. Course focus will be 2 and 3 axis programming.

MT 248 - NIMS Credentialing/CNC Projects

Student will be required to pass the 2 NIMS CNC Machining Level 1 tests, both written and performance. During this course, the student will also be required to produce parts from drawings on a project basis to ensure competency in all aspects of CNC operation and programming, some of these could possibly be prototypes for industry.

Course Descriptions

MT 278 - Internship and Cooperative Work Experience 2

This course is designed as an advanced internship. Students in machining will receive supervised on-the-job training working as a CNC machinist. Students must complete 150 hours of appropriate service.

MT 280 - Special Topics

Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

MT 286-288 - Machinist Technology Special Topics

Study and skill development not normally covered in other courses.

Occupational Development (OD)

OD 100 - Introduction to Occupational Development

An introduction to the field and responsibilities of the professional in the field. Provide a foundation for employment and further course work in the chosen field.

OD 104 - Specialized Occupational Training

A course that addresses specific occupational standards or regulations.

OD 105 - OSHA 500

A course for persons in the construction industry who are interested in developing safety and health programs in the private sector. Using OSHA standards as a guide, special emphasis is placed on becoming knowledgeable about the most hazardous areas of industry.

OD 106 - OSHA 501

Designed for private sector personnel from all types of industries this course presents detailed information on how the provisions of the Occupational Safety and Health Act may be implemented in the workplace.

OD 107 - Lead Abatement

This course is to train the trainer to teach what regulation is required to have a safe and health job site while working with the hazards of lead. The instructor will be preparing students for state certification examinations as well as fulfill training requirements as dictated by EPA Title X, and state legislative requirements. Students are also aided in completing the job at hand as well as satisfying various agencies and parties in the supervisor's world.

OD 108 - First Aid/CPR/AED Instructor

The purpose is to train instructor candidates to teach American Red Cross First Aid/CPR/AED Program courses and modules.

OD 109 - Scaffolding

Introduces students to the four hazard classifications related to scaffold. Teaches students to associate the classifications with actual injury statistics from OSHA and the BLS. Includes the identification of various scaffold components.

OD 110 - Confined Space

To teach major requirements of OSHA's permit-required confined space standard. To ensure members of the building and construction trades understand what it is to work safely in confined spaces.

OD 111 - Science Air Monitoring

Focus on air monitoring of common occupational health hazards in the painting industry. The course includes maintenance and calibration of air monitoring equipment, record keeping, quality control instruments, calibration and other engineering controls.

OD 120 - On-the-Job Training

This course consists of paid or unpaid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The on-the-job-training component is converted to credit hours at a ratio of 200:1 with the maximum of 2,400 contact hours allowable. A statement of the total number of contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college record. This credit will be recorded immediately prior to graduation from college.

OD 281 - Special Topics

First semester supervised, paid on-the-job training for students working in occupational/ technical fields. (PR: Permission)

OD 282 - Special Topics

Second semester supervised, paid on-the-job training for students working in occupational/ technical fields. (PR: Permission)

OD 283 - Special Topics

Third semester supervised, paid on-the-job training for students working in occupational/ technical fields. (PR: Permission)

Paramedic Science (PAR)

PAR 205 - EMS Preparatory

This lecture/lab course is designed to educate and train the student in preparing for a career in the EMS systems. Students will also gain knowledge in workforce safety and wellness, public health, medical/legal issues, communications, and documentation. Students will reinforce basic patient assessment, as well as develop critical thinking and clinical decision making skills. Fall Only

PAR 210 - Airway Management

A lecture/lab course where students will develop skills in advanced airway procedures and respiratory management, the importance of artificial ventilation, BIPAP/CPAP, percutaneous cricothyrotomy, monitoring devices including waveform capnography, chemistry analysis; arterial blood gas interpretation, and medications essential for airway management. Fall Only

PAR 211 - Principles of Trauma Management

A lecture/lab course designed to develop skills and knowledge essential to assessing the trauma patient in the pre-hospital setting. The course focuses on both physical exam and initial treatment and management of the trauma patient, including spinal immobilization, splinting, hemorrhage control, high pressure injection, blast injuries, monitoring and management of chest tubes, use of a Morgan lens, and National Trauma Triage Protocol and trauma scoring.

PAR 212 - Pre-Hospital Pharmacology

A lecture/lab course focused on an integration of pathophysiological principles of pharmacology and assessment findings to formulate a pre-hospital impression and implement a pharmacological management plan for the benefit and improvement of victim(s). Skills such as Intramuscular, subcutaneous, Intraosseous and Intravenous medication administration will be included.

PAR 220 - Cardiovascular Emergencies

A lecture/lab course focused on prehospital intervention and monitoring of patients with cardiovascular emergencies. The student will learn and practice ECG monitoring, interpretation, 12-lead ECG interpretation, updated information on heart failure/acute coronary syndrome, central line monitoring, and various drug therapies.

PAR 225 - Rescue Operations

A course designed to develop awareness of rescue operations, hazardous materials, incidents, ambulance operations, crime scenes and others.

PAR 230 - Special Patient Considerations

A lecture/lab course focused on pre-hospital intervention and monitoring skills for patients with special considerations. Includes geriatric patients, victims of abuse and assault, patients with special challenges, acute intervention for chronic care patients, obstetrics, gynecological emergencies, and pediatric and neonatal patients. The student will learn and practice skills needed to care for a pregnant patient, delivery of a baby, care for newborn, common pediatric emergencies, and develop skills in Assessment-Based Management.

PAR 231 - Medical Emergencies

A lecture/lab course focused on pre-hospital intervention and monitoring skills for patients with general medical emergencies. This would include patients with neurological, renal, toxicological, anaphylactic, environmental or psychiatric emergencies as well as infectious diseases such as drug-resistant bacteria and other emerging diseases.

PAR 251 - Paramedic Clinical I

A course designed for the beginning paramedic student to gain competency in pre-hospital intervention and monitoring skills in field and hospital settings. All skills are performed under the supervision of a clinical preceptor.

PAR 252 - Paramedic Clinical II

A course designed for the advancing paramedic student to apply skills learned in the classroom/laboratory to the field/clinical setting. All skills are performed under the supervision of a clinical preceptor.

PAR 253 - Paramedic Clinical III

A course designed for the advancing paramedic student to apply skills learned in the classroom to the clinical setting. All skills are performed under the supervision of a clinical preceptor. Summer Only (PR: PAR 252)

PAR 260 - Critical Care Transport

A course designed for the Paramedic or Registered Nurse to obtain the knowledge and skills necessary to manage the critical patient during transfers between hospitals, specialty referral centers and extended care facilities. (PR: Paramedic or RN) (CR: PAR 261)

PAR 261 - Critical Care Transport Clinical

A course designed for the EMT-Paramedic and Registered Nurse to gain clinical transport experience in specialized units such as Intensive Care, Pediatric Intensive Care, Neonatal Intensive Care, Critical Care Ambulances and Labor & Delivery. (PR: Paramedic or RN) (CR: PAR 260)

Course Descriptions

PAR 270 - Airway/Trauma Management

An advanced lecture/lab course designed to provide students with an increased knowledge base, including depth and breadth, concerning the anatomy and physiology, pathophysiology, assessment, identification, and treatment of traumatic injuries, airway management interventions, pharmacological interventions, cardiac emergencies, and other differences noted between the Advanced Emergency Medical Technician and Paramedic provider levels.

PAR 280-289 - Special Topics in Paramedic Science

These courses are designed to present various topics in the field of Paramedic Science.

PAR 290 - Paramedic Capstone

This course provides the students with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through labs and scenario - based practice and evaluations prior to taking the National Registry written and practical examinations. Knowledge and skills from the core curriculum courses will be incorporated into the review process to include skills testing, practice test review and scenario testing.

Patient Care Technician (PCT)

PCT 200 - Patient Care Technician

The Patient Care Assistant works in a supporting role to nursing by conducting patient care activities. The role of a PCA is to assist in the nursing process by gathering assessment information such as vital signs, patient mobility, and other status of patient such as skin condition or health concerns. PCA's also assist in everyday care such as bathing, feeding, oral care, grooming, and turning patients. During this course students will learn basic nursing skills. Examples of skills acquired include bathing, bed making, transferring, assisting with ASL's, monitoring and recording vital signs, intake and output, CPR and first aid, following proper infection control procedures, processing specimens, and practicing safety procedures with patients.

PHARMACY TECHNICIAN (PHT)

PHT 201 - Introduction to Pharmacy Technician

This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the healthcare system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references. PR: Admission into the PHT program or permission. Spring only

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PHT 203 - Pharmacy Law

Pharmacy Law provides pharmacy technician students with knowledge of state and federal laws/guidelines pertaining to the pharmacy field.
PR: Acceptance into the PHT program

PHT 204 - Pharmacy Practice I

Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, controlled substance procedures, inventory management, and legal parameters.

PHT 205 - Institutional/Hospital Pharmacy Practice

Introduction to the role of pharmacy technicians in a hospital setting. Topics include package and labeling, inpatient drug distributions, unit dose cart fill, drug storage, hospital pharmacy organization and work flow.

PHT 206 - Pharmacy Calculations

This course provides the specific information pharmacy technicians require when working with metric, avoirdupois, and apothecary systems of measurement and how these relate to the specific applications in the pharmacy. Fall only

PHT 208 - Sterile Products

Introduction to intravenous and mixtures preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in a mixture preparation; incompatibility and stability; laminar flow hoods; USP-797 guidelines and quality assurance.

PHT 216 - Pharmacology for Pharmacy Tech I

This course provides an overview of the major systems of the body; diseases that occur within those systems; and the prescription, non-prescription, and alternative medicines used to treat those diseases. The course will cover mechanisms of action, pharmacokinetic principles, therapeutic effects, adverse reactions, dosage forms, and routes of administration. Fall Only

PHT 226 - Pharmacy for PHT II

A study of pharmaceutical drugs, abbreviations, classifications, indications, dosages, side effects, and routes of administration

PHT 240 - Point of Care

This course covers content not normally covered in other PHT courses, such as, immunizations record keeping, diabetes monitoring, blood pressure, MTM management and Medication Reconciliation. Spring Only

PHT 250 - Pharmacy Practice II

This course provides continued instruction in the technical procedures for preparing and dispensing drugs in the hospital setting. Topics include more detailed coverage of unit-dose dispensing, ward stock systems, materials management, automated dispensing, and quality assurance. (PR: PHT 204 with "C" or better)
Spring Only

PHT 255 - Pharmacy Technician Seminar

This course focuses on current issues in the pharmacy profession and prepares students for the Pharmacy Technician National Certification Exam. Spring Only

PHT 260 - Pharmacy Technician Practice Management

Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters.

PHT 265 - Sterile Products Lab

This course introduces intravenous admixtures preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods, and quality assurance. Upon completion, students will be able to demonstrate the steps involved in preparing intermittent and continuous infusion, total parenteral nutrition, and chemotherapy.

PHT 270 - Institutional/Hospital Pharmacy Lab

Exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose cart fills, quality assurance, drug storage, and inventory control.

PHT 280-289 - PHT Special Topics

Study of content not normally covered in other courses.

PHT 290 - Pharmacy Technician Experiential Training

This course provides an opportunity to work in a community/retail setting under a pharmacist's supervision. Emphasis is on communicating effectively with personnel, developing proper employee attitude, and dispensing medications. (PR: PHT 203, PHT 204, PHT 216)

PHT 291 - Institutional/Hospital Experience

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in an institutional/hospital setting. Direct supervision is by the clinical professional, generally a clinical preceptor. This is an unpaid learning experience.

Political Science (POLS)**POLS 101 - Introduction to American Government**

This course is an introduction to the United States constitution, federalism, government structure, and the political process. This course also provides techniques for civic engagement. Fall Only

POLS 202 - American State & Local Government

This course is a general survey of the history, philosophy, functions and performance of American state and local political institutions and processes. State and local government systems in West Virginia will be examined. This course also emphasizes ethical and civic responsibility. Spring Only

POLS 280 - 289 - Special Topics

Study of content not normally covered in other courses. Enrollment with permission of division chair or course instructor.

Psychology (PSYC)**PSYC 200 - General Psychology**

This course is an introduction to psychology. It is designed to provide an overview of the scientific study of human behavior and mental processes. Topics include a brief history of psychology, research methods and statistics, human development, learning and memory, sensation and perception, motivation, intelligence, psychopathology, various therapies, and careers in psychology. The course also provides a knowledge base for subsequent courses in the field of psychology. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology and apply the principles to everyday life. (PR: ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

PSYC 211 - Child Development

This course provides an overview of the study of human development from conception through adolescence. Physical, cognitive, and psychosocial changes will be explored with an emphasis on scientific theories and research related to observable changes and the impact of culture and environmental factors on development throughout childhood.

Course Descriptions

PSYC 215 - Lifespan Psychology

The study of human development and age-related changes in behavior, thinking, emotion and personality with a focus on observations and explanations that can be applied to as wide a range of human beings and in as many contexts as possible.

PSYC 225 - Abnormal Psychology

This course explores the major topics of abnormal behavior. This course focuses on descriptions of various psychological disorders, classification, diagnosis, assessment techniques and methods of treatment and prevention. Historical theories as well as current research and findings in the field of abnormal psychology will be discussed. Spring Only

PSYC 229 - Elementary Behavior Statistics

This course introduces students to the wide array of statistical techniques used by psychologists in both academic and applied settings. The course is designed to give students a greater understanding of value and use of statistics in scientific research and its use in daily life. Descriptive statistics is covered, but the main emphasis is on inferential statistics.

PSYC 247 - Psychology of Criminal Justice

This course examines criminal behavior from a developmental, cognitive-behavioral, and psychological perspective. The course focuses on the multiple systems believed to influence delinquency and criminal behavior. The behavioral, cognitive, and emotional aspects of crime are examined, focusing primarily on the offender. Fall Only

Physical Therapist Assistant (PTA)

PTA 100 - Introduction to Physical Therapy

An orientation to physical therapy profession including historical background, philosophy, function of the APTA, professional ethics, documentation, legal responsibilities and interpersonal relationships among health team. Introductory techniques in positioning, range of motion and vital signs are also covered.

PTA 110 - Physical Therapy Modalities

Basic treatment modalities and procedures in PT are introduced. These include; therapeutic hot/cold techniques, massage & electrical stimulation. Evaluation techniques of blood pressure, reflexes, limb girth and history introduced.

PTA 110L - Physical Therapy Modalities Lab

Basic treatment modalities and procedures in PT are introduced in a laboratory setting. These include therapeutic hot/cold massage and electrical simulation. (PR: Admission to PTA Program) (CR: PTA 110L) Offered: Fall Only

PTA 120 - Patient Care Skills

Rationale and skills for patient therapeutic techniques, including transportation of patients, proper body mechanics, aseptic techniques, transfers and lifts, lower extremity orthotics, gait training with assistive devices, hydrotherapy and wound care. (PR: Admission to PTA Program) (CR: PTA 120L) (Offered Fall Semester only)

PTA 120L - Patient Care Skills Lab

Lab skills practice including transportation of patients, proper mechanics, aseptic techniques, transfers and lifts, lower extremity orthotics, gait training and assistive devices, hydrotherapy and wound care. (PR: Admission to PTA Program) (CR: PTA 120) (Offered Fall Semester Only)

PTA 130 - Functional Anatomy and Procedures

Structure and function of the musculoskeletal system with an introduction of the evaluative techniques of palpation, goniometry, manual muscle testing, joint mobilizations and gait patterns. (Offered Fall Semester Only)

PTA 130L - Functional Anatomy and Procedures Lab

Fall only. Lab skills practice including evaluative techniques of palpation, goniometry, manual muscle testing and gait training. (PR: Admission to PTA Program and CO: PTA 130)

PTA 150 - Clinical Practice I

Supervised clinical experience (160 hours, based upon clinic) involving introduction to physical therapy services to include an orientation to treatment, preparation and assistance to the Physical Therapist along with an introduction to medical issues, documentation and professional development. (PR: PTA 100) (CR: PTA 110, 110L, 120, 120L, 130, 130L, 160)

PTA 160 - Neuroanatomy and Physiology

Structure and function of the human nervous system and basic concepts of human physiology. (Offered Fall Semester Only)

PTA 200 - Pathological Conditions

Basic pathophysiology and reaction to disease and injury of commonly treated physical therapy conditions, including burns, neoplasm; hereditary and congenital conditions; blood, respiratory infections, skin, musculoskeletal and aging diseases. (Offered Spring Semester Only)

PTA 220 - Orthopedic Rehabilitation

Spring only. Emphasizes therapeutic procedures utilized by physical therapist assistants for patients with orthopedic and soft tissue injury, degenerative disorders, nerve injuries and orthotic needs for hand and foot disorders. (PR: Completion of PTA 100, 110, 110L, 130, and 130L with grade of "C" or better and CR: PTA 220L)

PTA 220L - Orthopedic Rehabilitation Lab

Application of therapeutic procedures for patients in orthopedic and cardiopulmonary rehabilitation in a laboratory setting. (Offered Spring Semester Only)

PTA 230 - Adult Rehabilitation

Introduces neurological principles, pathology, and rehabilitation techniques for adult care. Offered Spring Semester Only

PTA 230L - Adult Rehabilitation Lab

Application of neurological principles, pathology, and rehabilitation techniques for adult care. (Offered Spring Semester Only)

PTA 240 - Clinical Practice II

Continuation of clinical experience under the direction of a licensed PT or PTA. (PR: Completion of all previous 200 level coursework with a grade of "C" or better) (Offered Spring Semester only)

PTA 250 - Specialized PT Interventions

Introduction principles, neurological, pathology and rehabilitation techniques for spinal cord injury, pediatrics, lymphedema, pelvic health, vestibular dysfunction, manual therapy, and diabetes. (Offered Spring Semester only)

PTA 260 - Clinical Practice III

Final clinical experience under the direction of a licensed PT or PTA. (PR: Completion of PTA 240 with a grade of "C" or better) (Offered Summer Semester only)

PTA 270 - PTA Seminar

Familiarizes students with alternative employment opportunities. Students learn methods of preparing resumes and interviewing techniques. Students participate in round table discussions to include current topics within the profession. Students will begin preparations for applying to take the national licensure examination. Course culminates with students conducting a literature research project that results in both a written paper and formal, evaluated presentation to a clinical audience. (PR: Completion of all 100 level PTA courses with a grade of "C" or better) (Offered Spring Semester only)

PTA 280-283 - Special Topics

Study of content not normally covered in other courses.

PTA 284-289. - Special Topics

These courses are designed to present various topics in the field of Physical Therapist Assistant.

Radiology (RAD)

(In conjunction with Collins Career Technical Center)

RAD 201 - Introduction to Radiology

Content is designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices and policies of the health care organization(s) will be examined and discussed in addition to the professional responsibilities of the radiographer. Also, the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified.

Course Descriptions

RAD 202 - Clinical Practice I

Introductory clinical practice to include the design of the radiology department to include paperwork, desk procedures, transport, filing, and successfully completed laboratory check-off. Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated. Clinical practice experiences will be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure.

RAD 203 - Ethics and Law

Content is designed to provide a fundamental background in ethics. The historical and philosophical basis of ethics, as well as the element of ethical behavior, will be discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts and principles will also be presented. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

RAD 204- Radiographic Procedures I

Content is designed to provide a knowledge base necessary to perform standard radiographic procedures along with the application to special studies. Consideration will be given to the production of images of optimal diagnostic quality. Laboratory experience will be used to complement the didactic portion of Radiographic Positioning I.

RAD 204L- Radiographic Procedures Lab I

Laboratory experience is used to complement the didactic portion of Radiographic Positioning I.

RAD 205 - Clinical Practice II

Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated. Clinical practice experiences will be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure.

RAD 206 - Radiology Protect/Radiobiology

Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. An overview of the principles of the interaction of radiation with living systems is discussed. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

RAD 207 - Physics & Imaging I

Content is designed to establish a knowledge base in factors that govern and influence the production and recording of radiographic images. Film and electronic imaging with related accessories will be emphasized. Knowledge of radiographic, fluoroscopic, mobile and tomographic equipment requirements and design will be included. The content will also provide a basic knowledge of quality control. Class demonstrations/labs are used to demonstrate application of theory.

RAD 208 - Radiographic Procedures II

Content is designed to provide a knowledge base necessary to perform special radiographic procedures along with the application to special studies. Consideration will be given to the production of images of optimal diagnostic quality.

RAD 208L - RAD Procedures II

Laboratory experience is used to complement the didactic portion of Radiographic Positioning II.

RAD 209 - Radiologic Pharmacology

Study of the general principles of pharmacology, including drug types, methods of administration, dosage, effects, indications, contraindications, and regulation. Drug groups related to respiratory care are emphasized, including bronchodilators, wetting agents, mucolytics, antibiotics, muscle relaxants, and corticosteroids.

RAD 210 - Clinical Practice III

Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated. Clinical practice experiences will be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure. (PR: RAD 205, 208, 208L, and 212)

RAD 211 - Radiologic Characters/Physics

Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristic of radiation, x-ray production and the fundamentals of photon interactions with matter. (PR: RAD 205, 208, 208L, and 212)

RAD 212 - Physics & Imaging II

Content is designed to establish a knowledge base in factors that govern and influence the production and recording of radiographic images. Film and electronic imaging with related accessories will be emphasized. Knowledge of radiographic, fluoroscopic, mobile and tomographic equipment requirements and design will be included. The content will also provide a basic knowledge of quality control. Class demonstrations/labs are used to demonstrate application of theory. (PR: RAD 205, 208, 208L, and 212)

RAD 213 - Radiographic Pathology

Content is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance and management of alterations in body systems will be presented.

RAD 214 - Radiographic Image Analysis

Content is designed to provide knowledge base necessary to perform digital imaging procedures along with the application to special studies. Consideration will be given to the production of digital images of optimal diagnostic quality.

RAD 215 - Clinical Practice IV

Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical setting, concepts of team practice, patient-centered experiences will be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure.

(PR: RAD 206, 210, 211, 213, and 222)

RAD 217 - Quality Assurance

Content will provide a basic knowledge of quality control and the factors that govern and influence the production and recording of radiographic procedures. (PR: RAD 206, 210, 211, 213, and 222)

RAD 218 - Adv. Imaging Procedures

Content will provide the student with an introduction to advanced imaging modalities, to include computed tomography, MRI, ultrasound, nuclear medicine, and radiation oncology.

(PR: RAD 206, 210, 211, 213, and 222)

RAD 219 - Registry Review

Content is designed to provide students with a comprehensive review of the five areas covered in the national ARRT examination. The areas covered are Patient Care, Image Production and Evaluation, Radiographic Procedures, Radiation Protection, and Equipment Operation and Quality Control. (PR: RAD 206, 210, 211, 213, and 222)

Course Descriptions

RAD 221 – Human Diversity

Content is designed to promote better understanding of patients, the patients' families and professional peers through comparison of diverse populations based in their value system, cultural and ethnic influences, communication styles, socioeconomic influences, health risks and life stages. Content will include the study of factors that influence relationships with the patients and professional peers. Understanding human diversity assists the student in providing better care.

RAD 222 – Rad Procedures III

Content is designed to provide a knowledge base necessary to perform special radiographic procedures along with the application to special studies. Consideration will be given to the production of images of optimal diagnostic quality.

Religious Studies (RELS)

RELS 130 – World Religions

This course is a general study of the basic teachings; the ethical, ceremonial, and devotional practices; and the cultural norms of the major religions of the world. Some historical developments and some of the most influential leaders of each faith are highlighted.

RELS 220 – Hebrew Scriptures as Literature

This course offers examination of the Hebrew Scriptures as literature: it makes use of all the writings contained in the Septuagint, which would include those considered canonical in Jewish and Protestant Christian traditions, along with the additional Jewish writings originally composed in Greek prior to the Common Era, which are considered canonical Old Testament in Orthodox and Roman Catholic traditions. Focus will be on the literary value of the works, with respect to human authorship, genre, themes and significant ideas, and influence, within the context of their original Hebrew and Jewish audiences. The course will consider modern critical approaches to the study of scriptures. (PR: ENL 115)

Mountwest Respiratory Therapy (RESP)

RESP 100 – Respiratory Pharmacology

This course introduces the student to the study of pharmacological principles related to treating patients with cardiopulmonary disease. This course includes principles of drug action, the basic methods of drug administration, standard drug calculations, and the effects of drugs on body systems. Inhaled broncho-active aerosols and other agents in cardiopulmonary patient care are discussed.

RESP 101 - Introduction to Respiratory Care/PT Assessment

This course is an introduction to respiratory care as a profession. Topics discussed include the history of respiratory care and professional organizations, the role of the respiratory therapist as a member of the healthcare team, medical ethics, taking and recording the patient's vital signs, proper body mechanics, emphasis on cardiopulmonary assessment of the respiratory patient, infection control, and cardiopulmonary resuscitation (CPR).

RESP 102 – Introduction to Respiratory Care Skills

This course introduces the student to therapeutic procedures used in respiratory care. The proper administration of medical gases, humidity therapy, and aerosol therapy with emphasis on the safe handling of medical gases and safety in administration are included.

RESP 102L – Intro to Respiratory Care Lab

This laboratory course will provide the student with hands-on practice and manipulation of essential respiratory equipment and the training of assessment skills, including oxygen therapy equipment, humidification devices, aerosol therapy devices, airway clearance equipment, and management of secretions. Handwashing and infection control are practiced.

RESP 104 – Clinical Experience I

This course introduces the student to Respiratory Therapy practice in the hospital setting. This clinical experience includes the development of skills such as basic therapeutics, patient assessment, medical record review, safety practices, patient interaction, and communication. Emphasis is placed on the promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

RESP 201 – Pulmonary Pathophysiology

This course is a comprehensive study of the etiology, signs and symptoms, diagnosis, pathogenesis, pathophysiology, treatment, and prognosis of various pulmonary pathologies. The role as a respiratory therapist in recognizing and treating pulmonary diseases will be emphasized.

RESP 202 – Mechanical Ventilation I

This course introduces mechanical ventilation techniques and ventilator terminology. This course will cover information necessary to understand the essential functions of a life support ventilator. Proper monitoring procedures and the ability to solve clinical problems relating to mechanical ventilation will be emphasized. Lab included.

RESP 206 - Neonatal/Pediatric Respiratory Care

This course provides a comprehensive overview of pediatric and neonatal respiratory care. Special considerations of respiratory care practice that are unique to pediatrics and neonatology will be discussed. Topics include pediatric anatomy and physiology, fetal development, clinical assessment, oxygen therapy, airway management, mechanical ventilation, resuscitation, cardiopulmonary pathophysiology, and disorders specific to this specialty profession within the respiratory care.

RESP 207 - Critical Care Management I

This course covers, in detail, the advanced skills necessary to manage intensive care patients. Students will learn proper methods and techniques to evaluate, monitor, and use respiratory therapy protocols to provide advanced management therapies based on the pathophysiology of the critically ill patient. The student will be presented with knowledge of oxygen and carbon dioxide transport, airway management, chest drainage systems, cardiac function, and interventions, obtaining blood from arterial lines and radial artery punctures, and ABG and electrocardiogram interpretation skills will be taught.

RESP 208 - Respiratory Seminar

The course incorporates discussions of critical questions and contemporary issues in the current respiratory care environment. The goal is to facilitate a successful transition from student to graduate respiratory care professional. The student will demonstrate the value of lifelong learning and provide evidence of adequate preparation for assuming the role of a respiratory care professional.

RESP 209 - Clinical Experience II

This course provides clinical experience in treatment procedures continued from Clinical Experience I with greater emphasis on respiratory procedures previously practiced with greater emphasis on independence. Specialty rotations will be introduced to respiratory care, critical care, aerosol therapy, and various pulmonary function tests. Students will gain further experience with bronchial hygiene therapies, including postural drainage and chest percussion.

RESP 210 - Clinical Experience III

This course provides students with a rotation for arterial blood gas sampling and analysis. This student will gain clinical experience in adult mechanical ventilation monitoring, ventilator monitoring including mode, mechanical/spontaneous tidal volumes, FiO₂, PEEP/CPAP, flow rate, minute volume, PIP, I:E ratio, compliance, airway resistance, MAP, and all alarm settings, and airway management in the critical care setting as well as the continuous performance of the basic respiratory care skills.

RESP 211 - Procedure and Application

Application of theories, procedures, and equipment utilized in delivering, monitoring, and evaluating basic respiratory therapeutics to patients in the hospital setting. Study of methods, instrumentation, standards, and clinical applications of modalities and therapeutics with emphasis on quality assurance.

RESP 212 - Pulmonary Diagnostics

This course will introduce the student to the principles and techniques of pulmonary function testing. The cardiovascular and pulmonary function testing of patients will be covered with an emphasis on the evaluation and interpretation of the results of the tests. This course will cover an integrating test results with a clinical picture of the patient and emphasizing therapeutics and principles.

RESP 214 - Mechanical Ventilation II

The course emphasizes various ventilation techniques and concepts to different patient disease state seen in critical care areas. The student develops the ability to use waveforms and patient values as some of the tools in the assessment and management of respiratory care patients.

RESP 215 - Critical Care Management II

This course introduces complex diagnostic and therapeutic procedures and interventions. Course content includes clinical laboratory data, airway management, arterial lines, and an introduction to the management of critically ill patients. Adjuncts for advanced life support will be covered.

RESP 216 - Clinical Experience IV

Intensive critical care for the respiratory student will be covered. The addition of mechanical ventilation and intensive ventilatory care for patients in critical care units will complement the techniques from the prior practicums. NBRC Board review and testing is included.

Course Descriptions

Collins Career Center Respiratory Therapy (RTT)

RTT 100 - Introduction to Respiratory Care

This course is designed to introduce the student into the field of respiratory care. History of respiratory care and professional organizations will be introduced. Emphasis is on exploring the role of the respiratory therapist as a member of the health care team. The class will also cover issues of ethical principles and legal implications of practice as well as diversity. Principles of infection prevention and control will also be introduced. Quality and evidence based respiratory care will be discussed. The student will begin the process of critically thinking in clinical situations.

RTT 101 - Respiratory Care Procedures I

This course covers the administration of medical gases, humidity and aerosol therapy. Emphasis is placed on the safe handling of medical gases and safety in administration. Principles and techniques of therapeutic procedures used in basic respiratory care are covered. Also included are techniques of chest inflation therapy, chest physical therapy, breathing exercises, and bronchial hygiene. This physiologic effects, indications, and contraindications of each therapy are stressed. Detailed study of isolation, equipment, and supplies used in these therapies is included. (PR: RTT 102 and 110)

RIT 101L - Respiratory Care Procedures I Lab

Practice of techniques and use of technology covered in Respiratory Care Procedures I and Cardiopulmonary Evaluation I is provided.

RTT 102 - Respiratory Care Physics

This course is an in-depth study of physics including gas laws, behavior of gases, and application of the principles of physics. Emphasis is placed on respiratory care principles. (PR: RTT 104)

RTT 103 - Mechanical Ventilation Techniques

An introduction to the fundamentals of mechanical ventilation techniques and terminology is presented. Various classes of mechanical ventilators are discussed and compared, emphasizing the differences required in their uses. The technology of adult continuous mechanical ventilation is covered. The design, function, and operation of representative mechanical ventilators of the various classifications are examined in detail. (PR: RTT 111 and 202)

RTT 103L - Mechanical Ventilation Technology Lab

Practice in the operation of mechanical ventilators covered in mechanical ventilation technology is provided.

RTT 104 - Cardiopul. Renal Anatomy and Physiology

The anatomy and physiology of the respiratory and circulatory systems are explored in detail. Emphasis is placed on the interaction of systems in gas exchange renal and acid base balance. The structure and function of the chest cage, mechanics of breathing, and control of respiration are also included.

RTT 110 - Cardiopulmonary Evaluation I

History of respiratory care and professional organizations is discussed. Emphasis is on exploring the role of the respiratory therapist or techniques of patient evaluation are covered. Included are chest physical examination, measurement of the vital signs, patient interview and history, evaluation of the chest x-ray, and spirometry.

RTT 111 - Cardiopulmonary Pathophysiology

The etiology, pathogenesis, manifestations, and management of common cardiopulmonary diseases are discussed. Focus of the course is on respiratory therapy management of diseases. The student will be able to describe the pathophysiology of common respiratory diseases, the indication for therapeutic intervention, and the management of these diseases.

RTT 201 - Cardiopulmonary Evaluation II

Advanced techniques of pulmonary function testing are covered including lung volume determination, tests of small airways, diffusion, and distribution of ventilation. Invasive and noninvasive methods of arterial blood gas sampling, analysis, and interpretation are also covered. The technology and methodology of invasive and noninvasive cardiovascular testing, including electrocardiography and hemodynamic monitoring, are presented. Fundamental interpretation of these tests is covered.

RTT 202 - Respiratory Care Procedures II

This advanced course provides the student with detailed knowledge of the principles and techniques of therapeutic procedures used in respiratory care. Topics include airway management, transtracheal oxygen therapy and aspiration, bronchoscopy, thoracentesis and pleural chest tubes, arterial lines, ABG interpretation and analysis, transports, and electrocardiogram interpretation.

RTT 202L - Respiratory Care Procedure II Lab

This course includes practice of techniques covered in Respiratory Care Procedures II, including airway management, arterial line insertion and management, pleural chest tube placement and management, and EKG interpretation. (CR: RTT 202)

RTT 203 - Emergency Management

This course emphasizes the emergency respiratory management of the adult and pediatric patients. This course consist of basic life support (BLS), advanced cardiac life support (ACLS), and pediatric advanced life support (PALS). This course also consists of the role of the respiratory therapist in natural disasters, hazardous material exposure, and bioterrorism.

RTT 204 - Mechanical Ventilation Management

Management of continuous adult mechanical ventilation is covered with emphasis on the physiologic effects of various techniques and selection of optimal methods. Monitoring, quality control, and the ability to solve clinical problems relation to mechanical ventilation are emphasized. (PR: RTT 103 and RTT 203)

RTT 204L - Mechanical Ventilation Management Lab

Laboratory practice of the techniques and technology covered in Mechanical Ventilator Management.

RTT 205 - Neonatal and Pediatric Respiratory Care

This advanced course provides the student with detailed knowledge to the needs of neonatal and pediatric patients. Fetal cardiopulmonary development and changes at birth are covered. Equipment, procedures, and methods used in the care and evaluation of neonatal and pediatric patients are also covered. Also included are cardiopulmonary conditions and diseases particular to neonate and pediatric patients.

RTT 206 - Seminar/Board Review

This course introduces the student to National Board of Respiratory Care (NBRC) exam taking skills, mock examinations of the NBRC matrix, and self-evaluation studies. Study methods and applications are also covered. The courses includes a study of realistic clinical problems and situations, with emphasis on analyzing and evaluation these problems to formulate acceptable respiratory care modalities. Practice will be provided in the necessary techniques to take the (PR: RTT 207 and RTT 210)

RTT 207- Respiratory Home Care/Rehabilitation

Care of the patient with long-term pulmonary disability is covered. Psychosocial and physical needs of the patient are addressed with emphasis on motivating and condition the patient with the goal of improving both quality of life and cardiopulmonary reserve. Special requirements for the patient, who requires respiratory care in the home, are covered. (PR: RTT 204 and RTT 205)

RTT 208 - Clinical Application of Critical Thinking

This course is designed to give the student additional skills in critical thinking through the use of patient case studies. (PE: RTT 207 and RTT 210)

RTT 210 - Respiratory Professional Strategies

This course introduces the student to management responsibilities. Employee scheduling, assignment development and analysis, budget planning and analysis, diversity in the workplace and transition into practice is covered with emphasis placed on employment opportunities and employment-seeking guidelines.

Science (SCI)**SCI 110 - Introduction to Physics**

This course introduces non-science majors to applications of physics in life, emphasizing conceptual understanding of basic principles in classical and modern physics that include critical thinking and problem solving exercises. The problem solving exercises will not require memorization of formulas but rather the understanding and application of them. (PR: MAT 120, MAT 121, MAT 125 or MAT 135, MAT 144 or MAT 145)

SCI 201 - Integrated Science

A multidisciplinary course which integrates the areas of biology, chemistry, the environment, forensics, mathematics and technology. Course topics and activities relate science to the issues and aspects of the everyday world. (PR: MAT 145; MAT 145E; MAT 150; MAT 150E)

Safety (SFT)**SFT 110 - Safety in the Construction Trades**

This course provides students with an OSHA 10 certification as well as a First Aid/CPR/AED certificate. Students become familiar with personal protective equipment (PPE), learning how to properly fit their PPE for use on the jobsite. Students also learn about workplace safety and accident reporting and the role of OSHA in enforcing workplace safety regulations. To pass this course students are required to pass the OSHA 10 certification and First Aid/CPR exams.

Course Descriptions

SFT 210 - Advanced Safety Techniques

This course provides students with an OSHA 10 certification as well as a First Aid/CPR/AED certificate. Students become familiar with personal protective equipment (PPE), learning how to properly fit their PPE for use on the jobsite. Students also learn about workplace safety and accident reporting and the role of OSHA in enforcing workplace safety regulations. To pass this course students are required to pass the OSHA 10 certification and First Aid/CPR exams. PR: SFT 110

SFT 214 - Lead Abatement Cert

This course covers the dangers related to working with lead and the procedures for safe exposure and abatement. In particular, this course will cover what lead is; where it can be found; its health effects; its hazards; worker and community rights related to lead; abatement methods; cleanup; disposal; and laws, regulations, and standards. The content of this course meets the State of New Jersey certification requirements.

Sociology (SOCI)

SOCI 210 - Fundamentals of Sociology

This course introduces students to the basic concepts and methods of sociology including the causes and consequences of human behavior, social groups, and institutions. Students will explore significant research and theory in areas such as socialization, culture, group dynamics, gender roles, stratification, and deviance. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

SOCI 273 - Contemporary Social Problems

Students will analyze contemporary social problems, and their potential causes, using various sociological perspectives. They will examine how contemporary social problems affect societies, (American and global), as well as possible solutions.

SOCI 280 - Special Topics

Study of content not normally covered in other courses. Enrollment with permission of division director or course instructor.

Social Work (SOWK)

SOWK 101 - Introduction to Social Work

This course is designed to provide an introduction to the field of social work, with an enhanced understanding of the social work profession and social welfare institutions.

SOWK 230 - Substance Use & Social Work

This course provides an overview of the relationship between substance use disorder and social work practice with an in-depth look into the history of substance use disorders, psychological effects, and impact on behavior. An emphasis will be placed on the development of substance use treatments and interventions.

Spanish (SPAN)

SPAN 101 - Introductory Spanish I

Spanish 101 is designed for students with no previous knowledge of Spanish. With an emphasis on grammar and communication skills, this course introduces a basic mastery of listening, speaking, reading, and writing. This course is not for students with high school Spanish experience and native/heritage speakers of Spanish.

SPAN 102 - Introductory Spanish II

Spanish 102 is the continuation of SPAN 101. With an emphasis on grammar and communication skills, this course continues to build a basic mastery of listening, speaking, reading, and writing. (PR: SPAN 101)

SPAN 280 - 289 - Spanish Special Topics

Study of content not normally covered in other Spanish courses. Enrollment with permission of division dean, chair, or course instructor. (PR: Permission.)

Surgical Technology (SURG)

SURG 110 - Advanced Clinical Practicum

This course is an introduction to the role and responsibilities of the surgical technologist, the operating room environment, and the healthcare team. Topics will include basic orientation to surgical technology, the role of the surgical technologist, patient care patient safety, legal concepts, ethical issues, and risk management.

SURG 115 - Surgical Tech Fundamentals

This course is an introduction to the role and responsibilities of the surgical technologist in the clinical environment. Students will learn the basic techniques of functioning as a surgical technologist by learning to scrub, gown, glove, set up for mock surgeries, and learn instrumentation and supplies with hands-on laboratory experience. This course is designed to prepare students for the clinical experience by learning aseptic technique in all aspects necessary to the operating room.

SURG 120 - Surgical Pharmacology

This course provides rationale for use on specific drugs that will be used on the surgical patient, and how these drugs might alter or influence surgical intervention. This course is strongly based on the role and responsibilities of the surgical technologist regarding pharmaceuticals in the operating room.

SURG 200 - Surgical Technical Principal & Practice

This course provides an in-depth study of the principles and practice of aseptic technique in the didactic learning environment. Topics will include special patient populations, physical environment of the OR and safety standards, minimally invasive surgery, preventing perioperative disease transmission, emergency situations, instrumentation, equipment, supplies, hemostasis, wound care, surgical case management, and diagnostic procedures.

SURG 210 - Surgical Procedures I

This course focuses on the relevant anatomy, instrumentation, supplies, specialty equipment, and the procedural steps of the following surgical specialties: general surgery, obstetrics and gynecology, ophthalmic, and otorhinolaryngologic surgeries. (PR: SURG 200)

SURG 215 - Surgery Clinical I

This course allows students to apply the learned didactic and laboratory skills in the clinical setting. Students will gain clinical work experience in the operating room and scrub on surgical cases in various surgical specialties. This course is the beginning of surgical skills and students will advance from a second scrub role in to a first scrub role. (PR: SURG 110, 115, and 120).

SURG 220 - Surgical Procedures II

This course focuses on the relevant anatomy, instrumentation, supplies, specialty equipment, and the procedural steps of the following surgical specialties: oral and maxillofacial, plastic and reconstructive, and genitourinary surgery.

SURG 225 - Surgery Clinical II

This course is a continuation of Surgery Clinical I. It is designed to gain clinical work experience in the operating room and move on to more difficult cases while obtaining a first scrub role.

SURG 230 - Surgical Procedures III

This course focuses on the relevant anatomy, instrumentation, supplies, specialty equipment, and the procedural steps of the following surgical specialties: orthopedic, cardiothoracic, peripheral vascular, and neurosurgery.

SURG 265 - Advanced Clinical Practicum

This course is designed to allow students to continue their clinical work experience in a more advanced role. Students are expected to scrub only in the first scrub role and move on to more advanced surgical specialties. Students will treat this course as if they are working in the clinical facility and obtain all surgical technologist roles in the practicum.

SURG 275 - Advanced Clinical Practicum Expanded

This course is an extended course designed to allow students to continue their clinical work experience in a more advanced role. Students are expected to scrub in the first scrub role and move on to more advanced surgical specialties. Students will treat this course as if they are working in the clinical facility and obtain all surgical technologist cases needed in the practicum.

SURG 290 - Advanced Theory Review

This course allows reflection and application to the whole of the Surgical Technology program. This course reinforces the knowledge, skills, and strategies needed to sit for the national credentialing exam while also stressing the importance of resume writing skills, interviewing techniques, and entry-level job requirements.

Transportation Systems (TRAN)

TRAN 101 - Transportation Systems

Students learn about the world of personal and freight transportation including technology, systems, institutions, and how transportation systems fit into broader contexts. Additionally, students learn how the domestic and global transportation systems work, how to analyze and design transportation systems and select the most efficient means to transport freight.

TRAN 110 - CDL A Truck Driver Training 1

This course prepares students for a WV Class A CDL License examination, including instruction pre/post trip inspection, basic operation, and safe operating procedures. This course must be taken concurrently with TRAN 111 CDL A Truck Driver Training 2. Students must be at least 18 years of age, have a valid WV State Driver's License, meet minimum Department of Transportation (DOT) medical and vision standards, and pass a DOT drug screen.

Course Descriptions

TRAN 111 - CDL A Truck Driver Training 2

This course prepares students for a WV Class A CDL license examination, including instruction in advanced operating practices, vehicle systems and reporting malfunctions, and non-driving activities. This course must be taken concurrently with TRAN 110 CDL A Truck Driver Training I. Students must be at least 18 years of age, have a valid WV State Driver's License, meet minimum Department of Transportation (DOT) medical and vision standards, and pass a DOT drug screen.

TRAN 150 - Railroad Basics and Safety

This beginning level course examines railroad basics and safety as they relate to the freight conductor. It is designed to introduce prospective railroad conductors to the basic principles of the rail industry including the yard, track components, railroad equipment, and railcar markings. The course will introduce students to safety practices and procedures for the freight industry including safety reels, roles and responsibilities of the railroad conductor, operation red block, operating rules, two-way communication, and speed rules and/or restrictions.

TRAN 151 - Railroad Train Movement

This course provides an introduction to train movement as it relates to the freight conductor. It introduces prospective railroad conductors to the basic principles of the safe movement of trains including using warning/flag protection, timetables, communications, and signal rules; and the conductor's specific duties including switching railcars and equipment. The course also explores proper handling of hazardous materials and rail safety.

TRAN 152 - Railroad Equipment Handling

This course teaches the fundamentals of safely and properly handling railroad equipment to protect people and equipment. Topics include applying rules governing railroad equipment, interpreting train documentation, locating equipment restrictions in instructions, performing locomotive and train air brake inspections, and reporting work performed during rail car switches.

TRAN 154 - Rail Locomotive Operation

This course introduces key requirements of engine service employees. It provides an overview of the mechanical aspects and various components of a locomotive as well as procedures for operating the diesel engine. The course introduces procedures for train air brake systems including features of the automatic brake as well as locomotive air brake equipment by using air brake simulation equipment and locomotive static simulators.

TRAN 155 - Managing Train Movement

This course examines the general principles of managing train movement as it relates to the locomotive engineer. The course reviews the preparing, in-transit, and arrival requirements of operating a locomotive in both main track and other than main track territory with regard to track warrant control and main track yard limits. Topics include operations during emergency situations, train identification and general signal rules, identification of timetables, and basic railroad communications. Portions of this course utilize locomotive simulators to ensure safe handling procedures with an emphasis on air brake tests, local train operations, empty hopper trains, loaded intermodal trains, mixed freight, and final run operations.

TRAN 157 - Introduction to Railroad Yard Operations

This beginning course introduces students to the rail industry and the responsibilities of a rail yardmaster. It provides an overview of the coordination of yard work and the prompt movement of cars using proper communication to crew management. The course introduces procedures for using the basic mainframe to document, update, and retrieve train arrivals and departures. It explains the physical characteristics surrounding specific yard components such as mileposts, switches, and restrictions on assigned tracks or territory. The course also explains the process of car management and inquiries and how they are used to manage shipments and to plan or forecast work.

TRAN 158 - Railroad Yard Supervisor and Navigation

This course introduces students to the supervisory concepts and navigation of a rail yard. The course focuses on the supervision of train movement within the yard of inbound and outbound trains and yard crews who directly engage in switching, blocking, building, classifying, and handling cars. The course covers completing a switch list, the process of assigning work to yard crews, including the process of humping cars, movement of freight, and building trains. The course will describe work status, repairs, inspections and any problems encountered including identifying the types of material to be loaded and unloaded, tonnage of cargo, type of carriers, and planned routes.

TRAN 160 - Dispatch Fundamentals

This course provides an introduction to dispatch fundamentals for train service employees. Topics include identification of departments and key personnel within transportation, timetables, dispatching districts, and territories. The course clarifies the role of the Federal Railroad Administration (FRA), Book of Rules, system and general bulletins, controlled track, mandatory directive, release forms, and EC-1. The course uses the basic mainframe to process a work order and track train movement.

TRAN 161 - Dispatch Responsibilities I

This beginning course analyzes the duties, tasks, and responsibilities of dispatchers and crew members relating to train movement, record keeping, delay of train, issuing instructions, and restricting train movement. The course incorporates transportation technology by using specific computer applications to access train characteristics (DSCR), create train sheets using the CAD system, access the Train Status Lineup (TSL), place a train into tracking using the Computer Aided Control application (DSID), access the Yard Train tracking application (DSID), and access the Train Operation Address File Database (TOAD).

TRAN 162 - Dispatch Responsibilities II

This advanced course examines the principle responsibilities of dispatch employees with regard to train movement and traffic train control. Main topics include track warrant control, direct traffic control, automatic block signal systems, yard limits, and DTC block authority. The course utilizes technology to track various train movement and blocking using the CAD application. The course reviews the dispatcher's responsibilities with regard to fouled track, current of traffic, controlled and non-controlled track, working limits, employee in charge (EIC), on-track equipment (OTE), and protection requests.

TRAN 163 - Dispatch Communication and Signals

This advanced course examines the dispatcher communications, devices, and signals used for safe operation of trains. The course utilizes technology by exploring the components and functions of the CAD workstation and accessing various dispatcher databases to verify track type/designation, milepost, and dispatching districts. Main communication topics include proper usage of communication devices, prohibited and emergency transmissions, and dispatcher messages. Main signal topics include wayside signs, controlled point, signal block, switch block, blue signal protection, track block, controlled tracks, and tracking requirements.

TRAN 164 - Dispatch Regulations

This course reviews the dispatch regulations used by all rail service employees. Main topics include hours of service, stages of transfer, and compliance with the Federal Railroad Administration (FRA) regulations and requirements. The course requires the student to access both the DSCS Code Sets and the DSLR Line of Road Failure databases.

TRAN 166 - Introduction to Carman Fundamentals

This beginning course introduces the basic duties and responsibilities of a carman in the rail industry. This course introduces the various types of freight cars, switches, safety appliances, under frames, draft systems, and derails with emphasis on blue signal protection and the proper use of hand tools, brake sticks, and knuckle mates.

TRAN 167 - Carman Operations

This course examines the operations performed to ensure safe operation of a train by a carman in the rail transportation industry. It provides hands-on experience in performing inbound train inspections, air brake tests, EOT device tests, and replacement of coupler components. The course covers the various components of a freight car including the freight braking system, describe torch safety and cutting, and define various train yard repairs.

TRAN 169 - Basic Electricity and Safety

This course examines general principles of electricity to ensure compliance with all railroad rules and regulations for safety, operations, and the Federal Railroad Administration (FRA). Topics include basic electrical theory (Ohm's Law), FRA tests and inspections, switch machines, locking circuits, and crossing maintenance.

TRAN 170 - Signal Systems and Wiring

This course examines signal systems and wiring. Topics include signals and their use, forms and foundations for signal equipment, hydraulic and pneumatic systems, and communication/signal and electrical equipment

TRAN 172 - Assistant Signal Worker II

This course is an advanced course for signal workers examining switches and crossings. Topics include switch parts and layout, switch operation, meter and print readings, monthly and quarterly tests and inspections, crossing equipment, crossing applications, crossing mechanisms and relay circuits, crossing tests and inspections, gate mechanisms adjustments, and safety.

Course Descriptions

TRAN 173 - Assistant Signal Worker III

this course is an advanced course for signal workers examining signals and their related components. Topics include general railway signal tests and inspections, DC track circuits, jumper policy, train delay index, safety and various technology tools for locating, testing, inspecting and repairing signals and their related components.

TRAN 175 - Railroad Track Environment & Safety

This introductory course examines the proper track environment and safety used by rail track workers and bridge mechanics. Topics include engineering and general safety rules, proper tasks performed, general track terms, environmental rules, and hazardous material regulations and processes.

TRAN 176 - Railroad Track Structure & Operations

This course examines the structure and operations of railroad track workers and bridge tenders. Topics include fall protection, lifting and rigging, radio rules, and basic track structure. The course covers computer competencies, proper removal and installation of rail sections and crossties, correct use of hydraulic tools, and HOS vehicle inspection.

TRAN 177 - AAR Interchange Rules Training

This course instructs existing car operations field employees and managers in the application of the AAR Interchanges Rules. Topics include AAR Office and Field Manuals, rule changes, field competency hands-on gauging exercises, and AAR Interchange billing.

TRAN 178 - Remote Control Operator

This course consists of classroom instruction and hands-on field training covering locomotive management, train air brake systems, Remote Control Operator (RCO) equipment familiarization, operator control unit set up and testing, RCO operation, troubleshooting, and Positive Stop Protection (PSP). Field exercises include performing calendar day inspections, inspecting remote control equipment, performing brake tests, and operating locomotives.

TRAN 179 - Designated Trainer of Remote Control Operators

This course consists of classroom and hands-on field training for becoming a trainer of Remote Control Operators (RCO) for a terminal. While this course covers material for Remote Control Operations, the focus of this course is on learning to teach Remote Control Operation and demonstrating the ability to do so. Topics for this course include adult learning principles, instruction techniques, administration and planning of RCO training, and annual and recertification evaluation rides. Teaching locomotive familiarization; set up and testing of the RCO system; operating rules; troubleshooting procedures; Hump, PSP and RCO rules; air brake inspections and tests, and RCO simulation are covered. Evaluating and assessing students' understanding of RCO topics is also examined.

TRAN 180 - Designated Supervisor of RCO

This course consists of classroom and hands-on field training for becoming a program manager for Remote Control Operations (RCO) within a terminal and an officer of the company, DSRCOs are responsible for identifying rule changes/updates and ensuring regulatory compliance as well as recertifying remote control operators. Topics in the courses include adult learning principles, instruction techniques, administration and planning of RCO training, and annual and recertification evaluation rides. Teaching locomotive familiarization; set up and testing of the RCO system; operating rules; troubleshooting procedures; Hump, PSP and RCO rules; air brake inspections and tests, and RCO simulation are covered. Evaluating and assessing students' understanding of RCO topics is also examined.

TRAN 181 - Introduction to Mechanical Locomotive Electrician

This course provides an introduction to the responsibilities of a mechanical locomotive electrician. Topics include introduction to railroading, railroad terminology, safety and operating rules, safety leadership, rules and environmental certification, and FRA Blue Signal protection.

TRAN 182 - Advanced Mechanical Locomotive Electrician

This course covers advanced mechanical locomotive familiarization and operations. Topics of this course include the identification of various locomotives models, Auxiliary Power Unit (APU), locomotive mechanical portal, air brake systems, locomotive consist, servicing locomotives and competencies; and the movement of locomotives.

TRAN 183 - Diesel Electrical Locomotive Theory

This course introduces students to diesel electric locomotive theory. Topics include equipment used to test, maintain, and repair diesel electric locomotives as regulated by the FRA; locomotive wiring diagrams and wire running lists; maintaining and repairing the electrical components of locomotives; and the application of sand to the rail.

TRAN 184 - Diesel and Electrical Locomotive Operations I

This course introduces students to diesel electric locomotive operations. Topics include circuits used to apply power to the traction motors, maintaining the motorized switch gear, testing and clearing low and high voltage grounds, rules and procedures for completing 92-day inspection intervals and calendar day inspections, and a basic introduction to cab signal systems and requirements.

TRAN 185 - Diesel and Electrical Locomotive Operations II

This course offers a review of lock-out/ tag-out procedures, de-energizing equipment, and Red Zone safety. Additional topics include excitation current and voltage, major components of the Electronic Control System and power generating systems, motor and braking components setup and electronic control, components involved in cranking and starting the diesel engine, function and location of sensors, and the four subsystems of the ground fault system.

TRAN 186 - Mechanical Locomotive Skillcraft

This course explores the basics of Diesel Electric Locomotive theory and operations for various skillcraft employees. Topics include the proper use, handling, and care of various hand tools; use of the lock-out/tag-out system; the Federal Railroad Administration guidelines regarding the safe operation of locomotives and required locomotive inspection intervals, and the proper servicing of locomotives.

TRAN 187 - Advanced Mechanical Locomotive Electrician III

This course offers an advanced review of locomotive safety, GE transportation system schematics, electronic controls, auxiliary system starting sequence, and electronic fuel injection. Students will learn the components of diesel engine cranking, voltage regulators, propulsion, and self-load. (PR: Permission)

TRAN 188 - Basic Rail Track Welding

The basic welding course will familiarize the student with welding safety, terminology, electrode classification, welding processes, welding guidelines, shop guidelines, and welding shop orientation. Additional topics include shielded metal arc welding in the flat position, and the flux-cored welding technique. (PR: Permission)

TRAN 189 - Pier Safety Training

This course teaches the fundamentals of safety rules and operations that encompass transportation, engineering, and mechanical-type work in a pier industrial environment.

TRAN 200 - Transportation Law and Policy

This course describes the different modes of transportation and the regulating bodies for each. Topics include contracts, tariffs, liability for loss and damage to cargo, tort liability of shippers, carriers, customers, and brokers during and after the transportation of freight and a comprehensive understanding of insurance and the various policy forms that exist.

TRAN 201 - Track Safety Standards

This course studies the minimum FRA track safety standards of basic track structure, track inspection frequencies, rail defects, and track geometry as to ensure compliance set forth in Federal Code Regulations Part 213 of the Federal Railroad Administration. (PR: Permission)

TRAN 202 - Advanced Track Inspection

This advanced course prepares the student for advanced track inspection techniques. Topics include brush chart familiarization, case studies, FRA track defects, track inspection responsibilities, walking joint bar and switch inspections, pull aparts, rail lubrication systems, curve stake monitoring, IT IS functionality, track disturbance, root cause analysis of derailments. (PR: Permission)

TRAN 203 - Frog and Switch Track Welding

This advanced course evaluates the skills to successfully perform Frog and Switch Track Welding. Topics include torch safety and set up, air arc gouging, grinding, and welding points. (PR: Permission)

TRAN 204 - Thermit Rail Welding

Students will learn how to successfully perform thermit rail welding including torch safety and set up, thermit procedures, and aluminothermic reactions. Field exercises include performing weld tasks, insulated joints, relay rail, road crossing renewal, turnouts and repair of miscellaneous defects. (PR: Permission)

TRAN 206 - Concrete Bridge Structures

This course will provide the student an understanding of different types of concrete structures. Topics to include hand tool operation, bridge components, and blueprint reading.

TRAN 207 - Bridge Inspection

This course will examine the three major components or sections that comprise a bridge structure and identify those substructures by name, location, and specific problematic areas.

TRAN 208 - Steel Bridge Structures

This course will provide the student an understanding of different types of steel bridge structures and their components. Instruction includes identification of required materials, necessary equipment, steel bridge maintenance procedures, and blueprint reading.

TRAN 209 - Timber Structures

This course will provide the basic knowledge for working on different types of timber structures. Instruction includes identification of required materials, necessary equipment, maintenance procedures, and blueprint reading.

TRAN 210 - Transportation Economics

This course provides an overview of the characteristics and structure of transportation markets including aggregate demand, vehicle and mode choice, surface freight and air travel. It explores the principles of modern transport economics from a neoclassical economics perspective. It uses microeconomic tools to explore the underpinnings of transport economics and applies microprinciples to transportation issues and problems of interest.

TRAN 211 - Bridge Supervision

This advanced course is to provide the student with the details and duties of a bridge foreman including leadership essentials, specific planning tasks, project development and reading blueprints.

TRAN 220 - Transportation Security

This course covers the assessment of challenges and threats relating to national and international transportation security frameworks. Laws, regulations, policies, conventions, organizations, procedures, and technologies intended to ensure freedom of movement of people and commerce by ground, air, sea, and water will be reviewed. Analytical concepts and methods are applied to case studies with an emphasis on vulnerability and risk reduction.

TRAN 221 - Roadmaster Training

This course consists of classroom instruction that includes planning and decision making for small and large scale maintenance-of-way activities, managing highway-grade crossing closures and detour plans, and interpreting and applying labor agreements. Students are also introduced to various technology tools for planning, managing and reporting work.

TRAN 222 - Advanced Electronics

This is a 22-month course in advanced electronics. The ability to perform mathematical computations is heavily emphasized. This course thoroughly examines the identification and troubleshooting of elements of electronics. Maintaining a safe work environment is highly stressed.

TRAN 230 - Transportation Geography

This course introduces the relationship between transportation and spatial organization, selected analytical models dealing with traffic demand, network configuration, allocation of transport facilities, and application to selected problems. Topics include network development, movement patterns of people and commodities and the impact of transportation on other activities.

TRAN 233 - Transit Bus Transport & Drive Train

This course provides bus maintenance training for the diagnosis, repair and maintenance of transit bus transmission and drive train systems and preparation for the H3 National Automotive Service Excellence (ASE) Transit Bus Transmission and Drive Train Test. Topics include the components and operation of automatic transmissions, drive shafts and universal joints, and drive axles; how to perform basic troubleshooting techniques and repairs of each system; and the necessary actions required to restore each system to its OEM specifications.

TRAN 234 - Transit Bus Air Brake Systems

This course provides bus maintenance training for the diagnosis, repair and maintenance of transit bus brake systems and preparation for the H4 National Automotive Service Excellence (ASE) Transit Bus Brake Systems Test. Topics include the components and operation of the air system, brake system, the parking/emergency brake system, the ABS/ATC system, and wheel bearing and seals; how to perform basic troubleshooting techniques of each system; and the necessary actions required to restore each system to its OEM specifications.

TRAN 236 - Transit Bus Electrical Systems

This course provides bus maintenance training for the diagnosis, repair and maintenance of transit bus electrical/electronics systems and preparation for the National Automotive Service Excellence (ASE) H6 Electrical/Electronic Test. Topics include the components and operation of electrical systems, starting systems, charging systems and bus batteries; how to perform basic troubleshooting techniques of each system; and the necessary actions required to restore each system to its OEM specifications. Reading wiring diagrams for the troubleshooting, inspection and maintenance of lighting and electrical circuits is also explored.

TRAN 237 - Transit Bus HVAC

This course provides bus maintenance training for the diagnosis, repair and maintenance of transit bus brake systems and preparation for the National Automotive Service Excellence (ASE) H7 HVAC Test. Topics include the components and operation of HVAC systems, A/C systems, and heating and cooling systems; how to perform basic troubleshooting techniques of each system; and the necessary actions required to restore each system to its OEM specifications. EPA standards are also explored. PR: Permission

TRAN 239 - Hybrid Drive Systems

This course provides bus maintenance training for the diagnosis, repair and maintenance of transit bus hybrid systems. Topics include critical safety considerations for working on a hybrid system; how hybrid systems generate, store and supply power to operate transit vehicles; each hybrid system component and how they work together and communicate with the engine and other bus systems; the inspection and maintenance of hybrid system components; and hands on practice in troubleshooting hybrid systems using OEM software.

TRAN 240 - EPA Emission Study and Treatment Technology

This course provides bus maintenance training for the diagnosis, repair and maintenance of transit bus emissions control systems. Topics include emissions regulated by the EPA; 2007 and 2012 and 2012 EPA standards; servicing intake and exhaust systems of an engine; maintaining emissions control equipment on engines; safety considerations for servicing systems; emissions control technology of engines with exhaust gas recirculation and diesel oxidation catalysts; the role of diesel particulate filters; how and why to perform regens; and OEM software for diagnosis of system problems; and critical servicing tasks.

TRAN 241 - Rail Signals Maintenance

This course provides rail signal maintenance technicians with a comprehensive overview of rail train operations and safety. Topics include the inspection, maintenance, troubleshooting and repair of train control track circuits, turnouts/switches, grade crossings, power distribution systems, signals, train stops, interlocking, and control panels and human-machine interfaces.

TRAN 242 - Rail Vehicles Maintenance

This course provides rail maintenance training for the inspection, diagnosis, repair and maintenance of rail vehicles. Topics include couplers; truck and axle; propulsion and dynamic braking; auxiliary inverters and batteries; friction brakes; HVAC; current collection and distribution; monitoring and diagnosing; car body; door; communication systems; and ATP-ATO.

TRAN 245 - Transit Bus Operator Training

This course provides training for transit bus operators. Topics include federal, state, agency specific and local regulations; customer service; operating and technical skills; safety and security; training documentation; and best practices as outlined by the American Public Transportation Association (APTA).

TRAN 250 - Transportation Inform Systems

This course provides an understanding of the foundation concepts of information technologies in the transportation and material moving industries. It focuses on the challenges and strategies of transportation information technology.

TRAN 255 - Hazard Materials Endorsement

This course recognizes the Hazardous Materials endorsement of the Commercial Driver's License. The Hazmat Materials endorsement ensures the proper handling and safe transport of hazardous materials. Topics include, but are not limited to, materials hazards classes, shipper's certification, logbooks, placards, pre- and post-trip inspections, loading and unloading, and reporting accidents and incidents.

TRAN 256 - Tank Endorsement

This course recognizes the Tank endorsement of the Commercial Driver's License. The Tank endorsement ensures the proper handling and safe transport of liquids or gases. Topics include, but are not limited to, inspecting tank vehicles; driving tank vehicles, and safe driving rules.

TRAN 257 - Passenger Endorsement

This course recognizes the Passenger endorsement of the Commercial Driver's License. The Passenger endorsement ensures the safe transport of people. Topics include, but are not limited to, pre- and post-trip vehicle inspections, loading and unloading passengers, safely driving passenger vehicles, and prohibited practices.

TRAN 258 - School Bus Endorsement

This course recognizes the School Bus endorsement of the Commercial Driver's License. The School bus endorsement ensures the safe transport of people. Topics include, but are not limited to, pre- and post-trip inspections, loading and unloading passengers, danger zones and use of mirrors, emergency exit and evacuation, railroad-highway grades crossings, student management, antilock braking systems, special safety considerations.

TRAN 259 - Double and Triple Trailers Endorsement

This course recognizes the Double and Triple Trailers endorsement of the Commercial Driver's License. The Doubles and Triples endorsement ensures the safe transport of multiple trailers. Topics include, but are not limited to, pre- post-trip inspections; pulling double/triple trailers; coupling and uncoupling; and checking air brakes.

TRAN 260 - Commercial Driver's License

This course is designed to prepare the student for the Commercial Driver's License (CDL). Training involves: map reading, trip planning, vehicle control, driving skills, rules and regulations associated with the commercial vehicle profession, logistics, and pre and post-trip inspections. (PR: Permission of the program director)

TRAN 265 - Transportation Management & Operations

Transportation Management and Operations introduces and differentiates between supply chain management, logistics, and transportation. Best practices in leadership, trends, technology, sustainability, and strategy in supply chain management, logistics, and transportation are explored. Transportation Management & Operations is worth three credit hours.

TRAN 266 - Rail Management Training Program-Core Operations

This course consists of classroom instruction and computer-based training that includes technical, administrative and leadership components. Students are introduced to a wide range of topics including; operating and safety rules, railroad business simulations, accident/incident investigations, disaster response, drug and alcohol testing requirements, corporate citizenship, and coaching.

TRAN 267 - Rail Management Training Program-Mechanic

This course consists of classroom instruction and computer-based training that includes technical, administrative and leadership components. Student are introduced to a wide range of topics including; operating and safety rules; Federal Railroad Administration and Association of American Railroads' freight car/locomotive standards and inspection requirements; locomotive movement; derailment prevention and investigation; and work planning and forecasting.

TRAN 268 - Rail Management Training Program-Engineer

This course consists of classroom instruction and computer-based training that includes technical, administrative and leadership components. Students are introduced to a wide range of topics including; Operating and safety rules, track worker responsibilities, track inspection, track disturbance, track geometry, track safety standards, and derailment investigations.

TRAN 269 - Rail Management Training Program-Tran

This course consists of classroom instruction and computer-based training that includes technical, administrative and leadership components. Students are introduced to a wide range of topics including: operating and safety rules, mechanical department roles and responsibilities, engineering department roles and responsibilities, Remote Control Locomotive operations, investigation railroad derailments and personal injuries, and various software for scheduling, completing and reporting work.

TRAN 270 - Intelligent Transportation Systems

This course is designed to introduce Intelligent Transportation Systems to the student. Course content will include concepts, training, and educational needs of ITS professionals. Elements of this course will include: fundamentals of traffic flow and control, ITS user services, ITS applications and benefits, ITS architecture, ITS planning, ITS standards, ITS evaluation, and ITS challenges and opportunities. (PR/CR: TRAN 101)

TRAN 272 - Intermodal Transportation Systems

This course is focused on intermodal freight transportation issues. Students are introduced to components of intermodal transportation systems, emerging trends in freight transportation, the role of logistics, and advanced technologies used in intermodal transportation. (PR: Permission of the program director) (PR/CR: TRAN 101)

TRAN 273 - Intelligent Transportation Systems and Applications

This course focuses on ITS systems and applications for the efficient movement of travelers and goods and services including Advanced Transportation Management Systems (ATMS), National ITS Architecture, ITS user services, traffic control devices, telecommunications, and networking fundamentals. The course also addresses technical issues involved in the design and operation of ITS services. (PR: Permission of the program director) (PR/CR: TRAN 270)

TRAN 274 - Intelligent Transportation Systems Project Management

This course focuses on project management issues associated with the planning, implementation and assessment of technology-intensive transportation projects. Topics include project management principles, project phases, and types of project management tools available. Corridor management, transit management, weather responsive traffic management, incident and emergency management, and risk management are explored. Examples of successful ITS implementations are also presented. (PR: TRAN 270)

TRAN 279 - Intelligent Transportation Systems (ITS) Capstone

This course will challenge the student to utilize the combined knowledge and skills gained in the program to demonstrate the ability to work through real-world transportation issues. Students will utilize modeling and simulation software to work through transportation issues. Case studies will be heavily relied upon, and current and future trends in Intelligent Transportation Systems will be addressed. (PR: Permission of the program director) (CR: TRAN 274)

TRAN 280-284 - Special Topics: Transportation

This course sequence is designed to offer special topic transportation courses on a short-term basis that are under development or are of such specialized category or timeliness they are only offered once.

TRAN 290 - Transportation OJT

This course is designed to provide equivalent college credit for on-the-job training of transportation professionals. A statement of the total number of contact hours experienced through on-the-job training will be verified by an employer and will be placed on the college record. (PR: Permission of the program director)

Technical Studies (TS)

TS 100 - Careers in Technical Fields

Careers in technical fields is designed to help students identify technical careers in the following career fields, which include, but are not limited to: graphic design/communication, air conditioning/refrigeration, automotive technology, general building construction, and agricultural science. In the course, students will learn the basic skills needed for these career fields, listen to lectures from individuals working in these fields and complete career exploration.

TS 101 - AAS Portfolio Development

This course is designed 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.

TS 102 - On-the-Job Training

This course consists of paid or unpaid OJT, internship or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The on-the-job training component is converted to credit hours at a ratio of 160:1 with the maximum of 1,920 contact hours allowable. A statement of the total number of contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college record. This credit will be recorded immediately prior to graduation from college.

TS 280-285 - Special Topics

These courses consist of special topics of course work that develop skills that may be applied to a variety of occupations or that may be specific to an occupation. Typically, these courses are technical specialty courses specific to an occupational/technical area. These courses include technical courses developed and delivered by the college, apprenticeship courses, or approved courses included in a business or industry training program can be included in this component.

Technical Training for Adults (TTA)

TTA 101 - Introduction to Teaching Techniques for Adults

This teaching techniques course is designed to teach adult learning theories to instructors of occupational, adult education, and apprenticeship training programs. Included in this course are laboratory safety, testing, and evaluation, and advanced instructional techniques. Students will be required to develop, write and teach a lesson plan.

Utility Construction (UTIL)

UTIL 101 - Utility Construction

This course prepares students to work on natural gas and water distribution construction crew. Topics include excavation safety, competent person training, hazardous atmospheres, traffic control, underground utility identification, working around heavy equipment.

UTIL 200 - Industrial/Mechanical Services

This course prepares students to install, maintain, and repair concrete foundations; install equipment; repair tanks; and maintain, troubleshoot, and repair industrial equipment, including gas compressors and metering devices.

UTIL 210 - Pipeline Construction

This course prepares students to construct commercial pipelines. Topics include tools of the trade; reading pipeline documents; and responding and reacting to various hazardous atmospheres and emergency callouts.

UTIL 215 - Hazard Recognition

This course prepares students to recognize various hazards on the construction site and related areas. Topics include recognizing, responding, and mitigating hazards on the construction site; properly documenting identified hazards and actions taken; and properly communicating identified hazards to worksite personnel and the public.

UTIL 220 - Project Management

This course prepares students to manage construction projects. Topics include estimating; cost control; project schedules; quality control; documentation; and effective communication.

UTIL 295 - 299 - Utility Construction Cooperative Work Experience

In this course, students will be placed in a cooperative work experience. Emphasis is on the application of knowledge and skills attained in the classroom to a real-world work experience. Students must complete a minimum of 160 work hours per 1 hour of college credit.

Veterinary Technology (VET)

VET 101 - Introduction to Veterinary Technology

This course introduces the student to the field of veterinary technology. Topics will include the history of veterinary medicine and the role the veterinary technician plays as a part of the veterinary health care team. Common business procedures including fundamental record keeping and medico-legal requirements will be discussed. Basic procedures such as handling, restraint, animal assessment, and medicating techniques for canine and feline species will be covered. Offered: Fall, Spring, and Summer

VET 210 - Veterinary Nursing I

This course will introduce the area of animal nursing care that includes patient history and record keeping, kennel sanitation, animal restraint, syringe and needle identification handling, injection techniques, physical exam and administration of medication. (PR: Admission to Vet Tech Program)(CO: VET 210L, 215, 215L, 227) Offered: Fall Only

VET 210L - Veterinary Nursing Lab I

This course will allow for hands- on experience and assesment of skills discussed in VET 210. (CO: VET 210). Offered: Fall Only

VET 215 - Clinical Laboratory I

This course introduces the clinical laboratory, including its records, equipment, and equipment maintenance, hematology and serology and internal and external parasites. (PR: Admission to Vet Tech Program) (CO: VET 210, 210L, 215L, 227) Offered: Fall Only

VET 215L - Clinical Laboratory I

This course will allow for hands- on experience and assesment of skills discussed in VET 215. (CO: VET 215) Offered: Fall Only

VET 216 - Veterinary Pharmacology

This course covers the regulations controlling the use of drugs and biological classifications and mechanisms of action of pharmaceuticals, dosage calculations, labeling, packaging, and dispensing of veterinary products. (PR: VET 210, 210L, 215, 215L, 227) (CO: VET 220, 220L, 225, 225L, 260, 260L). Offered: Spring Only

VET 217 - Veterinary Pharmacology II

This course is a continuation of VET 216 and covers the regulations controlling the use of drugs and biological classifications and mechanisms of action of pharmaceuticals, dosage calculations, labeling, packaging, and dispensing of veterinary products. (PR: VET 285) (CO: VET 230, 245, 250, 255). Offered: Fall Only

VET 220 - Veterinary Nursing II

This course builds on skills learned in Veterinary Nursing I on skills learned in VET 210 introduces the physical examination, blood vessel and urinary catheterization, venipuncture, fluid therapy, wound care, and bandaging. (PR: VET 210, 210L, 215, 215L, 227) (CO: VET 216, 220L, 225, 225L, 260, 260L) Offered: Spring Only

VET 220L - Veterinary Nursing Lab II

This course will allow for hands- on experience and assesment of skills discussed in VET 220. (CO: VET 220) Offered: Spring Only

VET 225 - Clinical Laboratory II

This course is a continuation and application of skills from Clinical Lab I including hematology, serology, urinalysis, cytology, and other laboratory skills. (PR: VET 210, 210L, 215, 215L, 227) (CO: VET 216, 220, 220L, 225L, 260, 260L) Offered: Spring Only

VET 225L - Clinical Laboratory II

This course will allow for hands- on experience and assesment of skills discussed in VET 225. (CO: VET 225) Offered: Spring Only

VET 227 - Anatomy and Physiology for Veterinary Technology

This course covers the study of cells, tissues, organs, and organ systems in the functional animal body. Utilizing a dissection based approach, students will use canine, feline, equine, and bovine species as models. All body systems will be examined (integumentary, musculoskeletal, nervous, endocrine, circulatory, respiratory, urinary, and reproductive) with emphasis on comparative structures and clinical significance of each body stem. (PR: Admission to Vet Tech Program) (CO: VET 210, 215). Offered: Fall Only

VET 230 - Veterinary Nursing III

This course continues application of nursing skills and techniques with an emphasis on large animal species in such areas of restraint, venipuncture, behavior, breeds, food safety, medications, reventative care, surgical and anesthetic procedures, and lameness. (PR: VET 285) (CO: VET 217, 230L, 245, 245L, 250, 255, 255L) Offered: Fall Only

VET 230L - Veterinary Nursing Lab III

This course will allow for hands- on experience and assesment of skills discussed in VET 230. (CO: VET 230) Offered: Fall Only

VET 235 - Vet Tech Office/Tech Procedures

This course covers procedures performed by a veterinary technician in a hospital environment including office and computer applications, medical record keeping, client relationships, financial transactions, inventory control, and facility management. The roles of appropriate regulatory agencies and maintenance of sanitation and nosocomial protocols for the facility are also covered. (PR: VET 217, 230, 245, 250, 255) (CO: VET 240, 265, 275, 290). Offered: Spring Only

VET 240 - Veterinary Nursing IV

This course develops skills in basic husbandry, restraint, physical examine, venipuncture, diagnostics, and medications as they specifically apply to exotic and laboratory type animals, especially rabbits, rodents, birds, and reptiles. (PR: VET 217, 230, 230L, 245, 245L, 250, 255, 255L) (CO: VET 235, 240L, 265, 265L, 275, 275L, 290) Offered: Spring Only

VET 240L - Veterinary Nursing Lab IV

This course will allow for hands- on experience and assesment of skills discussed in VET 240. (CO: VET 240) Offered: Spring Only

VET 245 - Veterinary Anesthesia

This course covers the principles and application of the use of sedatives, anesthetics, peri-operative pain management, and patient monitoring. (PR: VET 285)(CO: VET 217, 230, 230L, 245L, 250, 255, 255L) Offered: Fall Only

VET 245L - Veterinary Anesthesia Lab

This course will allow for hands- on experience and assesment of skills discussed in VET 245. (CO: VET 245) Offered: Fall Only

VET 250 - Veterinary Nutrition and Disease

This course focuses on principles of the disease process, disease control, and prevention of common diseases of domestic animals. Nutrition principles for clinical diseases are also covered. (PR: VET 285) (CO: VET 217, 230, 245, 255) Offered: Fall Only

VET 255 - Veterinary Surgery

This course introduces the area of veterinary surgical care with sterilization techniques, equipment maintenance, pre-surgical and surgical preparation, surgical assistance, and post-surgical patient care.(PR: VET 285)(CO: VET 217, 230, 230L, 245, 245L, 250, 255L) Offered: Fall Only

VET 255L - Veterinary Surgery Lab

This course will allow for hands- on experience and assesment of skills discussed in VET 255. (CO: VET 255) Offered: Fall Only

VET 260 - Imaging Techniques

This course introduces the principles and applications for the production of radiographs including processing, radiation safety, storage, patient positioning, and other imaging techniques. (PR: VET 210, 210L, 215, 215L, 227)(CO: VET 216, 220, 220L, 225, 225L, 260L) Offered: Spring Only

VET 260L - Imaging Techniques Lab

This course will allow for hands-on experience and assesment of skills discussed in VET 260. (CO: VET 260) Offered: Spring Only

VET 265 - Veterinary Emergency and Critical Care

This course introduces procedures and techniques for critical care of the veterinary patient, including neonates. Maintaining critical care apparatus, first aid, CPR (cardiopulmonary resuscitation), intensive care and monitoring will be the focus of this course. (PR: VET 217, 230, 230L, 245, 245L, 250, 255, 255L) (CO: VET 235, 240, 240L, 265L, 275, 275L, 290) Offered: Spring Only

VET 265L - Veterinary Emergency and Critical Care Lab

This course will allow for hands-on experience and assessment of skills discussed in VET 265. (CO: VET 265) Offered: Spring Only

VET 275 - Small Animal Dentistry for Technicians

This course develops skills in oral examination and anatomy, dental cleaning, dental radiology, and common dental diseases as they apply to the dog and cat species. (PR: VET 217, 230, 230L, 245, 245L, 250, 255, 255L) (CO: VET 235, 240, 240L, 265, 265L, 275L, 290) Offered: Spring Only

VET 275L - Small Animal Vet Dentistry Lab

This course will allow for hands-on experience and assessment of skills discussed in VET 275. (CO: VET 275) Offered: Spring Only

VET 285 - Veterinary Hospital Practicum I

This course provides practical experience in an approved veterinary clinic or other approved clinical site to focus on mastery of clinical skills covered thus far in the curriculum. The focus will be on small animal medicine and laboratory procedures. (PR: VET 210, 210L, 215, 215L, 216, 220, 220L, 225, 225L, 227, 260, 260L) Offered: Summer Only

VET 287 - Veterinary Hospital Practicum II

This course provides practical experience in an approved veterinary clinic or other approved clinical site to focus on mastery of clinical skills. This course is a continuation of Veterinary Hospital Practicum I. Focus extends to large animals as well as laboratory and exotic animal medicine and laboratory procedures. (PR: VET 230, 245, 250, 255, and 285)

VET 290 - Veterinary Technology (VTNE)

This capstone course reviews all aspects of academic and applied techniques taught in the Veterinary Technology program. Students must successfully complete a mock exam in preparation for the Veterinary Technician National Examination. Students are required to prepare a resume present a research paper. (CR: VET 235, 240, and 265) Offered: Spring Only

VET 295 - Veterinary Technology Externship

Students in this course are expected to function as working members of the staff of an approved veterinary hospital or other approved veterinary facility. This course provides practical experience in an approved veterinary clinic or other approved clinical site to focus on mastery of clinical skills. This course is a continuation of Vet Tech Practicum I. Focus extends to large animals as well as laboratory and exotic animal medicine and laboratory procedures. (PR: All Vet Tech classes) Offered: Summer Only

Welding (WELD)

WELD 105 - Industrial Safety

An introductory course designed to develop safe workplace practices. Students will be required to demonstrate safe handling of work materials; operation of machines and tooling; storage and disposal of hazardous materials.

WELD 110 - Blueprint Reading for Welders

This course is designed to develop a technical understanding of the information contained on engineering drawings and the use of the information to communicate setup and welding instructions from the designer to the welder and fitter.

WELD 112 - Basic Metallurgy of Welding

This course provides an introduction to the basic principles of metallurgical phenomena that affect welding and welded materials. Physical and mechanical properties of ferrous and nonferrous metals along with heating and cooling treatment methods and reactions will be covered.

WELD 115 - Introduction to Welding

This course provides an introduction to the fundamental skills used in welding including oxyacetylene and arc metal welding, material preparation and the various tools used to cut and clean metal along with machine safety, setup and operations. It also includes coverage of basic blueprint reading specific to welding needs.

WELD 120 - Shielded Metal Arc Welding

This course provides a thorough technical understanding of arc welding, welding safety, arc welding power sources, electrode classifications and selection. (CR: WELD 120L)

WELD 120L - Shielded Metal Arc Welding Lab

This Lab course provides students opportunities to perform production welding, millwright production, and general maintenance welding. (CR: WELD 120)

WELD 121 - Gas Metal & Flux Cored Arc Welding

This course is designed to provide a thorough technical understanding of welding safety, gas metal arc welding, equipment adjustments, metal transfer and shielding gases. It also provides the training to make quality gas metal arc welds in all positions on mild steel from 1/4" to 3/8" plate, single and multiple pass. (CR: WELD 121L)

WELD 121L - GMAW & FCAW Welding Lab

This course is designed to demonstrate a thorough technical understanding of welding safety and hands-on application of gas metal arc welding, equipment adjustments, metal transfer and shielding gases. It also provides the training to make quality gas metal arc welds in all positions on mild steel from 1/4" to 3/8" plate. Single and multiple pass. (CR: WELD 121)

WELD 125 - Advanced SMAW Plate Welding

This course provides advanced understanding of arc welding and techniques to weld in all positions and on unlimited thickness of material to meet AWS SMAW Plate D.1.1 Certification.

WELD 130 - Gas Metal Arc Welding (GMAW)

This course is designed to demonstrate a thorough technical understanding of welding safety and hands-on application of gas metal arc welding, equipment adjustments, metal transfer and shielding gases. Students will also demonstrate the ability to perform basic welds adhering to AWS GMAW D1.1 standards.

WELD 140 - Flux Cored Arc Welding

This course is designed to demonstrate a thorough technical understanding of welding safety and hands-on application of Flux-Cored arc welding, equipment adjustments, metal transfer and shielding gases. Students will also demonstrate the ability to perform basic welds adhering to AWS FCAW D1.1 standards.

WELD 150 - Gas Tungsten Arc Welding

This course is designed to demonstrate a thorough technical understanding of welding safety and hands-on application of gas tungsten arc welding, equipment adjustments, metal transfer and inert shielding gases using a variety of alloys. Students will also demonstrate the ability to perform basic welds adhering to AWS GTAW D1.1 standards. (PR: Weld 120)

WELD 210 - Stick Pipe Welding

This course will provide students welding safety with the Shield Metal Arc Welding process (SMAW), proper techniques and electrode selection for welding pipe to meet ASME (vertical up) welding code. Students will weld using E6010 and E7018.

WELD 210L- Stick Pipe Welding Lab

This Lab course provides students opportunities to perform hands-on Shielded Metal Arc Welding processes (SMAW-stick) using proper techniques and electrode selection for welding pipe to meet ASME (vertical up) welding code.

WELD 211- Extended Pipe

This course will provide students with additional skills to complete the ASME certifications qualifications using the Shield Metal Arc Welding process (SMAW), proper techniques and the electrode selection for welding pipe to meet ASME (vertical up) welding code. Students will weld using E6010 and E7018 standards.

WELD 280 - Special Topics

Study of content not normally covered in other courses. 1 to 6 credits.

WELD 298 - Welding Capstone

This course is designed to provide a final assessment of student learning through development of a project portfolio and certification testing.

WELD 299 - Welding Theory

This course is a culmination of welding safety, processes, applications, symbols and codes, power sources, electrode selections, weld types, and metals and alloys. This course is the capstone course for the AAS degree.

Workforce Development (WFD)**WFD 100-119 - Specialized Workforce Training in Allied Health**

Specialized Workforce Training in the Allied Health career field is a one to six (1-6) credit hour course providing instruction for employees seeking self-improvement or skills to meet new best practices in the Allied Health career field. This curriculum will vary with the needs of the students, employers, or changing labor market.

WFD 120-129 - Specialized Workforce Training in General Studies

Specialized Workforce Training in the General Studies career field is a one to six (1-6) credit hour course providing instruction for employees seeking self-improvement or skills to meet new best practices in the General Education field. This curriculum will vary with the needs of the students, employers, or changing labor market.

WFD 130-139 - Specialized Workforce Training in Business

Specialized Workforce Training in the Business Management career field is a one to six (1-6) credit hour course providing instruction for employees seeking self-improvement or skills to meet new best practices in the Business Management field. This curriculum will vary with the needs of the students, employers, or changing labor market.

WFD 140 - Specialized Workforce Training in Info Tech

This course provides instruction for employees seeking self-improvement or skills to meet new best practices in Information Technology. This curriculum will vary with the needs of the students, employers or changing labor market. (PR: Permission)

WFD 150 - Workforce Development CE

This course provides instruction for employees seeking self-improvement or skills to meet new best practices in their specific career field. This curriculum will vary with the needs of the students, employers or changing labor market. (PR: Permission)

**WFD 222-229 - Specialized Workforce Training
Green Technology**

This course provides instruction for employees seeking self-improvement or skills to meet the new best practices in the Green Technology Industry. This curriculum will vary with the needs of the students, employers, or changing labor market.

**WFD 230-249 - Specialized Workforce Training
Manufacturing**

This course provides instruction for employees seeking self-improvement or skills to meet the new best practices in the manufacturing field. This curriculum will vary with the needs of the students, employers, or changing labor market.

**WFD 250-255 - Specialized Workforce Training
Mechatronic**

This course provides instruction for employees seeking self-improvement to meet the new best practices in the Mechatronics field. This curriculum will vary with the needs of the students of the students, employers, or changing labor market.

Workforce Maritime Academy (WFMA)

WFMA 102 - CPR-First Aid

Deckhand Basic Training: CPR-First Aid

WFMA 103 - Deckhand Basic Training

Deckhand Basic Training

WFMA 300 - Steersman of Towing Vessels

Steersman of Towing Vessels: Steersman of Towing Vessels

WFMA 400 - Radar Observer Western

Radar Western Waters: Radar Observer Western

WFMA 401 - Radar Observer Inland

Radar Inland Waters: Radar Observer Inland

WFMA 402 - Increase in Scope to Inland

Radar Inland Waters: Increase in Scope to Inland

WFMA 403 - Radar Renewal Western

Radar Renewal: Radar Renewal Western

WFMA 404 - Radar Renewal Inland

Radar Renewal: Radar Renewal Inland



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