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General Information

ACCREDITATION
Bridgemont Community and Technical College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. Information regarding affiliation status may be directed to

North Central Association of Colleges and Schools,
Higher Learning Commission,
30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504
(Phone: 800-621-7440).

PROGRAM ACCREDITATION
Information regarding specialized program accreditation may be directed to the following accrediting agencies:

**DENTAL HYGIENE:**
Commission on Dental Accreditation,
American Dental Association,
211 East Chicago Avenue,
Chicago, Illinois 60611-2678
(Telephone: 800-621-8099, ext. 4653).

**RESPIRATORY THERAPY:**
Committee on Accreditation for Respiratory Care,
1248 Harwood Road, Bedford, Texas 76021-4244
(Telephone: 817-283-2835).

**ENGINEERING TECHNOLOGY - ABET Engineering Technology Accreditation Commission,**
111 Market Place,
Suite 1050,
Baltimore, MD 21202
(Telephone: 410-347-7700).

**VETERINARY TECHNOLOGY:**
American Veterinary Medical Association,
1931 North Meacham Road,
Suite 100, Schaumburg, IL 60173-4360
(Telephone: 800-248-2862)
COMPLIANCE STATEMENT

It is the policy of Bridgemont Community and Technical College to provide equal opportunities to all prospective and current members of the student body, faculty and staff based on individual qualifications and merit without regard to race, color, religion, sex, marital status, disability, veteran status, sexual orientation, national origin or age. This policy complies with the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and all other applicable federal, state and local statutes, ordinances and regulations.

Information on the implementation of the policy may be obtained by contacting:

AA/EEO/ADA/ Justice Officer
West Virginia University
Morgantown, West Virginia 26506
(304) 293-5496

INSTITUTIONAL CONTACT INFORMATION

Bridgemont Community and Technical College
619 2nd Avenue
Montgomery, WV 25136
(304) 734-6600
www.bridgemont.edu

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

On November 8, 1990, the Student Right-to-Know and Campus Security Act was signed into federal law. This Act (Public Law 101-542) requires institutions to produce and make available annually the completion or graduation rate of first-time, full-time, certificate/degree seeking undergraduates.

Graduation rates for all West Virginia public higher education institutions are published in the West Virginia Higher Education Report Card, which is available at any of the public colleges and universities and at the main public libraries throughout the state.

For information pertaining to graduation rates at Bridgemont Community and Technical College, contact the Office of the Registrar and Records at (304) 734-6606.
AMERICANS WITH DISABILITIES ACT

Bridgemont Community and Technical College strives to assist those students who are qualified for the protection garnered by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. To be eligible for the protection under Section 504 and the ADA, a student has the obligation and responsibility to self-identify the disability and must provide appropriate documentation at the beginning of each semester that they are enrolled. A person with a disability has a physical or mental impairment which substantially limits a major life activity, has a record or history of such impairment, and/or is regarded as having such an impairment. A learning disability is not a form of mental retardation or an emotional disorder.

A learning disability (LD) is: a permanent disorder which affects the manner in which an individual with normal or above-average intelligence takes in, retains, and expresses information; commonly recognized in learning challenged adults as deficits in one or more of the following areas: reading comprehension, spelling, written expression, math computation, and problem-solving. Less frequent, but not less troublesome, are problems in organizational skills, time management, and study skills. Many learning challenged adults also may have language-based and/or perceptual problems; and frustrating for those individuals who often feel the need to prove that their invisible disabilities may be as handicapping as paraplegia.

Bridgemont Community and Technical College will provide reasonable accommodations to the student known to have a disability in order to afford him/her an equal opportunity to participate in the programs, activities, and services provided by the Institution.

Students who desire these services and accommodations should contact the ADA officer. The Office of Disability Services is located in 326 Old Main.

Students seeking assistance under Section 504 and the ADA must provide the ADA Office with proper documentation at the beginning of each semester in which they are enrolled.

DISCLAIMER

The Bridgemont Community and Technical College catalog is used as a source of information for curriculum, course offerings, admission, graduation requirements, and other rules and regulations pertaining to the college. While every effort has been made to provide a correct catalog, the institution reserves the right to delete, change, or amend this information as necessary.
COMMITMENT TO SOCIAL JUSTICE

The pursuit of truth underlying the mission of Bridgemont Community and Technical College focuses attention on issues of diversity, power, and perspective, so that students, faculty, and staff may study and work in a climate of academic freedom and responsibility, developing the skills, knowledge, and self-esteem necessary for participation as world citizens. Equal opportunity is a fundamental goal in a democratic society, and Bridgemont Community and Technical College shares the responsibility for achieving that equity. The institution is committed, therefore, to ensuring that all persons, including women; people of color; people with disabilities; gays, lesbians, and bisexuals; veterans; and people of different religions, ages, and international, ethnic, and economic backgrounds benefit from the many opportunities the institution provides. In keeping with this responsibility, the members of the academic community are expected to demonstrate mutual respect, understanding, and appreciation for all persons; to express that perspective in every dimension of the institution’s life and mission; and to work cooperatively, representing not only the interests of their own groups, but also those of the wider community. The importance of the social justice program goes beyond the benefits that accrue to any one person or group, to the strengthening of the institution and the enhancing of the ability to accomplish the mission with which they have been entrusted by the people and the state of West Virginia.

MEDIATION

Conflict is a part of everyday life and is not necessarily good or bad. The mediation of conflicts that arise among us is an important tool in helping members of our community successfully live and work well together. The Social Justice Office administers the Mediation program at Bridgemont Community and Technical College. Common causes of conflict are breakdowns in communication, contradictory beliefs and values, changes, cultural differences, and misinformation. Conflict makes many people uncomfortable, disrupts work, may cause illness, and is often times difficult to define and deal with. Examples include, but are not limited to: supervisor/employee relationships; co-worker behavior; work expectations; schedules; annoying habits; credit for work done; and many more. Mediation is a structured process of communication that creates a special context for people to discuss and resolve issues of mutual concern. Mediators lead the process to clarify issues, identify options, and create an agreed-upon course of action. Mediation is a valuable alternative in resolving differences. Participation is always voluntary on the part of all parties and mediation occurs during official work time.

If assistance is needed to arrange for mediation, please contact the Dean of Student Services at 304-734-6617. There is no charge for this service.
VISION
Bridgemont Community and Technical College will be a bridge to the world through innovative ideas and 21st century technology.

MISSION
Bridgemont Community and Technical College:

- Builds tomorrow’s leaders through excellence in teaching, learning and service;
- Bridges the gap between today’s students and the workforce of tomorrow;
-Broadens the path to lifelong educational goals.

As the college developed historically in association with the state’s only institute of technology, Bridgemont continues to focus on technical programming. Fulfillment of the college mission is accomplished by:

- Offering academic programs in engineering technology, printing technology, information technology, dental hygiene, business and office technology, allied health, occupational development, technical studies and applied technology;
- Offering a General Studies program for students who wish to explore career options at Bridgemont or transfer to other colleges and universities;
- Offering a non-traditional college credit program for adult learners recognizing prior experiences and rewarding life-long learning;
- Providing developmental education and support services designed to improve student academic skills and to prepare students for success in their chosen degree programs;
- Engaging with the community to provide personal enrichment opportunities including credit and non-credit education;
- Responding to business and industry throughout the region by providing workforce training and development;
- Partnering with area high schools, career and technical centers, and other community and technical colleges to enhance career awareness and career pathways among the citizens of West Virginia.
VALUE STATEMENTS

Bridgemont Community and Technical College values:

EXCELLENCE IN EDUCATION
We are dedicated to excellence by providing a highly competent, innovative, and supportive faculty and staff; facilities equipped with current technology; and quality academic and occupational programs.

RESPECT FOR DIVERSITY
We value intellectual and cultural diversity. We believe that all individuals should have an opportunity to learn and succeed in the classroom, in the workplace, and in the community.

STUDENT LEARNING
We are dedicated to providing support, respect, and encouragement, thereby enabling students to achieve their educational goals and develop skills for lifelong learning.

CONTRIBUTION TO THE COMMUNITY
We strive to serve the academic, occupational, and enrichment needs of the community; enhance its quality of life; and support economic development.

QUALITY OF WORK ENVIRONMENT
We value each member of our community; foster respect, trust, and support among faculty, staff, and students through shared governance; encourage ethical risk-taking and innovation; reward exceptional performance and integrity of faculty and staff to remain current within their area of responsibility, and recognize that everyone contributes to a dynamic learning environment.

COMMITMENT TO THE FUTURE
We are dedicated to continuous evaluation of the Institution in order to address the needs of the present and to meet the challenges of the future.
PRIORITIES

Bridgemont is committed to:

1. Student Success
   a. Preparing students to become successful and independent contributors to society
   b. Broadening student knowledge base
   c. Providing transfer skills for future technical innovations
2. Faculty Success
   a. Promoting faculty excellence
   b. Encouraging life-long learning
3. Community Engagement
   a. Building relationships with community, schools, alumni, and industry
   b. Bridging workforce/industry to stay current with technology in curriculum
4. Sustainable Practice
   a. Promoting environmental awareness and social responsibility
   b. Increasing financial effectiveness
5. Institutional Success
   a. Increasing enrollment annually
   b. Increasing student graduation rates
   c. Increasing resources through donations and grants
The Bridgemont Community and Technical College profile is an evolutionary journey based on adaptability to statewide priorities related in the history of its parent institution, West Virginia University Institute of Technology.

West Virginia University Institute of Technology was established by the State Legislature in 1895 as Montgomery Preparatory School, a branch of West Virginia University. With the development of local district high schools, it was assigned a vocational education role beginning in 1917 and its name was changed to West Virginia Trade School. In 1921, again responding to changing community needs, it became a junior college, New River State School, with the primary function of training teachers for regional elementary schools. As a result of its growth to baccalaureate degree status, it became New River State College in 1931. By 1941, in response to demands for personnel from industries and businesses, the institution added technical and business programs. Recognizing this new role, the State Legislature renamed the College the West Virginia Institute of Technology. In 1952, the College began to offer bachelor degrees in engineering. This marked the first instance in which a West Virginia four-year college had developed a specialized role in providing educational services to its constituencies. In response to regional needs, Tech established community college programming in 1966. A master of engineering program was added in 1978.

By an act of the 1996 Legislature on July 1, 1996, the College became a regional campus of West Virginia University and was renamed West Virginia University Institute of Technology (WVU Tech). In February 2004, the Community and Technical College division received independent accreditation by Higher Learning Commission of the North Central Association in response to Senate Bill 703 and was accredited as The Community and Technical College at West Virginia University Institute of Technology (CTC at WVU Tech). On May 19, 2009, the Board of Governors changed the name of the college to Bridgemont Community and Technical College.

Bridgemont Community and Technical College offers associate degrees in engineering technologies, applied technologies, health, business, printing, and general studies; one year certificate degree programs are available in selected areas of study. The College also offers experiential degree programs for nontraditional students as well as extension and continuing education; customized training is an integral outreach effort through the Office of Workforce Development.
LOCATION

Bridgemont Community and Technical College is located in Montgomery, West Virginia, twenty-eight miles southeast of Charleston, the state capital. Situated on the Kanawha River in the rugged Allegheny Mountains, Montgomery has about 2,000 residents.

Montgomery is a friendly community, in which city officials and the college administration have cooperated in joint endeavors that have promoted the progress of Bridgemont Community and Technical College and at the same time have proved beneficial to residents of the community. The campus blends in well with the terrain of the area. Major transportation facilities which serve the college include Interstate Routes 64, 77, and 79, all of which run within thirty miles of the campus; U.S. Route 60, a major east-west artery adjacent to the campus; and Yeager Airport in Charleston. Bus service is available through Charleston and Beckley, as well as more distant points; major assets are Amtrak service from Chicago, Cincinnati, Washington D.C. and New York City; the Kanawha Rapid Transit (KRT), with convenient schedules between Montgomery, Charleston, and other towns in the Kanawha Valley; and the Mountain Transit Authority (MTA), which provides weekday transportation to Oak Hill and Summersville.

Bridgemont offers several programs and classes at the South Charleston site, located in the old “Union Carbide Tech Park” at 1200 Science Park Drive, South Charleston, WV.
Student Services

ACTIVITIES AND EVENTS

Bridgemont CTC’s Student Government Association collaborates with the Student Activities Board at West Virginia University Institute of Technology to provide a variety of activities for students from both institutions. These include movies, concerts, comedians and exercise classes. Bridgemont students also have access to the fitness facilities at WVU Tech at no charge and may use the swimming pool for a nominal fee.

BOOKSTORE

Bridgemont CTC partners with Barnes and Noble and West Virginia University Institute of Technology to provide bookstore services for its students. The bookstore is located in the Tech Center on the campus of WVU Tech. Textbook options include new/used books, ebooks and rentals. For more information, visit the Bridgemont website at www.bridgemont.edu or call (304) 442-3178.

CAREER SERVICES

The Career Services Office provides many services to students including on-line career search and employment opportunities; announcements of available full-time, part-time, internship, and summer positions; and an on-campus fall and spring job fair. For more information, visit the Bridgemont website at www.bridgemont.edu or call (304) 442-3129.

CLUBS AND ORGANIZATIONS

Bridgemont CTC has several clubs and special interest groups open to its students. Students may also petition to organize a club or organization. Current recognized clubs include:

- Bridged by Faith
- Bridgemont Amateur Radio Klub (BARK)
- Bridgemont Ambassadors
- Bridgemont Anime/Kanji Association (BAKA)
- Bridgemont Organization of Sustainable Students (BOSS)
- Civil Engineering Technology Club
- Collegiate 4-H
- Delta Chi Fraternity
- Delta Kappa Theta Sorority
- Health Occupations Students of America (HOSA)
- Nontraditional Student Organization
- Phi Beta Lambda National Business Organization (PBL)
- Phi Kappa Tau Fraternity
- Phi Theta Kappa (PTK) Honor Society
• Student American Dental Hygienists Association (SADHA)
• Student Computer Club
• Student Government Association (SGA)

More information about each organization may be found on the Bridgemont website at www.bridgemont.edu under Current Student/Clubs and Organizations.

COMPUTER LAB
In addition to computer labs operated by various departments, computers are available in the Davis Hall lobby and the Learning Lab, 401 Davis Hall. For more information, call (304) 734-6619.

DISABILITY SERVICES
Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Bridgemont CTC ensures that individuals with disabilities are afforded an equal opportunity to participate in its academic programs and services. Reasonable modification in policies, practices, and procedures are effected to assure equal access to individuals with disabilities.

Students who desire services under ADA are required to furnish documentation of their disabilities in order to receive accommodation. Information provided Disability Services is considered confidential and is not disclosed without the written permission of the student.

EMERGENCY ALERT SYSTEM
Bridgemont CTC uses the e2Campus Alert System to notify students of emergency situations and campus closings. Visit our website at www.bridgemont.edu to sign up for text messaging and/or email notifications.

HOUSING
Bridgemont CTC partners with WVU Tech to provide housing for a limited number of students. Off-campus housing is available in the community and surrounding area through local listings. For more information, visit the Bridgemont website at www.bridgemont.edu or call (304) 734-6617.

LIBRARY SERVICES
Bridgemont CTC partners with West Virginia University Institute of Technology to provide library services for its students. The Vining Library is located on the campus of WVU Tech. For hours of operation, please call (304) 442-3230.
Online library resources are available through Gale Student Resources in Context and Academic OneFile. The link to these sites may be found on our website at www.bridgemont.edu.

**STUDENT CONDUCT**

Bridgemont CTC expects that every member of its academic community share its commitment to honesty, integrity, and the search for truth. In addition, Bridgemont CTC is concerned with the living and learning environment of all its students. It is expected that each person will grow to have greater respect for self, others and property. For a complete explanation of student rights and responsibilities, students should consult the **Student Code of Conduct** available at www.bridgemont.edu.

**STUDENT HANDBOOK**

The **Bridgemont CTC Student Handbook** is a compilation of resources and policies concerning academics and student life. A printed version is available in the Dean of Students Services Office, 216 Davis Hall. The electronic version of the student handbook is available under **Current Students** on the school website www.bridgemont.edu.

**STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) of Bridgemont CTC serves as an intermediary between the administration and the student body in matters of general welfare, promotes a spirit of cooperation in the activities of the college, and encourages student initiative. The SGA is governed by an established constitution with officers elected by the student body during the spring semester for the following year. For more information, visit the Bridgemont website at www.bridgemont.edu or call (304) 734-6617.

**STUDENT IDENTIFICATION CARDS**

Student ID cards are issued for all new students during the registration period of each semester. These cards provide access to the library and college functions. Student ID cards are used for the entire stay at the college and are updated with stickers at the beginning of each semester. A $15 fee is charged for card replacement. Report lost, stolen or found cards immediately to the Student Services Office at (304) 734-6617.
STUDENT LOUNGE

In addition to student lounges provided by various departments, Student Services provides an area for individual and group study in its Learning Lab, 401 Davis Hall. For more information, call (304) 734-6619.

TUTORING SERVICES

During the academic year, free tutoring services are available daily in the Learning Lab, 401 Davis Hall. For more information, call (304) 734-6619.
Admissions
Admissions

APPLICATION FOR ADMISSION

Applications for admissions may be completed on-line at www.bridgemont.edu or requested by calling (304) 734-6600. Applications may be mailed to the following address:
Bridgemont Community and Technical College

ATTN: Admissions
619 2nd Avenue
Montgomery, WV 25136

Admissions categories and details of admissions requirements are described below.

FIRST-TIME COLLEGE STUDENTS

Regular admission is available for all persons with a high school or General Education Development (GED) diploma. The requirements for admission are (1) a completed application and (2) an official copy of your transcript (high school or GED).

The following programs have additional admissions requirements:

- Blasting Technology
- Dental Hygiene
- Respiratory Therapy
- Veterinary Technology

See Admission to Specific Academic Programs in this section for details.

Scores from standardized tests such as the American College Test (ACT), Scholastic Aptitude Test (SAT), Accuplacer or COMPASS are not required for admissions. However, scores from one of these tests are required for placement and counseling purposes, and must be taken prior to registration.

PLEASE NOTE: West Virginia residents are highly encouraged to take the ACT as the scores from this test are required for certain scholarship and grant programs including the West Virginia Higher Education Grant and Promise Scholarship, as well as campus-based scholarship programs.
TRANSFER SEDENTS

Students wishing to transfer from another institution or university must complete an application and provide an official transcript from each college attended. If the total number of college credit hours earned is less than 15, the student must also provide an official copy of their high school or GED transcript.

A transfer student with a cumulative grade point average of at least a 2.0 will be considered in good standing. Those with a GPA under a 2.0 will be accepted on academic probation.

All credits, grades and quality points shall be entered on the permanent record card of transfer students. D grades will be accepted from all accredited colleges. Students transferring from non-accredited colleges must petition the Registrar and Vice President of Academic and Student Affairs to determine transferability of credit from such institutions.

The Registrar will approve evaluation of transfer credits.

READMISSION

Students in good standing who return to college after an absence of one or more semesters (not including the summer term) must apply for readmission. Readmission to Bridgemont Community and Technical College does not automatically mean readmission to a previous program.

A student who has been suspended for one semester for academic reasons may be readmitted after at least one semester has elapsed by applying for readmission.

A student given a second academic suspension is usually not readmitted. However, the student may petition the Committee on Classification and Grades. If the committee approves readmission, the student will return on academic probation and under whatever special circumstances the committee may deem advisable.

SPECIAL NON-DEGREE STUDENTS

An individual wishing to take courses, but not for a degree or certification, is considered a special student. Special students do not need to provide transcripts for admission and are limited to taking fewer than 12 hours of course credit in any semester. A special student who has attempted a maximum of 12 credit hours must apply for admission as a degree candidate by filing full credentials with the Office of Admissions.
TRANSIENT STUDENTS

A student wishing to take courses to be transferred to another college may do so; she/he must present, with an appreciation for admission, an official transient student form from the college accepting the course credit. This form must include the class (s) and number of semester hours which the student is permitted to complete.

A Bridgemont Community and Technical College student wishing to enroll at another college as a transient student must have the prior approval of their advisor, the Vice President of Academic and Student Affairs and the Registrar.

INTERNATIONAL STUDENTS

International students must have their completed application on file at least four months prior to their intended date of enrollment. Students applying should have completed the equivalent of a secondary education with higher than average grades. The Test of English as a Foreign Language (TOEFL) is recommended for all students with a native language other than English.

A score of 500 or above on the paper-based TOEFL or 173 on the computer-based version of TOEFL, 61 or above on the internet-based version of TOEFL, or a score of 6.5 or above on the International English Language Testing Service (IELTS) is usually considered adequate for admission. Only official score reports for the TOEFL and IELTS examinations are acceptable. Under no circumstances will photocopies serve as official score reports.

A certification of Financial Support should be submitted at the same time as other application materials for VISA documents.

Additional standardized tests are required for placement and counseling purposes, and must be taken prior to registration. Acceptable placement tests include ACT, SAT, Accuplacer or COMPASS.
HIGH SCHOOL STUDENTS

EARLY ENTRANCE ADMISSION OF HIGH SCHOOL STUDENTS

Students may earn up to 12 semester hours toward a degree prior to high school graduation.

To be eligible for this program, a student must

1. Have completed the sophomore year of high school.
2. Submit a high school transcript and ACT or SAT scores or equivalent examination.
3. Have earned a minimum average of B (3.0) for all high school courses attempted.
4. Be recommended by the high school guidance counselor or principal of the high school attended.

Students who are home-schooled are eligible for this option.

Students enrolled under this program will receive grades and quality points as earned. Transcripts will be forwarded to any other college or university upon request of the student. However, the acceptance of these credits toward a degree will be determined by the individual college or university.

The cost of tuition and fees will be the same as those for regular college students.

ADVANCED ADMISSION OF HIGH SCHOOL SENIORS (FULL-TIME)

High school students who wish to spend their senior year at Bridgemont Community and Technical College may apply for advanced admissions as a full-time student.

To be eligible for this program a student must have

1. Completed the junior year of high school.
2. Submit a high school transcript and ACT or SAT scores or equivalent examination.
3. Be recommended by the high school guidance counselor or principal of the high school attended.
4. Be approved for advanced admissions as a full-time student by the principal of the high school attended.

Students who are home-schooled may be eligible for this option.

Students enrolled under this program will receive grades and quality points as earned.

Transcripts will be forwarded to any other college or university upon request of the student. However, the acceptance of these credits toward a degree will be determined by
the individual college or university. The cost of tuition and fees will be the same as those for regular college students.

**HIGH SCHOOL COLLEGE CREDIT OPPORTUNITIES**

College credit may be obtained by students while attending high school through three options:

1. College courses delivered in the high schools.
2. EDGE (Earn a Degree Graduate Early).
3. Articulation agreements.

Agreements are in place with high schools throughout the region. These agreements recognize course equivalencies in specific technical courses. For more information, contact your high school counselor or the Office of Admissions at Bridgemont Community and Technical College.

**ADMISSION TO SPECIFIC ACADEMIC PROGRAMS**

**BLASTING TECHNOLOGY**

The associate of applied science degree program as a Blasting Technician is a limited enrollment program, which admits one class of students each fall semester (exceptions may be considered by the blasting program coordinator). All admission materials must be received by the Admission’s Office at least one calendar month before scheduled classes begin*

Each applicant will be required to pass a background check based upon Federal Bureau of Alcohol, Tobacco, Firearms and Explosives criteria.

Persons prohibited from the Blasting Technician program include those:

1. Under indictment or information in any court for a crime punishable by imprisonment for a term exceeding one year;
2. Convicted of a crime punishable by imprisonment for a term exceeding one year;
3. Who is a fugitive from justice;
4. Who is an unlawful user of or addicted to any controlled substance;
5. Who have been adjudicated as a mental defective or has been committed to any mental institution;
6. Who is an illegal alien;
7. Who has been discharged from the military under dishonorable conditions;
8. Who has renounced his or her United States citizenship.

Students must agree to refrain from any action that
1. constitutes a threat to another student or employee’s health or safety.
2. violates State or Federal laws or standards.
3. violates policy and procedure of either the school or the field camp site. In addition, students may be required to submit to random drug tests while at the field camp sites.

*Students will be registered as Civil Engineering Technology majors and transferred to the Blasting Technician A.A.S. program when complete documentation is obtained.

**DENTAL HYGIENE**

The dental hygiene program is a limited enrollment program which admits one class each fall semester.

All admission materials must be received by **January 31st**.

Admission requirements include the following:

1. An ACT composite score of 20 or higher (or SAT composite of 950).
2. High school grade point average or 3.0 or higher on a 4.0 scale. Individuals who have taken the GED must have a score of 40 on each section and an overall average score of 45.
3. Completion of one unit of high school or college algebra. If the individual’s math score on the ACT is 17 or less, then the individual must take and pass a college elementary algebra course.
4. Completion with a grade of “B” or higher a minimum of 2 high school science courses including Chemistry.

Students whose ACT scores do not meet the above outlined criteria **may** be considered for admission to the dental hygiene program by meeting the following requirements:

1. Completion of 12 hours of college credit with a minimum grade of C in each course at an accredited institution of high learning within the past five years. These courses must include Chemistry and Biology. (Developmental or remedial courses will not be considered.)
2. Completion of one unit of high school or college algebra. If the individual’s math score on the ACT is 17 or less, then the individual must take and pass a college elementary algebra course.
3. Have completed requirements for a high school diploma or met GED requirements (score of 40 on each test or achieved an average score of 45).
4. Have a college grade point average of 2.0 or higher on a 4.0 scale.

*In addition, students must ALSO submit:*

1. A one page, handwritten essay detailing reason for application to the program;
2. Two letters of recommendation for admission into the program.
3. Official copy of high school transcripts.
4. Official copy of previous college transcripts.
5. Copy of immunization records.

Current students enrolled in Bridgemont Community and Technical College who meet the above guidelines will be given first consideration for admission. Students may wish to “shadow” in a dental office prior to application to gain firsthand knowledge of the various roles of dental professionals. All transcripts, essays, recommendations and related materials are due in the Admissions Office by January 31st for consideration of fall admission.

**RESPIRATORY THERAPY**

The associate of science degree program in Respiratory Therapy is a cooperative program offered by Carver Career & Technical Education Center in Malden, WV and Bridgemont Community and Technical College. This is a limited enrollment program which admits one class of students each fall semester.

All admission materials must be received by the Admissions Office by January 15.

Admission Requirements include the following:

1. Complete the application process for Bridgemont.
2. A high school diploma or GED diploma.
3. An ACT composite score of 20 or higher (or SAT composite of 950). Subscores in English and reading must be 18 or above; subcore in math must be at least 17.
4. Two high school or college math courses with a grade of C or higher. These courses must be Algebra I and/or higher.
5. Two high school or college lab science courses with a grade of C or higher. One of these courses must be Chemistry. Other lab sciences preferred: Biology or Physics.
6. An overall GPA of 2.0 is required.

Students whose ACT scores do not meet the above outlined criteria may be considered for admission to the Respiratory Therapy program by meeting the following requirements:

1. Completion of 12 hours of college credit with a minimum grade of C in each course at an accredited institution of higher learning within the past five years. These courses must include Chemistry and/or Biology. (Developmental or remedial courses will not be considered.)
2. Completion of one unit of high school or college algebra with a grade of C or higher. If the individual’s math score on the ACT is 17 or less, then the individual must take and pass a college elementary algebra course.
VETERINARY TECHNOLOGY

The associate of science degree program in Veterinary Technology is a cooperative program offered by Carver Career & Technical Education Center in Malden, WV and Bridgemont Community and Technical College. This is a limited enrollment program which admits one class of students each fall semester.

All admission materials must be received by the Admissions Office by **February 28**.

Admission Requirements include the following:

1. Complete the application process for Bridgemont.
2. A high school diploma or GED diploma.
3. An ACT composite score of 20 or higher (or SAT composite of 950). Subscores in English and reading must be 18 or above; sub-score in math must be at least 17.
4. Two high school or college math courses with a grade of C or higher. These courses must be Algebra I and/or higher.
5. Two high school or college lab science courses with a grade of C or higher. One of these courses must be Chemistry. Other lab sciences preferred: Biology or Physics.
6. An overall GPA of 2.0 is required.

Students whose ACT scores do not meet the above outlined criteria may be considered for admission to the Veterinary Technology program by meeting the following requirements:

1. Completion of 12 hours of college credit with a minimum grade of C in each course at an accredited institution of higher learning within the past five years. These courses must include Chemistry and/or Biology. (Developmental or remedial courses will not be considered.)
2. Completion of one unit of high school or college algebra with a grade of C or higher. If the individual’s math score on the ACT is 17 or less, then the individual must take and pass a college elementary algebra course.
THE VETERAN STUDENT

Bridgemont Community and Technical College is approved by the WV Higher Education Policy Commission’s State Approving Agency for enrollment of veterans and dependents of deceased or 100% disabled veterans eligible for education benefits under current regulations. Those serving in the Army or Air National Guard or those on Active Duty or serving in a Reserve Unit may also qualify for educational assistance. The Veterans Affairs Office serves as the official institutional contact point for military and veterans’ programs and services.

New students who have not used their VA educational benefits must apply to the U.S. Department of Veterans Affairs and/or their National Guard or Reserve Unit to establish their eligibility for educational benefits. Those receiving funding through the U.S Department of Veterans Affairs must submit a Certificate of Eligibility and those funded under WV National Guard programs must submit a Notice of Basic Eligibility to the Veterans Affairs Office in order to be certified for educational benefits. Transfer students who have used educational benefits at another school must contact the Veterans Affairs Office and submit a Change of Program or Place of Training Form to receive benefits. All transfer credits must be reported to the Veterans Affairs Office and official transcripts must be submitted to the Registrar’s Office. The student must also officially apply for Bridgemont Community and Technical College admission and select an approved academic program before being certified to receive educational benefits. These guidelines also apply to students who are only enrolled in Extended Education courses. Continuing students need only verify their continued enrollment with the Veterans’ Affairs Office to continue their educational benefits.

It is the student’s responsibility to ensure that all tuition and fees are paid. Educational benefits checks should start arriving within 6 to 8 weeks after certification.

Any changes in approved course schedules including adding, dropping, and withdrawing from a course or courses MUST receive prior approval from the Veterans Affairs Office. Failure to obtain prior approval may jeopardize continued funding and may result in a significant overpayment of educational benefits that must be repaid. Students withdrawing from the institution must also contact the Veterans Affairs Office to avoid any overpayment. Any overpayment of education benefits will be calculated within the pay period in which the change occurred. Changes of academic program major MUST receive prior approval from the Veterans Affairs Office and U.S. Department of Veterans Affairs or appropriate Guard or Reserve Unit prior to being certified for receiving educational benefits for the semester.

Students receiving educational benefits are expected to make satisfactory progress in attaining their educational goals and to attend their classes on a regular basis. The Veterans Affairs Office will closely monitor academic progress and class attendance and any students not following these requirements may lose their benefits.
For more information, visit our website at www.bridgemont.edu or call
Jeanne Smith (jsmith@bridgemont.edu) at (304) 734-6617 or,
Joyce Surbaugh (jsurbaugh@bridgemont.edu) at (304) 734-6603.

AUDITING COURSES

Any student wishing to audit a class must notify the Registrar of that intention during regular or late registration. Tuition and fees still apply to audited classes. No grades or credit are given; nor is the student required to take examinations.

PLACEMENT TESTING

Scores from standardized tests such as the American College Test (ACT), Scholastic Aptitude Test (SAT), Accuplacer or COMPASS are not required for admissions. However, scores from one of these tests are required for placement into English and Math courses.

The Accuplacer exam is offered on campus on an as-needed basis. For more information, please call (304) 734-6600.
Financial Information

FINANCIAL AID

Bridgemont Community and Technical College provides financial assistance to its students in the form of grants, scholarships, employment and loans. Most student aid is awarded based on financial need. Aid is available to both full-time and part-time students.

Students interested in applying for aid must complete the Free Application for Federal Student Aid (FAFSA). This form is submitted on-line at www.fafsa.ed.gov. The Bridgemont Community and Technical College school code is 040473.

As application deadlines vary by program, students are encouraged to complete the FAFSA as soon as possible after January 1.

To receive funds, students must be making academic progress toward completion of an eligible degree or certificate program. Student progress will be evaluated at the conclusion of each semester based on the number of credit hours completed and overall grade point average.

ACADEMIC SCHOLARSHIPS

Incoming freshmen are automatically considered for academic scholarships based upon their admission records. No scholarship application is required.

Institutional Scholarships

<table>
<thead>
<tr>
<th>West Virginia Resident Scholarships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment</td>
</tr>
<tr>
<td>WV Resident 2-yr Commitment</td>
</tr>
<tr>
<td>WV Resident 2-yr Commitment</td>
</tr>
<tr>
<td>WV Resident 2-yr Commitment</td>
</tr>
</tbody>
</table>
West Virginia Resident “First Generation” Freshman Grant

West Virginia residents will receive a one-time $1,000 grant for their freshman year at the Bridgemont Community and Technical College if they

1. do not qualify for the Presidential, Sliver Merit, or Bridge Award.
2. do satisfy Bridgemont Community and Technical College’s “General Requirements for Admission of High School Graduates,”
3. have a minimum overall high school GPA of 2.75 and a minimum ACT Score of 18 (or SAT Equivalent of 870); and
4. have parents that have not graduated from any college or university.

Out-of-State Non-Resident Scholarships

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Scholarship</th>
<th>Amount Per Year</th>
<th>Two-Year Total</th>
<th>GPA</th>
<th>ACT or SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Resident 2-yr commitment</td>
<td>*Presidential</td>
<td>$3,500</td>
<td>$7,000</td>
<td>3.5</td>
<td>24 or 1110</td>
</tr>
<tr>
<td>Non-Resident 2-yr commitment</td>
<td>**Sliver Merit</td>
<td>$2,500</td>
<td>$5,000</td>
<td>3.0</td>
<td>22 or 1030</td>
</tr>
<tr>
<td>Non-Resident 2-yr commitment</td>
<td>**Bridge Award</td>
<td>$2,000</td>
<td>$4,000</td>
<td>3.0</td>
<td>18 or 870</td>
</tr>
<tr>
<td>+High Demand Technology Programs (HDTLP) Non-Resident 2-yr commitment</td>
<td>N/A Current Resident In-state Tuition</td>
<td>2 years Current Resident In-state Tuition</td>
<td>3.0</td>
<td>24 or 1110</td>
<td></td>
</tr>
</tbody>
</table>

+HDTLP includes A.S. programs in:
- Digital Design and Print Communications,
- Civil Engineering Technology,
- Computer-Aided Drafting and Design Engineering Technology,
- Electrical Engineering Technology,
- Mechanical Engineering Technology.

Continuation Standards:
* Complete 24 credit hours per academic year and 3.0 GPA
** Complete 24 credit hours per academic year and 2.75 GPA
OTHER SCHOLARSHIPS

Students may apply for the following scholarships within Bridgemont Community and Technical College. Scholarships may not be available annually, and are dependent on funding.

- Diesel Technology - Caterpillar Dealer Excellence Fund - Five $1,000 scholarships per semester. Recipients nominated by department chair based on academic excellence and financial need.
- Out-of-State Student working in WV Scholarship - students who are not residents of West Virginia but are employed in West Virginia for at least 6 months may be eligible for a scholarship in the amount of the difference between the in-state tuition rate and the out-of-state tuition.

VETERANS BENEFITS

Bridgemont Community and Technical College is approved by the West Virginia Higher Education Policy Commission’s State Approving Agency for enrollment of veterans and dependents of deceased or 100% disabled veterans eligible for education benefits under current regulations. Those serving in the Army or Air National Guard or those on Active Duty or serving in a Reserve Unit may also qualify for educational assistance.

New students who have not used their VA educational benefits must apply to the U. S. Department of Veterans Affairs and/or their National Guard or Reserve Unit to establish their eligibility for educational benefits. The student must also officially apply for admission and select an approved academic program before being certified to receive educational benefits.

VOCATIONAL REHABILITATION

Students with a disability may be eligible for vocational rehabilitation benefits through the West Virginia Division of Rehabilitation Services. Contact a local vocational rehabilitation office for information and an application.

WIA PROGRAM

Bridgemont Community and Technical College participates in the Workforce Investment Act Program which provides significant financial and counseling support for youth and adults having the desire to pursue an associate degree. Candidates must meet eligibility requirements under WIA and satisfy admission requirements.
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

To receive funds administered by the Financial Aid Office for Bridgemont Community and Technical College, students must be making measurable academic progress toward completion of an eligible degree or certificate program. Federal regulations require evaluation of both quantitative and qualitative academic progress.

The academic year at Bridgemont Community and Technical College consists of fall/spring/summer enrollment periods. The measurement of academic progress is made at the conclusion of each semester.

The following guidelines are used to determine satisfactory academic progress:

A. Required Cumulative Grade Point Average

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Attempted Credit Hours</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>0 - 29</td>
<td>1.50</td>
</tr>
<tr>
<td>Students</td>
<td>30 - 44</td>
<td>1.75</td>
</tr>
<tr>
<td></td>
<td>45 or more</td>
<td>2.00</td>
</tr>
<tr>
<td>Certificate Students</td>
<td>0 - 15</td>
<td>1.75</td>
</tr>
<tr>
<td></td>
<td>16 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

B. Successful Completion of Credit Hours

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Attempted Credit Hours</th>
<th>Successful Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>0 - 29</td>
<td>50 %</td>
</tr>
<tr>
<td>Students</td>
<td>30 - 44</td>
<td>58 %</td>
</tr>
<tr>
<td></td>
<td>45 or more</td>
<td>67 %</td>
</tr>
<tr>
<td>Certificate Students</td>
<td>0 - 15</td>
<td>60 %</td>
</tr>
<tr>
<td></td>
<td>16 or more</td>
<td>67 %</td>
</tr>
</tbody>
</table>

C. Completion of stated degree objective within 150% of the number of hours required for the degree.

SUSPENSION OF FINANCIAL AID

Students not making satisfactory academic progress are placed on financial aid suspension status after one semester. Students on suspension cannot receive financial assistance. Note that students on suspension can resume 'good' standing once they resume compliance with the GPA and Hours Passed rules and have not yet exceeded the maximum hours allowed.
**APPEAL PROCESS**

The student may submit documented reasons for failure to maintain satisfactory academic progress to the Financial Aid Office.

The academic progress requirements may be appealed based on written procedures below. Any appeals granted must be well documented as they would otherwise be violations of federal standards.

Appeals may be decided by the financial aid director or designated representative.

Appeal cases may be reviewed after the student turns in the following documentation to the Financial Aid Office.

- A copy of the official college Appeal Form
- A letter of explanation regarding the reason(s) for failure to maintain progress, which includes a plan of improvement
- Supporting documentation
- Degree Evaluation Form completed by student’s Advisor (if on max. hours suspension)

Appeals may be granted due to hardship based on extenuating circumstances such as death of an immediate family member, personal injury or illness of the student or other documented circumstances as explained by the student and approved by the Financial Aid Office.

Students planning to appeal should appeal as soon as they are notified of their financial aid suspension. Tuition and fees are due at the start of each term. In order to avoid difficulties involved in late payment of tuition and fees, submit the appeal promptly and observe the deadline dates.

Students who have lost eligibility and do not enroll at Bridgemont Community and Technical College for a period of time are not automatically reinstated to financial aid upon return to the institution. Those students are required to submit an appeal to the Financial Aid Office.

**ADMISSION/RE-ADMISSION STATUS OR ACADEMIC STANDING**

Students who transfer into Bridgemont Community and Technical College whose transfer transcripts do not meet the satisfactory academic progress requirements will be automatically placed on financial aid suspension and must appeal the suspension.

Students seeking readmission to Bridgemont Community and Technical College who do not meet the satisfactory academic progress requirements for financial aid or are on academic
suspension with the Vice President of Academic Affairs’ Office will be automatically placed on financial aid suspension and must appeal the suspension.

**TRANSENT AND PROVISIONAL/CONDITIONAL ADMISSIONS**

Transient students should seek financial assistance from their home school.

Students who have provisional or conditional admissions status will not be granted financial assistance until fully admitted to the college.

**STUDENT EMPLOYMENT**

**Federal College Work-Study Program** --In an attempt to help students meet the cost of a college education, the 1965 Education Amendments made provisions for College Work-Study programs. Work-Study expands employment opportunities for needy students and provides needed services for the employer at a minimum cost.

A student must file an application each year with the Financial Aid Office by April 1 to determine eligibility. Funds are disbursed on a first come basis; therefore, applications received after this date will be awarded later, if funds are available.

Recipients of the College Work-Study awards may work a maximum of 20 hours per week during full-time enrollment periods or a maximum of 40 hours per week during non-enrollment periods, such as breaks, holidays, and summer employment providing there is evidence of intent to enroll the following semester.

To the maximum extent practicable, Bridgemont Community and Technical College provides employment that reinforces the educational programs or vocational goals of the college work-study students. The rate of pay per hour is determined by the job description, with the lowest rate being equal to federal minimum wage.

**Institutional Employment Program for Students**—The State Work-Study program is a student employment program similar to Federal Work-Study except it is not based on need and wages are paid 100% by the employer.

**EXPENSES/REFUNDS**

**EXPENSES**

A schedule of expenses may be obtained from Bridgemont’s website or the Cashier’s Office in Davis Hall. Expenses may include tuition, room, board, books, student fees, and laboratory fees.

**METHODS OF PAYING COLLEGE COSTS**

The tuition, fees, and one-third of the room and board charges are due to the cashier prior to the beginning of the term. Students must make the additional one-third payments
during the next two months following registration. All charges must be paid in full to the cashier by midterm. The college also offers private companies’ payment plans. The institution will make every effort to provide financial assistance to eligible students. However, if students and their parents fail to provide the necessary information in a timely manner, the institution takes no responsibility for deferring payment of fees.

Payment may be made by cash, postal money order, MasterCard, Visa, American Express, and Discover credit cards or approved personal check made payable to Bridgemont Community and Technical College for the exact amount of the obligation. Registration is not complete until all obligations to the college are paid. Failure to meet payments when they are due will result in suspension from classes and removal of schedule from registration. The Registrar cannot release the academic records of any student who is financially obligated to the college for any reason.

**LATE PAYMENT/LATE REGISTRATION**

A late registration fee shall be imposed on students who register for classes after the prescribed registration period. Late payment fees shall be imposed periodically on students who do not pay tuition and fees by prescribed due date associated with a registration period.

**REFUND OF TUITION AND FEES**

Students who officially withdraw from Bridgemont Community and Technical College shall receive a refund of regular fees in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Refund Schedule for Academic Year</th>
<th>Amount of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year (Semester)</td>
<td></td>
</tr>
<tr>
<td>Completes 10% of term</td>
<td>90%</td>
</tr>
<tr>
<td>Completes 11% to 25% of term</td>
<td>75%</td>
</tr>
<tr>
<td>Completes 26% to 50% of term</td>
<td>50%</td>
</tr>
<tr>
<td>Completes more than 50% of term</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

Summer Terms and Non-Traditional Periods Refunds shall be established based upon the refund rate for the academic year and calculated using the following schedule:
## Refund Schedule for Summer and Nontraditional Periods

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Amount of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completes 10% of term</td>
<td>90%</td>
</tr>
<tr>
<td>Completes 11% to 25% of the term</td>
<td>75%</td>
</tr>
<tr>
<td>Completes 26% to 50% of the term</td>
<td>50%</td>
</tr>
<tr>
<td>Completes more than 50% of term</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

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

### Return of Title IV Refunds:

Financial Aid recipients who withdraw from Bridgemont Community and Technical College before 60% of the semester has been completed, may be required to repay a portion of the federal and state aid received. Repayments are based on the number of days a student has been enrolled in classes.

### REFUND OF ROOM AND BOARD

A resident who takes possession of an assigned residence hall space, and officially checks out in accordance with prescribed procedures may receive a refund. The basis for the refund is:

i. 25% forfeiture of full room fees through the 7th day of each semester (including weekends).

ii. 50% forfeiture of full room fees from the 8th through the 24th day of each semester (including weekends).

iii. 75% forfeiture of full room fees from the 25th through the 50th day of each semester (including weekends).

iv. No refund of residence hall room fees from the 51st day (including weekends) to the end of the semester. Board fees are refunded on a weekly pro-rated basis.

Disciplinary termination of this contract may result in forfeiture of all remaining prepaid residence hall fees.

In the event that the college is forced to close for any period of time due to severe weather or energy shortage, the Office of Residence Life reserves the right to determine the portion of the room and board fees, if any, to be refunded.
Academic Policy

GENERAL EDUCATION POLICY

Students pursuing a two year associate of science, associate of applied science, or certificate program will complete a minimum sequence of courses known as the General Education Curriculum (GEC). The GEC is designed to provide a foundation for future study and to expand and focus the educational experience into areas not ordinarily covered in a major field of study.

GENERAL EDUCATION PROGRAM REQUIREMENTS

Each degree or certificate program specifies courses students must take to satisfy the requirements for general education as well as the courses specified within the major. The same course may appear in more than one GEC category, but shall count only once towards graduations requirements. The requirements of each category must be satisfied. The GEC includes courses in four areas of study as shown in the following table:

<table>
<thead>
<tr>
<th>GEC Area</th>
<th>Associate of Science</th>
<th>Associate of Applied Science</th>
<th>Certificate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication</td>
<td>6</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>2. Basic Mathematical Skill and Scientific Inquiry</td>
<td>7</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3. Multiculturalism and Diversity</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>4. Applied General Education</td>
<td>10*</td>
<td>5*</td>
<td>0</td>
</tr>
<tr>
<td>Total GEC credit hours</td>
<td>24</td>
<td>15</td>
<td>6</td>
</tr>
</tbody>
</table>

* Hours in GEC 4 may be met from additional hours in GEC 1, 2, and/or 3 OR from courses in major as designated below.

All associate degree graduates must also complete and document 15 hours of approved citizenship/volunteerism/service learning activities.
GENERAL EDUCATION CURRICULUM CORE REQUIREMENTS

The GEC policy focuses on four educational areas as outlined below. Upon completion of the General Education Curriculum, students are expected to:

[GEC-1] Communicate effectively in English.

Requirements: Successful completion of ENGL 101 and ENGL 202.

Students who transfer into CTC majors or are planning to transfer to a baccalaureate program following graduation may have the option to use ENGL 102 in place of ENGL 202, dependent on department policy.

[GEC-2] Use quantitative and scientific knowledge effectively.

Requirements: Successful completion of defined courses in mathematics, science, or computational computer applications. Applicable courses include:

a. BIOL 111, 112, 233, 240
b. CHEM 111, 112, 113, 115, 116
c. PHYS 101, 102, 211, 212
d. PHSC 105, 106
e. MATH (100 level or above)
f. BAHM 101, 260, 261
g. GNET 107, 108

[GEC-3] Develop knowledge critical to the understanding of multicultural and diverse issues.

Requirements: Successful completion of defined courses in:

a. HIST 179, 180
b. SOCA 101, 105, 107, 221, 230, 249
c. ENGL 245
d. GEOG 102
e. PSYC 241
f. World Language
[GEC-4] Apply knowledge of effective communication, mathematics, computer procedures, scientific problems, or ethics to discipline of study.

Requirements: Successful completion of defined course(s) in any of the three GEC and/or in major to include:

a. Advanced Manufacturing Technology: DRET 120
b. Blasting Technology: HWAY 120, DRET 120
c. Business and Health Management: ALHL 110; BAHM 144, 162, 172, 176, 182, 184, 253, 255, 257, 258, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 275, 295; ENTR 120
d. Business Technology: BTEC 120, 122, 220, 222, 223, 224, 225, 258; ENTR 120
e. Diesel Technology: DESL 130
f. Dental Hygiene: DENT 134, 151, 237, 239, 251, 258, 260, 262
h. Highways Engineering Technology: CIET 132; HWAY 120
i. Respiratory Therapy: RESP 207, 210, 211, 217
j. Veterinary Technology: VETT 102, 103
k. Welding Technology: BAHM 260; DRET 120
BRIDGEMONT COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC PROGRAMS

ASSOCIATE IN SCIENCE PROGRAMS

<table>
<thead>
<tr>
<th>Associate in Science Programs</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and Health Management - Computer Support Specialist</td>
<td>620</td>
</tr>
<tr>
<td>Business and Health Management – Administrative Professional</td>
<td>609</td>
</tr>
<tr>
<td>Business and Health Management - Medical Office Assistant</td>
<td>622</td>
</tr>
<tr>
<td>Business and Health Management – Healthcare Supervision</td>
<td>617</td>
</tr>
<tr>
<td>Business Technology - Accounting</td>
<td>341</td>
</tr>
<tr>
<td>Business Technology - Business Supervision</td>
<td>343</td>
</tr>
<tr>
<td>Business Technology- Entrepreneurship</td>
<td>635</td>
</tr>
<tr>
<td>Civil Engineering Technology</td>
<td>382</td>
</tr>
<tr>
<td>Computerized Drafting &amp; Design Engineering Technology</td>
<td>392</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>362</td>
</tr>
<tr>
<td>Digital Design and Print Communications</td>
<td>330</td>
</tr>
<tr>
<td>Electrical Engineering Technology</td>
<td>388</td>
</tr>
<tr>
<td>General Studies</td>
<td>386</td>
</tr>
<tr>
<td>Information Technology</td>
<td>376</td>
</tr>
<tr>
<td>Mechanical Engineering Technology</td>
<td>391</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>324</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>346</td>
</tr>
</tbody>
</table>

ASSOCIATE IN APPLIED SCIENCE PROGRAMS

<table>
<thead>
<tr>
<th>Associate in Applied Science Programs</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Manufacturing</td>
<td>647</td>
</tr>
<tr>
<td>Advanced Manufacturing-Automotive Maintenance Concentration</td>
<td>651</td>
</tr>
<tr>
<td>Advanced Manufacturing-Chemical Process Technology</td>
<td>648</td>
</tr>
<tr>
<td>Applied Technology-Concentration in Technology</td>
<td>311</td>
</tr>
<tr>
<td>Applied Technology-Concentration in Applied Health</td>
<td>312</td>
</tr>
<tr>
<td>Blasting Technology</td>
<td>626</td>
</tr>
<tr>
<td>Board of Governors Associate of Applied Science</td>
<td>320</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>627</td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>356</td>
</tr>
<tr>
<td>Information Systems Security Technology</td>
<td>649</td>
</tr>
<tr>
<td>Occupational Development - Child Development Specialist</td>
<td>321</td>
</tr>
<tr>
<td>Technical Studies - Information Technology</td>
<td>354</td>
</tr>
<tr>
<td>Technical Studies - Manufacturing Specialist</td>
<td>328</td>
</tr>
<tr>
<td>Technical Studies - Highway Engineering Technician</td>
<td>630</td>
</tr>
<tr>
<td>Technical Studies-Bridge Inspection Construction-DOH</td>
<td>636</td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>316</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>632</td>
</tr>
</tbody>
</table>
## CERTIFICATE PROGRAMS

<table>
<thead>
<tr>
<th>Certificate Programs</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blasting Fundamentals</td>
<td>640</td>
</tr>
<tr>
<td>Medical Billing</td>
<td>619</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>642</td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>643</td>
</tr>
<tr>
<td>Digital Imaging Technology</td>
<td>338</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>357</td>
</tr>
<tr>
<td>Health Transfer</td>
<td>360</td>
</tr>
<tr>
<td>Computer Maintenance and Networking</td>
<td>313</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>325</td>
</tr>
<tr>
<td>Press Technology</td>
<td>358</td>
</tr>
<tr>
<td>Manufacturing Specialist</td>
<td>305</td>
</tr>
<tr>
<td>Simulation, Gaming, and Apps Development</td>
<td>650</td>
</tr>
<tr>
<td>Telecommunications Technology</td>
<td>644</td>
</tr>
</tbody>
</table>
## BASIC SKILL SETS

<table>
<thead>
<tr>
<th>Basic Skill Sets</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Blasting and Industrial Safety</td>
<td>S100</td>
</tr>
<tr>
<td>Basic Blasting and Apprentice Miner</td>
<td>S115</td>
</tr>
<tr>
<td>Basic Drill and Blast</td>
<td>S116</td>
</tr>
<tr>
<td>Business and Health Management - Billing and Coding</td>
<td>S101</td>
</tr>
<tr>
<td>Business and Health Management - Communications</td>
<td>S102</td>
</tr>
<tr>
<td>Business and Health Management – Customer Service</td>
<td>S103</td>
</tr>
<tr>
<td>Business and Health Management - Financial</td>
<td>S104</td>
</tr>
<tr>
<td>Business and Health Management – Medical Office</td>
<td>S105</td>
</tr>
<tr>
<td>Business and Health Management - Medical Transcription</td>
<td>S106</td>
</tr>
<tr>
<td>Business and Health Management - Records Clerk</td>
<td>S107</td>
</tr>
<tr>
<td>Entrepreneurship Basic</td>
<td>S108</td>
</tr>
<tr>
<td>Diesel Engine Repair</td>
<td>S109</td>
</tr>
<tr>
<td>Digital Design and Print Communications - Basic Prepress Design, Computer Use, and Imaging</td>
<td>S110</td>
</tr>
<tr>
<td>Basic Social Sustainability in Today’s World</td>
<td>S111</td>
</tr>
<tr>
<td>Mining Skill Set</td>
<td>S112</td>
</tr>
</tbody>
</table>

## ADVANCED SKILL SETS

<table>
<thead>
<tr>
<th>Advanced Skill Sets</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Blasting Fundamentals</td>
<td>S212</td>
</tr>
<tr>
<td>Business and Health Management - Accounting</td>
<td>S214</td>
</tr>
<tr>
<td>Business and Health Management - Executive Office</td>
<td>S200</td>
</tr>
<tr>
<td>Business and Health Management - Medicaid Specialist</td>
<td>S213</td>
</tr>
<tr>
<td>Business and Health Management - Medical Office</td>
<td>S201</td>
</tr>
<tr>
<td>Business and Health Management - Office Assistant</td>
<td>S202</td>
</tr>
<tr>
<td>Electrical Engineering Technology - Substation Technician</td>
<td>S210</td>
</tr>
<tr>
<td>Entrepreneurship Advanced</td>
<td>S203</td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>S205</td>
</tr>
<tr>
<td>Digital Design and Print Communications – Advanced Prepress Design Computer Use and Imaging</td>
<td>S206</td>
</tr>
<tr>
<td>Sustainability - Green Building Technology</td>
<td>S208</td>
</tr>
<tr>
<td>Sustainability - Basic Social and Environmental Sustainability</td>
<td>S209</td>
</tr>
<tr>
<td>Sustainability - Sustainable Process Technology</td>
<td>S207</td>
</tr>
</tbody>
</table>
ACADEMIC ADVANCEMENT

CREDIT HOURS

Academic advancement by the student is measured in terms of semester hours. To earn one semester hour, usually the student must attend a lecture of 50 minutes (one clock hour) each week in a semester. For laboratory credit of one semester hour, the student attends two or three clock hours per week.

Course descriptions in the catalog show the number of semester hours for the course and the number of hours of lecture and/or laboratory per week. Some courses may be offered in a compressed or extended timeframe and/or in a web or blended format.

The delivery method of the course does not affect the number of contact hours or the amount of work required to complete the course. The amount of work, the amount of contact hours, and the amount of credit hours granted remain the same regardless of the delivery method or timeframe.

Courses are delivered in one of three formats:

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Face-to-Face Time</th>
<th>Online Time</th>
<th>How can I tell the format of the class before I register?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web</td>
<td>None</td>
<td>100%</td>
<td>Courses will have a “W” before the section number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(asynchronously)</td>
<td></td>
</tr>
<tr>
<td>Blended</td>
<td>50-80%</td>
<td>50-20%</td>
<td>Courses will have a “B” before the section number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(either synchronously or synchronously)</td>
<td></td>
</tr>
<tr>
<td>Traditional*</td>
<td>80-100%</td>
<td>0-20%</td>
<td>Courses will have a purely numeric section number.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(either asynchronously or synchronously)</td>
<td></td>
</tr>
</tbody>
</table>

*Traditional face-to-face classes may be enhanced with a web-delivered portion (less than 50% of the material delivered via the Internet, either synchronously or asynchronously). Most traditional classes at Bridgemont have a web enhanced portion.

CREDIT BY EXAMINATION

The student who may have sufficient proficiency in material covered by a specific course may apply for credit by examination. Forms are available in the Registrar’s Office. The chair of the department involved shall determine by a preliminary examination the proficiency of the student, and may recommend to the Academic Board that the student be given an opportunity to attempt examination for credit. If approved by the Committee, a comprehensive departmental examination will be administered by an examining board of one or more faculty, appointed by the Committee from the department in which credit is being sought. The examination will be constructed by the Examining Committee to test competency as required for students enrolled regularly. Credit will be granted if a minimum grade of C is attained. The test and results shall be presented to the Committee for final review and a fee per credit hour will be assessed.
A student who fails a departmental examination may not apply to retake it, nor may a student request an examination on the basis of an audit course or one in which a grade less than C was earned. A student who fails may still enroll in the course and, if successful, receive full credit.

### ARTICULATED AND EDGE CREDIT OPPORTUNITIES

Bridgemont Community and Technical College has agreements in place with a number of high school and vocational schools and the Department of Corrections in the region. These agreements recognize course equivalencies in specific technical courses in the areas of business and health management, engineering technologies, diesel technology, culinary arts and computer and information technology. Interested students are encouraged to talk with the academic advisor in the specific program of interest.

### ADVANCED PLACEMENT

Bridgemont Community and Technical College encourages high school students to participate in the Advanced Placement Program, administered by the College Entrance Examination Board. Advanced classes are offered in many high school subjects such as biology, chemistry, English, history, mathematics, and physics. A national examination is administered for each course by the Educational Testing Service.

The colleges will grant credit upon recommendation of the department concerned for subjects in which grades of 5, 4, and 3 are earned.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Bridgemont students may test at WVU Tech which has been identified as open site for the exams. (For more information contact the Student Services Office at (304) 734-6617). Up to 30 semester hours of freshman credit may be granted on the General Examinations if scores of 500 or higher are attained. In addition, credit is awarded for subject examinations in which the student achieves a score equal to or above the recommended score for a C grade. Grades and quality points will not be awarded for CLEP examinations.

### ACADEMIC CREDIT FOR MILITARY TRAINING

Academic credit may be granted to veterans or National Guard or Reserve members for successful completion of formal service school training programs on the basis of evaluations made by the Commission on Accreditation of Service Experiences and listed in the “Guide to the Evaluation of Educational Experiences in the Armed Services.”

Students who make application for credit are required to submit to the Registrar official records such as DD-214, transcript of in-service training, certificates or diplomas, or in-service training certified on DD Form 295 (Application for Evaluation of Educational Experiences during Military Service).
Credit for college-level USAFI courses will be granted in accordance with recommendations of Commission on Accreditation of Service Experiences. In addition, veterans who served in regular military service for more than one year will be granted one semester hour of physical education and two semester hours of health upon presentation of a DD-214. Contact the Bridgemont Community and Technical College’s Veterans’ Affairs Office for additional information and assistance.

**PROJECT AHEAD (ARMY HELP FOR EDUCATION AND DEVELOPMENT)**

Bridgemont Community and Technical College cooperates with the United States Army in a Project AHEAD program to assist service people in keeping an accurate record of the academic work they complete while on active duty.

After qualifying for Army service, participants in the program apply for admission to college. The college will maintain a scholastic file and provide guidance for long term educational planning. In turn, the Army provides on-post guidance counselors to insure that courses leading to a degree are taken by the soldier-student. Records of college credits earned on active duty should be sent to Bridgemont Community and Technical College, which maintains an updated account of the student’s work.

In addition, the Army offers financial educational support to the Project AHEAD student both during and after the tour of duty.

Upon release from active duty, the Project AHEAD student should report to campus and register for classes. The Office of Admissions and Records has complete information on the program.

**CLASSIFICATION OF STUDENTS BY CLASS RANK**

Class rank is based on the total number of semester hours credit on file in the Registrar’s Office at the beginning of each term. Minimum requirements are:

<table>
<thead>
<tr>
<th>Class Rank</th>
<th>Semester Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 – 29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>≥ 30</td>
</tr>
</tbody>
</table>
CLASSIFICATION OF RESIDENCY FOR FEE PURPOSES

Enrolling students are classified as resident or nonresident for tuition and fee purposes at the time of admission. Guidelines for determination of residency are available through the Office of the Registrar.

CREDIT-HOUR LOAD

The maximum credit-hour load for which a student may register in a regular semester is 20 hours. In a six-week summer term the maximum is six hours. Exceptions may be permitted after consultation with the student’s advisor. However, registration for loads in excess of these maximums must be accompanied by a properly executed waiver form signed by the student’s advisor, department chair, and vice president.

CLASS ATTENDANCE

Students are expected to attend class regularly. Instructors set attendance regulations for their classes. They will specify early in the semester what the regulations are and the policy regarding makeup tests and class assignments. Students are responsible for all work missed as a result of absence. Institutional excuses for college-sponsored activities are granted by the administrator of the school and honored by each instructor. There are consequences for non-attendance; including the possibility of failing grades and/or loss of financial aid. See the website for more information.

GRADING SYSTEM

Grades awarded are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>FI</td>
<td>Failure Irregular Attendance</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Given when a student is unable to complete a course because of illness or other unavoidable circumstances. Six weeks in to the next regular semester are given to complete the course requirements.</td>
</tr>
<tr>
<td>CR</td>
<td>Credit but no grade</td>
<td>Not calculated in grade point average. No quality points or credit.</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>no quality points given.</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>Given only for co-op work experience or non-credit courses. “F” grades in noncredit courses are not computed.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal within time limit</td>
<td>-: no credit or quality points.</td>
</tr>
</tbody>
</table>
A student enrolled under a Veterans Administration program must report to the Registrar and the VA office before withdrawing from a course. Withdrawals from all five-week mini courses must be done before the end of the third week. See the website for more on withdrawal, includes the possibility of automatic administrative withdrawal based on non-attendance.

**QUALITY POINT AVERAGE**

A requirement for graduation is that a student earns a minimum of twice as many quality points as hours attempted, or a 2.00 average. Anything below that is considered a quality point deficiency. The average for a semester is computed by dividing the semester quality points earned by the total semester hours attempted.

**D AND F REPEAT RULE**

A student earning a “D” or “F” grade no later than the semester in which a total of 60 hours is attempted may repeat the course prior to earning a degree and have the original grade deleted from the cumulative grade computation. (Rule may be applied once per course).

The D and F Repeat Rule Form may be picked up from the Office of the Registrar and Records during the semester in which the class is being repeated for the first time.

**REPEATING CLASSES**

Students may repeat a class for credit or quality points only once after receiving a grade of “C”. No credit or quality points will be awarded for any course which a student repeats after an initial grade of an “A” or “B” has been earned.

**GRADE PERIODS**

Mid-semester and final grades are reported to the Office of the Registrar and Records each semester. The mid-term grades are progress reports only, and students may obtain a copy through The Bridge (the student self-service account). Final grades are available at the end of each semester through The Bridge. A student having an error in a grade received or a grade omitted should contact the instructor and/or the Registrar immediately. An instructor who makes an error in reporting a grade may request a grade change by completing a form provided by the Registrar. All corrections in grades must be approved by the department chair, vice president, and in some instances, the Committee on Classification and grades.

**GRADE APPEALS**

If a student wishes to dispute an hourly examination grade or any grade of importance, the student must see the faculty member involved by the next class meeting after receipt of
the grade. If the dispute is over a final examination grade or a final grade, the student must see the faculty member within two weeks after the next term begins.

If not satisfied with the faculty member’s decision, the student may first make an appeal to the appropriate department chair within one week and second to the Division Dean.

If still dissatisfied, the student may make an appeal to the vice president, stating the grievance in writing, within two weeks after the meeting with the faculty member. The written appeal by the student to the Vice President must include a statement of the facts and evidence to be presented by the student in support of the charges made with sufficient clarity to reasonably disclose the claim for a grade change.

Within two weeks after receiving the grievances in writing, the Vice President will bring together the student and the faculty member involved, and the faculty member’s department chair/division director for a hearing of appeal. A student who desires may choose a faculty member or another student as the student’s representative at the hearing.

If not satisfied with the results of the hearing, the student may, within one week, appeal the case in writing to the chair of the Academic Board.

Once a written appeal is made to the Committee by a student, the Committee will appoint a faculty member from the same area of study, or from an associated field in which the dispute is involved. The faculty member chosen by the Committee from the area of dispute will function in the same mode as any other member of the Committee for purposes of hearing the particular appeal case and is neither an advocate for the student nor the faculty member involved in the appeal. The purpose for the selection is to insure that someone with expertise in the subject area of dispute will be a member of the Committee.

A member of the Academic Appeals Committee involved in such a dispute will be disqualified and the Committee will appoint a replacement.

Members of the Committee have the authority to determine whether or not an academic evaluation was “prejudicial, capricious, arbitrary, or discriminatory” and to recommend a change in grade. However, only the faculty members of the Committee have the authority to determine what the new grade shall be. The Committee’s decision is to be enforced by the President.

**SUMMER GRADE APPEAL POLICY.**

Any student whose May graduation was delayed by a grade of “D” or “F” in a required course may request a special summer procedure be instituted for grade appeals. If the faculty member is not on campus, the student may start the appeal process by notifying the instructor, department chair, or director within three (3) weeks of the date final grades are posted. For summer grade appeals, the President, or his/her designee is empowered to appoint summer replacements for faculty representatives on the committee who are not available. The Dean of Student Services will appoint student replacements as needed.
Other than exceptions noted above, all other portions of the regular Grade Appeals Policy are in effect.

**ACADEMIC DISHONESTY**

Honesty among the members of any group is required for the smooth functioning of the group. In college, new experiences, awareness, and the academic life with its freedoms, frequently put individual honesty to the test. Without honesty, both individual and institutional goals would be compromised. Therefore, academic dishonesty will not be tolerated. It is presumed that the student has gained a basic understanding of the meaning of the term dishonesty prior to entering college. Academic dishonesty includes any deceitful act committed to affect any student’s scholastic standing. All parties knowingly associated with the act are guilty of dishonesty whether or not they directly benefit from the act.

Examples of academic dishonesty include, but are not limited to: (1) plagiarism of an item submitted for a grade such as a question answer or an exam, quiz, or laboratory report, a submitted paper, experimental data, a computer program, or homework; (2) falsifying experimental data; (3) using work accomplished by another person; (4) assisting another person to cheat; (5) falsifying records; and (6) improperly accessing computer stored information.

While this policy will apply for all courses in the institution, each faculty member may establish a policy statement, within the framework of this policy, on cheating and resulting penalties for their courses, to be included in the course syllabus. It is a faculty and student responsibility to prevent academic dishonesty.

When academic dishonesty is suspected, the faculty member should discuss the matter with the student involved as soon as practical, but should assess a penalty only when the evidence justifies such action or where the student provides a written admission of guilt. Possible penalties the faculty member may utilize range from failure on the item in question to dismissal from the course with a failing grade. In the event of dismissal from the course for reasons of academic dishonesty, a student may not withdraw to avoid a failing grade. When a penalty is levied, the student may accept the penalty and sign a written admission of guilt, accept the penalty without admission of guilt, or may, within one week, appeal the faculty member’s decision to the department/division chair of the department involved. If appeal is requested, the chair will meet with the student and faculty member involved as soon as possible to review the evidence related to the case. The student still has the option to remain in the course and continue the work until the appeal process is completed in the case of appeal of dismissal from a course. It should, however, be clearly understood that, if the decision for dismissal is upheld, the student will receive an “F” grade for the course regardless of overall performance in the course work. If the student chooses not to remain in the course, the committee shall decide whether to award a “W” or “F” grade based on the outcome of the appeal.

Should the chair uphold the faculty member’s decision, the student may appeal to the Vice President of Academic and Student Affairs or accept the decision. If the chair does not
uphold the faculty member’s action, the instructor may accept that decision or appeal the question to the Vice President. The appeal must be in writing, describing the basis for appeal, and be submitted within one week after the chair’s decision.

Either the student or faculty member may appeal the decision of the Vice President by a written request for a hearing, addressed to the Chair of Academic Appeals Committee, within one week of the decision. When such an appeal request is made, the committee chair will schedule a hearing within two weeks and notify, in writing, all concerned parties of the time and location of the hearing and also the hearing procedure to be followed.

Additional penalties for academic dishonesty include suspension or permanent dismissal from the institution. Only the Academic Appeals Committee can determine these sanctions after a formal hearing before the Committee. In accordance with BOG Policy, a recommendation for the imposition of sanctions by the Academic Appeals Committee in a case of academic dishonesty is final. A hearing toward imposition of the sanctions of suspension or dismissal can be initiated at the request of the instructor, the department/division chair, or the Vice President.

In the event that a student receives an “F” grade in a course as a result of academic dishonesty, a report of this action will be filed with the appropriate administrative office. Should the student receive a second such “F” grade, the student shall be subject to suspension or dismissal from the institution, the appropriate action to be determined by the Academic Appeals Committee. When a student graduates, any such report concerning that student will be removed from the file and destroyed.

**TRANSCRIPTS**

Students desiring copies of their college records should make requests to the Records Office at least one week before the transcripts are needed. Two weeks may be necessary at the beginning or end of a term. The first transcript is furnished without charge, but a fee of seven dollars must accompany each additional request. All financial obligations to the college must be satisfied before a transcript will be issued.

**CHANGE OF SCHEDULE**

Changes in a student’s schedule will be processed when a change in schedule form has been properly signed and returned to the Registrar.

A student has two weeks after the day designated as midterms to withdraw from a semester long course with a W grade. Late-start and five-week courses have varying withdrawal deadlines as indicated in the respective semester schedule. This date is given in the academic calendar. In an emergency or when extenuating circumstances justify an exception, the Vice President may recommend in writing that the student receive a grade of W.

During the summer, the deadline for withdrawal with a W is approximately three weeks in a five-week session and approximately seven weeks in a ten-week session. This date is
given in the academic calendar and listed on the web site. You can also find more about this information on our website.

**CHANGING MAJORS**

A student indicates a major at the time of application for admission and remains in that major until graduation or until receiving approval to change to another major. Such approval is granted when the student completes a change in major application, available in the Office of the Registrar and Records or the Information Desk. Change of major requests will only be processed the first week of the semester to be in effect for that semester. All other requests will be processed the following semester.

**CHANGING FROM A FOUR-YEAR PROGRAM TO A TWO-YEAR PROGRAM**

Students may transfer from a four-year program at any accredited college to a two-year program at Bridgemont Community and Technical College. Students having less than a cumulative 2.0 GPA at the time of transfer who have not attended college full-time for four years may qualify for Academic Forgiveness. A student who has been on academic probation in a four-year program will enter the two-year program on probation and will need to maintain a 2.0 average each semester to stay in school.

**CHANGING FROM A TWO-YEAR TO A FOUR-YEAR PROGRAM**

Students in appropriate two-year programs at Bridgemont Community and Technical College may transfer into selected four-year programs at state institutions with little, or no, loss of credits.

Bridgemont maintains transfer agreements with many in-state and out-of-state institutions. Students who intend to transfer must contact the four-year college for a credit evaluation.

For other four-year curriculum, a credit evaluation will be completed to determine the number of credit hours that will apply.
ACADEMIC FORGIVENESS

Students enrolled in two-year programs at Bridgemont Community and Technical College may be eligible for academic forgiveness under the following conditions:

- The student has not been enrolled in college on a full-time or part-time basis at any higher education institution for a period of four (4) consecutive years.
- Only D or F grades received prior to the four-year non-enrollment period can be disregarded for GPA calculation for graduation in certificate or associate programs.
- The disregarded D or F grades shall not be deleted from the student transcript.
- At least 24 additional credit hours must be completed at Bridgemont Community and Technical College after the non-enrollment period.
- The student is readmitted on academic probation and must maintain a 2.0 GPA each semester. If the student falls below a 2.0 GPA in any semester, suspension will be invoked.
- All institutional degree requirements must be met.
- Only enrolled students are eligible.
- Academic forgiveness is institution specific and may not be honored at other institutions.
- The Board of Governor’s Degree Completion Program is governed by a different forgiveness policy.

ADMINISTRATIVE DROP

Bridgemont Community and Technical College will employ Administrative Drop for students who registered for class(es) but never attended. Students will be Administrative Dropped from courses for the following reasons:

- Failure to attend any class session for the first quarter of the course term.
- Failure to log in or contact the course instructor for an on-line course for the first quarter of the course term.
- Failure to meet academic requirements, i.e. suspension, probation and pre-requisites.

ADMINISTRATIVE WITHDRAWAL POLICY

Bridgemont Community and Technical College will employ administrative withdrawal for students who do not attend at least 50 percent of classes and do not meet all institutional financial obligations.

ATTENDANCE REPORTING

Students attendance for each course will be reported by the end of the first week of class, fourth week of class, and at midterm. This schedule is prorated for part-of-term classes. This information will be used for the purpose of billing and for financial aid distribution.

WITHDRAWAL FROM COLLEGE
Students who find it necessary to withdraw must do so through the Office of the Registrar and Records.

Failure to withdraw officially will result in FI grades. Refund of tuition and fees is based on the date the completed withdrawal form is presented to the Registrar.

**STUDENTS CALLED TO SERVE IN THE MILITARY**

Students called to serve in the armed services of the United States may be granted full refund of refundable fees (but no course credit) if the call comes before the end of the first three-fourths of the semester. If the call comes after that, full credit for courses may be granted if the student has passing grades at the time of departure. The student must provide a copy of the deployment papers to the Office of Veterans Affairs and the Registrar and, if withdrawing, the student must contact the Office of Veterans Affairs prior to submitting the withdrawal form for processing.

The policy is as follows:

1. Students who withdraw from the institution for military service up to and including the 12th week of the semester will receive a refund of their refundable tuition/fees and will be administratively withdrawn from their classes. Students will also receive a prorated refund for campus housing and meals. No course grades or credit will be awarded.

2. Students who leave Bridgemont Community and Technical College for military service after the 12th week of the semester should work with the designated contact person in their home college (usually the student’s chairperson). A student will be able to find out who the appropriate contact person is from the Registrar or in the Office of the Vice-President for Academic and Student Affairs. The contact person will assist the student in reviewing the student’s eligibility for credit for courses on a course-by-course basis with the instructors. The contact person will work with the student’s instructors to gather grade information for the student and ensure that the appropriate grades are filed for the student. If the course is not in the student’s home college (i.e. transient students), the contact person can work with his/her counterpart in the appropriate college. Several outcomes are possible:
   a. If the course is substantially complete and the student has done passing work, the student may receive the grade earned at that time. It is anticipated that this would be the outcome in the majority of cases.
   b. If a critical competency has yet to be covered in a competency-based course, the instructor may award a grade of “I” and work with the student to develop a plan to complete that critical part of the course. To alleviate confusion at a later date, the plan should be in writing and will be filed in the Records Office. Within a year of the student’s return from active duty, the student must re-enroll at Bridgemont Community and Technical College. Once re-enrolled, the student will have one academic year to make up the incomplete grade. At the end of the one-year period, the instructor must submit a final grade. If no change is made by the instructor, the grade “I” will be changed to an “F”.
   c. The student may choose to withdraw from the course and the contact person will work to provide an administrative withdrawal.
APPROVED ACADEMIC LEAVE OF ABSENCE

Service members in good academic standing who have been continuously enrolled in a program of study are eligible for academic leave of absence. Degree requirements in effect at the time of each Service member’s enrollment will remain in effect for a period of one year beyond the program’s standard length, providing continuance of the program. If a student attends any institutions of higher education while on leave of absence, an overall grade point average of 2.0 on all work attempted while on leave combined with the Bridgemont grade point average is required.

PROBATION AND SUSPENSION

The policies governing academic probation, dismissal, and reinstatement are listed below: A cumulative institutional grade point average of a 2.0 is required to maintain “good standing.” Additional requirements regarding the successful completion of attempted credit hours and stated degree objectives are required for consideration in awarding Federal Financial Aid.

PROBATION

If a student’s cumulative institutional GPA falls below a 2.0, the Vice President, Academic and Student Affairs (VPASA) shall place the student on academic probation for the next semester and shall so notify the student by letter. Copies of the notification will be forwarded to the Record’s Office to be placed in the student’s permanent file, and to the students’ faculty advisor.

No student on probation may carry more than 14 semester hours without the approval of the faculty advisor and VPASA, including non-credit courses, and may participate in only one extracurricular activity in a semester. No student on probation may serve in the SGA.

A student receiving financial aid or veteran benefits, having failed to maintain satisfactory academic progress, will be referred to the respective office responsible for administering these student service programs.

Students on probation must report to the Director of Retention no later than one week after classes begin the next semester.

Students are removed from probation once their cumulative institutional GPA is at least 2.0.
SUSPENSION
A student on academic probation who fails to achieve an institutional GPA of 2.0 for the current semester will be suspended for one semester. A student who has been suspended once may be reinstated by remaining out of school for one semester (summer does not satisfy this provision) and applying for readmission. A student may petition the VPASA to waive the one semester waiting period. The petition is granted on a case-by-case basis and requires a signed contract of agreement with the VPASA. All petitions must be made prior to the beginning of the semester. A suspended student is not eligible to attend Bridgemont CTC during the period of suspension nor will credits earned at other schools during this period be accepted in transfer. A student who has been given a second academic suspension is not eligible to return except through special committee action.

Students reinstated after a first suspension has been waived must report to the Director of Retention no later than one week after classes begin the next semester.

RECOGNITION OF SCHOLARSHIP
The college publicly recognizes students who have achieved a high degree of scholarship in their academic work at Bridgemont Community and Technical College through formal induction ceremonies into Honor Societies, publication of the Dean’s List each semester, and the awarding of degrees with distinction at commencement.

DEAN’S LIST
To recognize academic excellence by students enrolled for 12 semester hours or more, the Dean’s List is published at the end of each regular semester. This list contains names of all full-time students whose grade average is 3.25 or higher. Each student whose grade average in a particular semester is 3.25 or higher receives a certificate. Certificates distinctively marked “with highest honors” are awarded to students with a 4.0 average in a particular semester.

GRADUATION WITH HONORS
Special recognition is given at commencement to students who have achieved special distinction in their studies. Ceremonial honors are based on the previous semester average. Final honors will be recorded on the diploma and transcript.

To graduate Summa Cum Laude, a student must attain a 3.750 average. Magna Cum Laude requires a 3.500 average, and Cum Laude a 3.250 average.

These requirements are based on Bridgemont Community and Technical College averages. Transfer students are also eligible for honors, but the associate degree candidate must complete the last year (or last 30 semester hours) at Bridgemont Community and Technical College. Transfer credits must also meet the standards for honors. Transfer credits cannot
permit the student to graduate with higher honors than Bridgemont Community and Technical College credits allow.

**PROGRAM DESIGNATIONS**

**Degree Program:** an area of study approved as such by the institution and the WV Community and Technical College System and listed on the official inventory of degree programs. The degree is represented by the official degree designation (e.g., A.S. Associate in Science, A.A.S. Associate in Applied Science and CP- Certificate Degree.)

**Major/Program of Study:** a field of study within an approved degree program, having its own prescribed curriculum. A degree program may have more than one major.

**Concentration:** A thematic focus of study that enable the student to spend the time and effort to acquire depth in a particular discipline, in addition to meeting the normal breadth of requirements for the associate’s degree (typically 12-18 credit hours).

**Certificate Degree Programs:** allows for successful entry into employment in a specific career usually as the foundation of the Associate in Applied Science. A minimum of 30 credit hours constitute a certificate program at the associate level.

**Advanced Skill Sets:** defined series of courses that prepare individuals for a specific skill (13-29 credit hours).

**Basic Skill Sets:** defined series of courses that prepare individuals for a specific skill (up to 11 credit hours)

**GRADUATION**

**APPLICATION FOR GRADUATION**

A formal application for graduation must be filed in the Office of the Registrar and Records by the date listed in the academic calendar.

**REQUIREMENTS FOR GRADUATION**

Normally, a student may expect to graduate under the requirements published in the catalog year in which he/she was officially accepted into the specific degree program. However, the college reserves the right to change requirements for graduation. If such changes are made, they may, at the discretion of the college, be applied to students already enrolled, provided the new requirements do not impose extension of time for completion of a degree. If the student interrupts his/her program for one academic year s/he will be subject to the requirements of the existing catalog when they return.

Degree requirements vary from program to program. The minimum semester hour for an Associate degree is 60. The student is responsible for completing all course requirements including any required core requirements listed in the pattern sheet and must schedule a graduation check with the Registrar during both of the last two semesters preceding graduation. If a substitution or waiver is approved by the advisor, a signed waiver form must be on file in the Office of the Registrar and Records. Candidates for graduation taking courses under transient student status must ensure that a transcript is received in the Office of the Registrar and Records no later than ten (10) calendar days after the Commencement date. Transfer students must earn 15 of the final 30 credit hours of an
associate degree and 8 of the final 15 credit hours of a certificate degree from Bridgemont. The state-wide Board of Governors A.A.S. is exempt from this requirement.

Graduation requirements for associate degrees from Bridgemont Community and Technical College includes the following:

1. Fifteen (15) of the final 30 credit hours be taken in residence at Bridgemont Community and Technical College.
2. An overall 2.0 GPA
3. An overall 2.0 GPA from Bridgemont Community and Technical College
4. An overall 2.0 GPA in the student’s major field as outlined below:
   A. Engineering
      Technology All GNET, CIET, DRET, ELET, INFT, ISPT, MEET—Engineering Technology courses, technical restricted electives, and required Math and Science, collectively.
   B. Business Technology
      All BTEC-Business courses, ECON- Economics courses, and BAHM courses.
   C. Business and Health Management
      All BAHM-Business and Health Management courses and ALHL-Allied Health courses.
   D. Digital Design and Print Communications
      All DDPC and GAME courses.
5. A minimum grade of “C” in each course of the student’s major field as outlined below:
   A. Dental Hygiene
      1. All DENT-Dental Hygiene courses.
      2. CHEM-113, BIOL-233, BIOL-240
   B. Respiratory Therapy
      1. All RESP-Respiratory Therapy courses
      2. BIOL 233
   C. Occupational Development - Child Development Specialist Concentration
      The Child Development Specialist Concentration requires completion of the apprenticeship program. Documentation by the appropriate agencies that all instructional objectives including time-on task and competency levels have been met and that the registered apprenticeships program has been completed is required for graduation.
   D. Veterinary Technology
      1. All VETT- Veterinary Technology courses
      2. BIOL 233 and BIOL 240
6. Completion of required assessments.
   A. General education (e.g. WorkKeys).
      WorkKeys scores will be included on graduate transcripts.
   B. Program specific assessment.
7. Document completion of 15 hours of citizenship/volunteerism/service learning activities. These activities are to be approved by the program advisor prior to the activity, and signed off by the advisor at the completion of the activity.

RECEIVING A SECOND DEGREE
A student planning to graduate must have an assigned academic advisor in each department from which the student plans to earn a degree prior to registering for the last full semester preceding graduation. To receive a second degree, students must complete an additional 15 credit hours beyond the first degree.

**ASSESSMENT PROGRAM**

To assess student academic achievement, Bridgemont Community and Technical College has established an institutional assessment program. Components of the assessment programs include the following:

- Assessment of the general education core curriculum: WorkKeys and/or other measurement tools.
- Programmatic assessment: Instruments designated by each academic department, administered in accordance with the departmental assessment program.
- Student satisfaction: Survey completed to gather data on student engagement.
- Graduate and employer follow-up: Surveys mailed to graduates and employers to determine relevance of education in the workplace.

**DEPARTMENTAL PRACTICUMS/INTERNSHIPS/EXTERNSHIPS**

A number of programs require supervised Practicum/Internships/Externship. The Practicum/Internship/Externship is designed to combine theory and practice in a field integrated with the academic program. The Business and Health Management and Business Technology programs require a 150-hour externship for graduating students.

**OFF-CAMPUS COURSES**

The college provides a variety of credit courses and programs for adult and nontraditional students. Off-campus, evening, weekend and special session offerings at the associate levels are arranged by academic departments. Programming is supplemented through the use of electronic videoconferencing, Internet, e-mail, satellite and television featuring a wide variety of educational topics. Courses are offered in Charleston and other locations that best meet the needs of students, business and industry.

Students enrolled in off-campus courses may be admitted under several different categories:

- Special Students, who are (1) high school juniors or seniors, preferably with a 2.5 scholastic average and with approval of their principal; (2) high school graduates not pursuing degrees; or (3) adults without a diploma but who have passed the GED test. Special students take fewer than 12 hours of course credit.
- Auditors take no examinations and receive no grades or credits for courses audited and cannot later receive credit by examination for courses audited.
- High School Graduates who are taking courses that lead to a college degree. Additional information may be obtained by contacting the Admissions Office.
PROCTORED EXAMS

It is the policy of Bridgemont Community and Technical College that all exams will be proctored (supervised) including those administered in web-based courses.

SERVICE LEARNING

Service learning is an important component, and expectation of the educational experience at Bridgemont. Students are required to complete and document a minimum of 15 hours of citizenship/volunteerism/service learning experiences prior to earning an associate degree. Opportunities for service learning occur through participation in academic clubs or specific departmental courses or through activities with civic or professional groups. Examples include stream monitoring, CANstruction, food and clothing drives, assistance with "The Bridge" newspaper, and dental hygiene clinics for elementary school children.

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

Education is a lifelong process. Bridgemont Community and Technical College promotes this concept through its mission by offering a wide variety of courses, activities, programs, and workshops to meet the needs of a diversified clientele. Included are workforce development training and retraining, general interest and community service offerings, workshops and short courses for professionals in business and industry, and special classes, seminars and workshops for women, business personnel, local government officials, and health professionals.

Offerings vary in length from one hour to several weeks and are distributed throughout the year. Classes are taught by qualified instructors, and professional workshops are conducted by recognized specialists. Participants who successfully complete approved continuing education offerings may receive a corresponding unit of credit, the Continuing Education Unit (CEU). One CEU is awarded for each 10 contact hours of successful participation in an organized continuing education experience under responsible sponsorship and instruction. The CEU is used for the measurement, recording, accumulation, transfer, and recognition of participation, but not for academic credit. Examples of training include National Electric Code, programmable logic controllers, computer applications, networking, project management, supervision, safety, rigging and sustainability. Faculty from the technical business and health programs provide expertise in development of up-to-date training programs.

Students participating in the above noncredit activities do not have to meet the admissions requirements of the institution.

For information regarding customized training through Workforce Development, call 304-734-6608; for continuing education call 304-734-6600.
Programs of Study
Programs of Study
Associate In Applied Science

ADVANCED MANUFACTURING TECHNOLOGY

PROGRAM DESCRIPTION
The Advanced Manufacturing Technology (AAS-AMFT) degree program provides a highly interactive hands-on course of study that prepares graduates for careers in the modern manufacturing environment. Advanced manufacturing technology graduates repair, troubleshoot and maintain manufacturing equipment including automated control systems, process control systems, hydraulic and pneumatic systems, conveyors, robots, and application specific machinery. Graduates have a broad multi-disciplinary background in electrical, mechanical, fluid power, automation, instrumentation and process control systems, as well as basic fabrication skills in order to facilitate working with modern electro-mechanical machinery.

The AMFT program uses an innovative block-scheduled cohort model to deliver classes, so students have the opportunity to participate in long-term in-depth internships with participating industrial partners. Program courses are offered two days a week in approximately 8-hour blocks for five semesters. Qualifying students may intern with industry partners on non-class days to obtain a valuable background of real world applications throughout the program. Graduates who have participated in the internship program enter the work force with not just a degree, but also the equivalent of a year of professional industrial experience.

The core program provides a general framework that students can customize to meet their specific educational and career goals. Due to the flexibility of the program, graduates have career opportunities in a wide range of manufacturing industries including chemical processing, automotive manufacturing, equipment fabrication and the mining industry.

CAREERS IN ADVANCED MANUFACTURING TECHNOLOGY
The Bureau of Labor Statistics Occupational Outlook Handbook predicts that AMFT graduates will have bright prospects for employment over the next decade, with the number of positions in the field expected to grow by 19% from 2010 to 2020. According to the O*NET database, this corresponds to more than 117,000 new positions nationally by 2020.

Typical graduate positions include chemical process technician, industrial maintenance mechanic, automation programmer and electromechanical equipment assembler/tester/installer.

PROGRAM OUTCOMES
Upon completion of the program, the student will be able to:
1. Work competently, effectively and safely to install, analyze, repair and maintain electromechanical, electrical and electronic systems and subsystems with minimal supervision.
2. Install, maintain, repair and operate:
   • industrial control systems,
   • test, measurement and instrumentation equipment,
   • electromechanical systems and devices,
   • machine tools and fabrication equipment.
3. Communicate effectively in written, oral and graphical forms.
4. Work effectively in teams with other technicians, engineers, scientists, and production personnel.
5. Apply industry-based safety standards in the work environment.
6. Understand professional and ethical responsibility to their field and to society.
7. Appreciate cultural and ethnic diversity in the workplace.
8. Understand the need to maintain their technical skills and develop new ones through personal development and continued learning.

PROGRAM ASSESSMENT
Program outcomes are assessed by a variety of means, including quizzes, unit tests, oral presentations, written reports, and final examinations. Outcomes based on technical expertise are assessed by the NOCTI Advanced Mechantronics exit exam, which measures the skills people use when they solve problems with machines and equipment found in the workplace. The primary areas of assessment are electricity, mechanics, fluid dynamics, and thermodynamics. General education outcomes are assessed by the ACT WorkKeys exit examination.

ADVANCED PLACEMENT FOR HIGH SCHOOL/VOCATIONAL-TECHNICAL CENTER/COLLEGE PROGRAMS
High school level electronic, electrical or computer-oriented coursework is not necessary for entrance into the Advanced Manufacturing Technology program. Introductory subjects are incorporated as part of the program. Students, who have completed vocational or EDGE courses, may receive credit for advanced placement. Articulation/EDGE agreements are in place with various vocation-technical centers. Advanced placement is also available for students with prior college experience. Please contact the department chair.
## ADVANCED MANUFACTURING TECHNOLOGY
### ASSOCIATE IN APPLIED SCIENCE
Program Core with Program Specialization Electives Shown

### First Semester

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<th>Course</th>
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<tbody>
<tr>
<td>ELET 1136</td>
<td>DC Circuits: Fundamentals</td>
<td>3</td>
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<td>ELET 1156</td>
<td>AC Circuits: Fundamentals</td>
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<td>GNST 100</td>
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<td>INDT 102</td>
<td>Safety Fundamentals</td>
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<td>MATH 110</td>
<td>Technical Math (gec-2)</td>
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<tr>
<td>MEET 247</td>
<td>Principles of Fluid Power</td>
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**Semester Total 15**

### Second Semester

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<td>English Composition (gec-1)</td>
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<td>ELET 1153</td>
<td>AC Circuits: AC Power &amp; 3-Phase Systems</td>
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<td>ELET 2801</td>
<td>Industrial Electronics: Transformers</td>
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<td>Industrial Electronics: Motors &amp; Motor Control</td>
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<td>PLC Fundamentals (gec-4)</td>
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<td>PLC Interfacing and HMI's (gec-4)</td>
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<td>PLC Applications (gec-4)</td>
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<td>ELET 2811</td>
<td>CST: Sensors and Actuators</td>
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<td>ELET 2812</td>
<td>CST: Process Control</td>
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<td>MEET 248</td>
<td>Applications of Fluid Power</td>
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<td>SOCA 249</td>
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**Semester Total 14**

### Third Semester

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<td>Manufacturing Processes I</td>
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<td>WELD 1001</td>
<td>Basic Oxyfuel, Plasma and Carbon Arc Cutting and Gouging</td>
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**Semester Total 6**

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<td>GNET 108</td>
<td>Basic Computer App. (GEC-4)</td>
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<td>MEET 270</td>
<td>Elements of Mechanical Power Transfer</td>
<td>1</td>
</tr>
<tr>
<td>MEET 271</td>
<td>Mechanical Power</td>
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</tr>
<tr>
<td>MEET 272</td>
<td>Bearings and Fasteners</td>
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<tr>
<td>WELD 1111</td>
<td>Basic SMAW</td>
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**Semester Total 15**

### Fifth Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MEET 280</td>
<td>Mechanical Maintenance Principles</td>
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**Semester Total 12**

Program Electives must be approved by your academic advisor.
## ADVANCED MANUFACTURING TECHNOLOGY

**ASSOCIATE IN APPLIED SCIENCE**  
Automotive Maintenance Technician Concentration

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>ELET 1136</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>DC Circuits: Fundamentals</td>
<td>English Composition (gec-1)</td>
</tr>
<tr>
<td>ELET 1156</td>
<td>ELET 1153</td>
</tr>
<tr>
<td>AC Circuits: Fundamentals</td>
<td>AC Circuits: AC Power &amp; 3-Phase Systems</td>
</tr>
<tr>
<td>GNST 100</td>
<td>ELET 2801</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>Industrial Electronics: Transformers</td>
</tr>
<tr>
<td>INDT 102</td>
<td>ELET 2802</td>
</tr>
<tr>
<td>Safety Fundamentals</td>
<td>Industrial Electronics: Motors &amp; Motor Control</td>
</tr>
<tr>
<td>MATH 110</td>
<td>ELET 2851</td>
</tr>
<tr>
<td>Technical Math (gec-2)</td>
<td>PLC Fundamentals (gec-4)</td>
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<tr>
<td>MEET 247</td>
<td>ELET 2852</td>
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<tr>
<td>Principles of Fluid Power</td>
<td>PLC Interfacing and HMI (gec-4)</td>
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<table>
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<tbody>
<tr>
<td>MEET 121</td>
</tr>
<tr>
<td>Manufacturing Processes I</td>
</tr>
<tr>
<td>WELD 1001</td>
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<tr>
<td>Basic Oxyfuel, Plasma and Carbon Arc Cutting and Gouging</td>
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<table>
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<td><strong>Course</strong></td>
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<tr>
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<td>ELET 2870</td>
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<tr>
<td>English Composition II (gec-1)</td>
<td>Industrial Troubleshooting</td>
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<tr>
<td>GNET 108</td>
<td>ELET 2880</td>
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<tr>
<td>Basic Computer App. (gec-4)</td>
<td>Industrial Robotics</td>
</tr>
<tr>
<td>MATH 126</td>
<td>ELET 2980</td>
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<tr>
<td>College Algebra</td>
<td>EET Practicum</td>
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<tr>
<td>MEET 270</td>
<td>MEET 122</td>
</tr>
<tr>
<td>Elements of Mech. Power Transfer</td>
<td>Manufacturing Processes II</td>
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<tr>
<td>MEET 271</td>
<td>MEET 280</td>
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<tr>
<td>Mechanical Power</td>
<td>Mechanical Maintenance Principles</td>
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<tr>
<td>Bearings and Fasteners</td>
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<tr>
<td>Basic SMAW</td>
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## ADVANCED MANUFACTURING TECHNOLOGY
### ASSOCIATE IN APPLIED SCIENCE
Chemical Processes Technician Concentration

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>ELET 1136</td>
<td>ENGL 101</td>
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<tr>
<td>ELET 1156</td>
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<td>INDT 102</td>
<td>ELET 2802</td>
</tr>
<tr>
<td>MATH 110</td>
<td>ELET 2851</td>
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<td>MEET 247</td>
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<td>ELET 2853</td>
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<td>ELET 2854</td>
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<td>ELET 2855</td>
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<td>MEET 248</td>
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<table>
<thead>
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<tbody>
<tr>
<td>MEET 121</td>
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<tr>
<td>WELD 1001</td>
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<table>
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<tr>
<th>Fourth Semester</th>
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<tbody>
<tr>
<td>COPT 104</td>
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<tr>
<td>MEET 272</td>
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<tr>
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<table>
<thead>
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<td>COPT 106</td>
</tr>
<tr>
<td>COPT 107</td>
</tr>
<tr>
<td>ENGL 102</td>
</tr>
<tr>
<td>MEET 280</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Associate in Applied Science

APPLIED TECHNOLOGY

PROGRAM DESCRIPTION
The Applied Technology program is a cooperative program between Bridgemont Community and Technical College and the career-technical centers. To complete the Applied Technology program, students must complete one of the indicated program emphases at a career-technical center and selected courses at Bridgemont. The courses listed below are required to meet the core curriculum requirements for an associate of applied science degree. Additional technical elective courses are suggested to provide background appropriate to the field being studied.

PROGRAM OBJECTIVE
In addition to the learning outcomes set forth in the general education core curriculum for the associate degree, the Applied Technology Program seeks to enhance the specific background of students with additional technical and entrepreneurial skills to enable them to work at advanced levels in their craft.

**APPLIED TECHNOLOGY**

**ASSOCIATE IN APPLIED SCIENCE**
Concentration in Applied Health

<table>
<thead>
<tr>
<th>Component I – General Education Core</th>
<th>16 Credit Hours</th>
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<tbody>
<tr>
<td>GNST 100 Orientation</td>
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<tr>
<td>ENGL 101 (GEC 1) English Composition I</td>
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<tr>
<td>ENGL 202 (GEC 1) Business &amp; Professional Writing</td>
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<tr>
<td>(GEC 2) Lab Science Elective</td>
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<td>(GEC 3) HU/SS Elective (Diversity)</td>
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<td>(GEC 4) Elective</td>
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<table>
<thead>
<tr>
<th>Component II - Technical Core</th>
<th>11 Credit Hours</th>
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<tbody>
<tr>
<td>ALHL 120 OSHA (Medical)</td>
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<tr>
<td>BAHM 150 Medical Terminology</td>
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<tr>
<td>BAHM 177 Legal Concepts in Healthcare</td>
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<tr>
<td>BAHM 182 Practical Mathematics</td>
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<td>BAHM 184 Computers for Healthcare</td>
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<table>
<thead>
<tr>
<th>Component III – Technical/Occupations Specialty</th>
<th>33 Credit Hours</th>
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<tbody>
<tr>
<td>Equivalent credit for completion of an approved program emphases at a career-technical center</td>
<td>15</td>
</tr>
<tr>
<td>Approved Technical Electives Courses chosen with advisor approval that provide background appropriate to the field being studied</td>
<td>18</td>
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</table>

**TOTAL CREDIT HOURS** 60

*may substitute BAHM 260, 262, and 267
# Applied Technology

## Associate in Applied Science

### Concentration in Technology

### Component I - General Education Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>GNST 100</td>
<td>Orientation</td>
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<tr>
<td>ENGL 101</td>
<td>(GEC 1) English Composition I</td>
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</tr>
<tr>
<td>ENGL 202</td>
<td>(GEC 1) Business &amp; Professional Writing</td>
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</tr>
<tr>
<td>MATH 110</td>
<td>(GEC 2) Technical Math</td>
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<tr>
<td>PHSC 105</td>
<td>(GEC 2) Physical Science</td>
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<td></td>
<td>(GEC 3) HU/SS Elective (Diversity)</td>
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### Component II - Technical Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BAHM 101</td>
<td>Fundamentals of Computer Applications</td>
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</tr>
<tr>
<td>INDT 102</td>
<td>Industrial Safety</td>
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### Component III - Technical/Occupations Specialty

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Equivalent credit for completion of an approved program emphases at a career-technical center</td>
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<tr>
<td>Approved Technical Electives</td>
<td>22</td>
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</table>

### Total Credit Hours

60

*may substitute BAHM 260, 262, and 267*
Associate In Science

BUSINESS AND HEALTH MANAGEMENT – ADMINISTRATIVE PROFESSIONAL CONCENTRATION

PROGRAM DESCRIPTION
The position of the office professional has greatly developed as technology continues to be relied upon in most offices throughout the country. A wide range of duties that were once given to managerial and professional staff are now delegated to secretaries and administrative professionals due to office automation and organizational restructuring. Currently, they may be expected to train and inform new staff, perform Internet research, and use and troubleshoot the latest technology in offices. Their usual and fundamental responsibilities have stayed constant—conducting and organizing an office’s administrative duties and events, as well as receiving and handling information for distribution to staff and clients.

The responsibilities include various administrative and clerical duties needed to run a company efficiently and smoothly. Many machines—fax machines, photocopiers, and telephone systems—are used by administrative assistants to aid them in these tasks. Some additional duties include: serving as an office information manager, arranging and scheduling meetings or appointments, organizing and preserving paper and computer files, managing projects, handling travel arrangements, performing research, and distributing information through the use of telephones, mail, and e-mail. They may also develop spreadsheets; write correspondence; supervise databases; and produce presentations, reports, and documents as they use desktop publishing software and computer graphics.

Good assistants are essential in today’s business world, especially those with knowledge of the computer and application software programs, as well as good oral/written communication skills. The college-trained office assistant finds advancement in the profession generally comes quickly after proving ability in handling the tasks of a position. Associate graduates are in great demand.

In addition, advanced placement agreements (e.g. EDGE) with various high schools and/or vocational-technical centers are in place. Please check with the department chairperson for more information.

NOTE: High school computer or medical subjects are not necessary for entrance into this program; beginning subjects are offered. The student who has completed such courses, however, may apply for a waiver or EDGE credit. However, unless an equivalent course was taken in high school, students will be required to take BAHM 172 Discovering Computers. Regardless of background all students must take BAHM 275 Claims Processing/Billing. A student who makes a D in any skills course must repeat the course unless special permission is received from the department chair to take the next course in the sequence.
PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education core curriculums for the associate degree, specific outcomes for this program have been established.

1. To educate students interested in pursuing careers in a corporate office setting.
2. To raise students’ awareness of the importance of confidentiality and ethical behavior.
3. To provide opportunities for further education for professionals already employed in the field.
4. To prepare students to be able to accurately and efficiently
   a) perform office procedures
   b) display professionalism to clients and co-workers
   c) transcribe dictation
   d) utilize specific and general application software
   e) utilize speech to text software
   f) compose and design brochures, pamphlets and other documents.

PROGRAM ASSESSMENT
Course outcomes are assessed by exit exams in each course. Program outcomes are assessed in capstone courses (Externship and Integrated Applications) and the OPAC exam. General education outcomes are assessed by ACT WorkKeys.

JOBS AVAILABLE
- Large/Small Firms
- Federal/State/Local Government
- Insurance/Accounting Firms

JOB TITLES
- Administrative Professional
- Administrative/Office Assistant
- Office Manager

SALARY RANGES
$26,810 - $41,750

TRANSFER BS OPTIONS
- Technology Management
- Health Services Administration
- Business Management
## Business and Health Management

### Associate in Science

#### Administrative Professional Concentration

<table>
<thead>
<tr>
<th>First Semester</th>
<th></th>
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<tbody>
<tr>
<td>BAHM 101</td>
<td>Fundamentals of Computer Apps (GEC 2)</td>
</tr>
<tr>
<td>BAHM 144</td>
<td>Business Grammar (GEC 4)</td>
</tr>
<tr>
<td>BAHM 180</td>
<td>Intro to Business and Economics</td>
</tr>
<tr>
<td>BAHM 181</td>
<td>Records Management</td>
</tr>
<tr>
<td>BAHM 187</td>
<td>Word Processing &amp; Formatting</td>
</tr>
<tr>
<td>BAHM 190</td>
<td>Cooperative Field Experience</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I (GEC 1)</td>
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<td>GNST 100</td>
<td>Freshman Seminar</td>
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Semester Total 16

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<td>Desktop Publishing (GEC 4)</td>
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<td>BAHM 162</td>
<td>Desktop Publishing II (GEC 4)</td>
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<tr>
<td>BAHM 182</td>
<td>Practical Mathematics (GEC 4)</td>
</tr>
<tr>
<td>BAHM 263</td>
<td>Software Applications: Web Page</td>
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<tr>
<td>ENGL 202</td>
<td>Business &amp; Professional Writing(GEC 1)</td>
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<tr>
<td>ENTR 125</td>
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<td>Lab Science Elective (GEC 2)</td>
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Semester Total 14

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<tr>
<td>BAHM 185</td>
<td>Survey of Accounting</td>
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<tr>
<td>BAHM 186</td>
<td>Concepts of Human Resource Supervision</td>
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<tr>
<td>BAHM 188</td>
<td>Overview of Marketing</td>
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<tr>
<td>BAHM 270</td>
<td>Transcription Introduction</td>
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<tr>
<td>BAHM 271</td>
<td>Transcription Intermediate (Executive)</td>
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<td>BTEC 230</td>
<td>Fundamentals of Personnel Supervision</td>
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<td>BTEC 240</td>
<td>Fundamentals of Marketing</td>
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<td>Business Law</td>
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<td>Diversity in the Workplace (GEC 3)</td>
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Semester Total 15

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<tbody>
<tr>
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<td>IPR: Leadership Development</td>
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<tr>
<td>BAHM 251</td>
<td>IPR: Interviewing</td>
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<tr>
<td>BAHM 252</td>
<td>IPR: Professional Etiquette</td>
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<tr>
<td>BAHM 253</td>
<td>IPR: Customer Service Face-to-Face (GEC 4)</td>
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<tr>
<td>BAHM 254</td>
<td>IPR: Customer Service Electronic</td>
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<tr>
<td>BAHM 255</td>
<td>IPR: Ethics (GEC 4)</td>
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<tr>
<td>BAHM 269</td>
<td>Software Applications: Financial</td>
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<tr>
<td>BAHM 283</td>
<td>Office Procedures (Executive)</td>
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<tr>
<td>BAHM 293</td>
<td>Internship (150 clock hours)</td>
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<tr>
<td>BAHM 295</td>
<td>Integrated Applications</td>
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<tr>
<td>BAHM 298</td>
<td>Senior Seminar</td>
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Semester Total 15
Associate In Science

BUSINESS AND HEALTH MANAGEMENT - COMPUTER SUPPORT SPECIALIST CONCENTRATION

PROGRAM DESCRIPTION

Computer Support Specialists provide technical assistance to computer system users by answering questions or resolving computer problems for clients in person, via telephone or from remote location. They refer major hardware or software problems or defective products to vendors or technicians for service. They may provide assistance to employers concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems; install and perform minor repairs to hardware, software, and peripheral equipment, following design or installation specifications; set up equipment for employee use, performing or ensuring proper installation of cable, operating systems, and appropriate software; prepare evaluations of software or hardware, and recommend improvements or upgrades. Salary increments and promotions become available as the person produces quality work and willingly accepts additional responsibilities.

In addition, advanced placement agreements (e.g. EDGE) with various high schools and/or vocational-technical centers are in place. Please check with the department chairperson for more information.

NOTE: High school computer or medical subjects are not necessary for entrance into this program; beginning subjects are offered. The student who has completed such courses, however, may apply for a waiver or EDGE credit. However, unless an equivalent course was taken in high school, students will be required to take BAHM 172 Discovering Computers. Regardless of background all students must take BAHM 275 Claims Processing/Billing. A student who makes a D in any skills course must repeat the course unless special permission is received from the department chair to take the next course in the sequence.

PROGRAM OBJECTIVES

In addition to the learning outcomes set forth in the general education curriculums for the associate degree, specific outcomes for this program have been established.

1. To educate students interested in pursuing careers in a highly computerized office setting.
2. To raise students’ awareness of the importance of confidentiality and ethical behavior.
3. To provide opportunities for further education for professionals already employed in the computer field.
4. To prepare students to be able to accurately and efficiently
   a) display professionalism to clients and co-workers;
   b) utilize specific and general application software;
   c) perform computer upgrades; minor repairs, and installation onto a network.

Course outcomes are assessed by exit exams in each course. Program outcomes are assessed in capstone courses (Externship and Integrated Applications). Learner outcomes are assessed by the OPAC exam. General education outcomes are assessed by ACT WorkKeys.
JOBS AVAILABLE:
- Large/Small Firms
- Federal/State/Local Government
- Help Desks

SALARY RANGES
$25,290 - $32,110

JOB TITLES
- IT Support Specialist / Computer Technician
- Help Desk support Specialist / Manager
- Office Assistant / Administrative Assistant
- Audiovisual Technician
- Computer Support Specialist

TRANSFER B.S. OPTIONS
- Technology Management
- Business Management

BUSINESS AND HEALTH MANAGEMENT
ASSOCIATE IN SCIENCE
Computer Support Specialist Concentration

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
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<tbody>
<tr>
<td>BAHM 101 Fundamentals of Computer Apps (GEC 2) 4</td>
<td>BAHM 144 Business Grammar (GEC 4) 2</td>
<td>BAHM 186 Concepts of Human Resource Supervision 1</td>
<td>BAHM 263 Software Apps: Web Page (GEC 4) 1</td>
</tr>
<tr>
<td>BAHM 180 Intro to Business and Economics 2</td>
<td>BAHM 182 Practical Mathematics (GEC 4) 3</td>
<td>BAHM 250 IPR: Leadership Development 1</td>
<td>BAHM 287 Applied Supervision 3</td>
</tr>
<tr>
<td>BAHM 181 Records Management 1</td>
<td>BAHM 253 IPR: Customer Service Face-to-Face (GEC 4) 1</td>
<td>BAHM 251 IPR: Interviewing 1</td>
<td>BAHM 293 Internship (150 clock hours) 1</td>
</tr>
<tr>
<td>BAHM 190 Cooperative Field Experience I 1</td>
<td>BAHM 254 IPR: Customer Service Electronic 1</td>
<td>BAHM 252 IPR: Professional Etiquette 1</td>
<td>BAHM 295 Integrated Applications 3</td>
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<tr>
<td>ENGL 101 English Composition I (GEC 1) 3</td>
<td>BAHM 255 IPR: Ethics (GEC 4) 1</td>
<td>ENTR 101 Intro to Entrepreneurship 3</td>
<td>BAHM 298 Senior Seminar 1</td>
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<tr>
<td>GNST 100 Freshman Seminar 0</td>
<td>ENGL 202 Business &amp; Professional Writing (GEC 1) 3</td>
<td>INFT 1120 Computer Operating Systems 3</td>
<td>ENTR 125 Critical Thinking 1</td>
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<tr>
<td>INFT 1100 Comp Arch &amp; Troubleshooting 4</td>
<td>INFT 1110 Computer Hardware Systems 3</td>
<td>LAB SCI Lab Science Elective (GEC-2) 2</td>
<td>INFT 1300 Network Systems 3</td>
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<td>PHSC 105, BIOL 111 or BIOL 233</td>
<td>SOCA 249 Diversity in the Workplace 1</td>
</tr>
<tr>
<td>Semester Total 15</td>
<td>Semester Total 14</td>
<td>Semester Total 17</td>
<td>Semester Total 14</td>
</tr>
</tbody>
</table>
Associate in Science

BUSINESS AND HEALTH MANAGEMENT - HEALTH CARE SUPERVISION CONCENTRATION

PROGRAM DESCRIPTION

Traditionally, the medical office was managed by a medical secretary who received on-the-job training. However, due to the complexities and rapid growth of the medical field, most medical offices now have a fully trained manager/supervisor.

Currently, medical office managers oversee the business operations of a medical practice. In a group practice, the manager supervises the work of other administrative staff, such as the medical receptionist, medical records technician, and biller. In smaller offices, they may handle all or most of the administrative duties. Managing a medical office includes a wide range of responsibilities, such as hiring and training staff, working with vendors who sell equipment and supplies, contracting for cleaning services and the removal of medical waste, ensuring compliance with various regulatory agencies, and renewing any licenses required for the personnel and office. Health care is a highly regulated industry, and much of the attention of the office manager may be directed toward ensuring compliance. Medical office managers can be promoted from other positions, such as medical assistant, or they may be hired for their knowledge of business and office management.

Good managers are essential in today’s medical community, especially those with knowledge of the computer, medical issues, and management skills, as well as good oral and written communication skills. The college-trained practice manager/supervisor finds that advancement in the profession generally comes quickly after proving ability in handling the tasks of a position. Salary increments and promotions become available as the person produces quality work and willingly accepts additional responsibilities. While Associate graduates are in great demand; upward mobility comes readily with a 2 + 2 B.S. in Health Services Administration.

In addition, advanced placement agreements (e.g. EDGE) with various high schools and/or vocational-technical centers are in place. Please check with the department chairperson for more information.

NOTE: High school computer, business or health subjects are not necessary for entrance into this program; beginning subjects are offered. The student who has completed such courses may apply for a waiver or EDGE credit. However, unless an equivalent course was taken in high school, students will be required to take BAHM 172 Discovering Computers. Regardless of background all students must take BAHM 295 Integrated Applications. A student who makes a D in any skills course must repeat the course unless special permission is received from the department chair to take the next course in the sequence.
PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education curriculums for the associate degree, specific outcomes for this program have been established.

1. To educate students interested in pursuing management positions in a health care facility.
2. To raise students’ awareness of the importance of confidentiality and ethical behavior.
3. To provide opportunities for further education for professionals already employed in the medical field.
4. To prepare students to be able to accurately and efficiently
   a) perform general office procedures;
   b) display professionalism to patients, co-workers and employees;
   c) operate both medical and general application software;
   d) accurately utilize coding knowledge, and
   e) manage a medical facility successfully.

Course outcomes are assessed by exit exams in each course. Program outcomes are assessed in capstone courses (Externship and Integrated Applications). Learner outcomes are assessed by the OPAC exam. General education outcomes are assessed by ACT WorkKeys.

JOBS AVAILABLE:
- Large/Small Clinics
- Long-term Care Facilities
- Third Party Billing Agency
- Personal Injury Law Office
- Insurance Agencies
- Hospice

SALARY RANGES:
$45,050 - $67,540

This program is designed for career entry and/or advancement.

JOB TITLES
- Administrative Professional
- Administrative/Office Assistant
- Office Manager/Supervisor
- Medical Secretary
- Practice Manager

TRANSFER BS OPTIONS:
- Health Services Administration
- Business Management
# BUSINESS AND HEALTH MANAGEMENT

## ASSOCIATE IN SCIENCE
Health Care Supervision Concentration

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>BAHM 101 Fundamentals of Computer Applications (GEC 2)</td>
<td>ALHL 120 OSHA (Medical)</td>
</tr>
<tr>
<td>BAHM 180 Intro to Business and Economics</td>
<td>BAHM 144 Business Grammar (GEC 4)</td>
</tr>
<tr>
<td>BAHM 181 Records Management</td>
<td>BAHM 161 Desktop Publishing I (GEC 4)</td>
</tr>
<tr>
<td>BAHM 185 Survey of Accounting</td>
<td>BAHM 177 Legal Concepts in Healthcare</td>
</tr>
<tr>
<td>BAHM 187 Word Processing &amp; Formatting (GEC 4)</td>
<td>BAHM 182 Practical Mathematics (GEC 4)</td>
</tr>
<tr>
<td>BTEC 120 Fundamentals of Accounting</td>
<td>ENGL 202 Business &amp; Professional Writing (GEC 1)</td>
</tr>
<tr>
<td>ENGL 101 English Composition I (GEC 1)</td>
<td>PSYC 241 Life-Span Development (GEC 3)</td>
</tr>
<tr>
<td>GNST 100 Freshman Seminar</td>
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<td></td>
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<tr>
<td><strong>Semester Total</strong> 16</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAHM 186 Concepts of Human Resource Supervision</td>
<td>BAHM 253 IPR: Customer Service Face-to-Face</td>
</tr>
<tr>
<td>BAHM 188 Marketing Overview</td>
<td>BAHM 254 IPR: Customer Service Electronic</td>
</tr>
<tr>
<td>BAHM 251 IPR: Interviewing</td>
<td>BAHM 255 IPR: Ethics (GEC 4)</td>
</tr>
<tr>
<td>BAHM 252 IPR: Professional Etiquette</td>
<td>BAHM 269 Software Applications: Financial</td>
</tr>
<tr>
<td>BAHM 253 IPR: Leadership Development</td>
<td>BAHM 275 Claims Billing/ Processing</td>
</tr>
<tr>
<td>BAHM 284 *Medical Coding</td>
<td>BAHM 283 Office Procedures (Medical)</td>
</tr>
<tr>
<td>BIOL 233 Anatomy &amp; Physiology (GEC 2)</td>
<td>BAHM 293 Internship (150 clock hours)</td>
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<tr>
<td>BTEC 230 Fundamental of Personnel Supervision</td>
<td>BAHM 295 Integrated Applications</td>
</tr>
<tr>
<td>BTEC 240 Marketing Fundamentals</td>
<td>BAHM 298 Senior Seminar</td>
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<tr>
<td></td>
<td>Semester Total 16</td>
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<tr>
<td><strong>Semester Total</strong> 16</td>
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</tbody>
</table>

*BAHM 150 Medical Terminology is a Pre/Co-requisite to BAHM 284.
Certificate

BUSINESS AND HEALTH MANAGEMENT – MEDICAL BILLING

PROGRAM DESCRIPTION
Medical claims processing has become big business! Learn excellent preparation for a career working in a medical, dental, or orthodontic practice; hospital; emergency treatment center; health clinic; chiropractor's office; insurance company; managed care organization; assisted living facility; and more. We will teach you how to process medical claims and assure proper payment in accordance with a benefit plan; provide customer service for plan benefits, provider networks, and available services; and resolve claim issues for members and providers.

Good claims examiners are essential in today's insurance world, especially those with knowledge of the computer and medical coding guidelines, as well as good oral and written communication skills. The college trained claims manager finds that advancement in the profession generally comes quickly after proving ability in handling the tasks of a position. Salary increments and promotions become available as the person produces quality work and willingly accepts additional responsibilities.

NOTE: High school computer or medical subjects are not necessary for entrance into this program; beginning subjects are offered. The student who has completed such courses, however, may apply for a waiver or EDGE credit. However, unless an equivalent course was taken in high school, students will be required to take BAHM 172 Discovering Computers. Regardless of background all students must take BAHM 275 Claims Processing/Billing. A student who makes a D in any skills course must repeat the course unless special permission is received from the department chair to take the next course in the sequence.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education curriculums for the associate degree, specific outcomes for this program have been established.

1. Prepare students for National Certification
2. To educate students interested in pursuing careers in claims processing/medical billing.
3. To raise students’ awareness of the importance of confidentiality and ethical behavior.
4. To provide opportunities for further education for professionals already employed in the insurance or billing field.
5. To prepare students to be able to accurately and efficiently
   a. perform office procedures;
   b. display professionalism to clients and co-workers;
   c. utilize both medical and general application software;
   d. perform medical billing and coding;
   e. process insurance claims; and
   f. to understand EOBs.

PROGRAM ASSESSMENT
Course outcomes are assessed by exit exams in each course. Program outcomes are assessed by performance on the National certification exam. General education outcomes are assessed by ACT WorkKeys.
The program offers certificate holders the opportunity to pursue a 1 + 2 associate of science degree in Business and Health Management Medical Office Concentration, Medical Assistant, or Medical Facility Supervision from Bridgemont Community and Technical College with no loss of credit. Associate degree graduates have the opportunity to pursue a 2 + 2 baccalaureate degree in Health Services Administration. Advanced placement agreements (e.g. EDGE) with various high schools and career-technical centers are in place. Please check with the department chairperson for more information.

CERTIFICATION: A National certification examination is offered to students upon completion of the program. Certification is not required to graduate from the program.

JOBS AVAILABLE:
- Large/Small Hospitals/Clincs
- Front Office for Physicians/Dentists
- Long-term Care Facilities
- Third Party Billing Agency
- Personal Injury Law Office
- Nursing Homes
- Insurance Agencies
- Hospices

JOB TITLES
- Customer Service Representative
- Claims Examiner
- Medical Coder
- Office Manager
- Administrative Assistant
- Administrative Secretary

SALARY RANGES:
$22,130 - $26,640

AS OPTIONS:
- BAHM: Medical Office Assistant
- BAHM: Health Care Supervision
- Medical Assisting

TRANSFER BS OPTIONS:
- Health Services Administration
- Business Management

BUSINESS AND HEALTH MANAGEMENT - MEDICAL BILLING CERTIFICATE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAHM 101 Fundamentals of Computer Applications (GEC 2) 4</td>
<td>BAHM 144 Business Grammar (GEC 4) 2</td>
</tr>
<tr>
<td>BAHM 181 Records Management 1</td>
<td>BAHM 177 Legal Concepts in Healthcare 2</td>
</tr>
<tr>
<td>BAHM 185 Survey of Accounting 1</td>
<td>BAHM 182 Practical Mathematics (GEC 4) 3</td>
</tr>
<tr>
<td>BAHM 187 Word Processing &amp; Formatting 3</td>
<td>BAHM 198 Certificate Seminar 1</td>
</tr>
<tr>
<td>BAHM 284 Medical Coding 3</td>
<td>BAHM 251 IPR: Interviewing 1</td>
</tr>
<tr>
<td>ENGL 101 English Composition (GEC 1) 3</td>
<td>BAHM 253 IPR: Customer Service Face-to-Face (GEC 4) 1</td>
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<td>GNST 100 Freshman Seminar 0</td>
<td>BAHM 254 IPR: Customer Service Electronic 1</td>
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<td>BAHM 255 IPR: Ethics (GEC 4) 1</td>
</tr>
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<td></td>
<td>BAHM 299 Office Simulation 1</td>
</tr>
<tr>
<td></td>
<td>BAHM 275 Claims Processing Billing 2</td>
</tr>
</tbody>
</table>

Semester Total 15
Associate in Science

BUSINESS AND HEALTH MANAGEMENT-
MEDICAL OFFICE CONCENTRATION

PROGRAM DESCRIPTION
Good medical office assistants are worth their weight in gold. When you think of a medical office, you think of a well-organized, clean and efficient office environment. If it weren’t, patients would lose confidence in that medical office and find care somewhere else. But that welcoming, well-maintained environment does not happen by itself. A medical office assistant is there making sure that patients have a good experience from the moment they step through the door.

Training as a Medical Secretary or Administrative Assistant teaches students to direct medical front office operations and respond to the needs of both the patient and the health care practitioner. Students learn traditional secretarial functions, such as basic business correspondence, computer software programs and customer service, as well as medical skills in billing, terminology, transcription, and coding. They must be proficient with all of the communication technology common to a modern office which includes, fax machines, telephones, mail services, internet searches and e-mail.

Associate graduates are in great demand. The college-trained office assistant finds that advancement in the profession generally comes quickly after proving ability in handling the tasks of a position.

NOTE: High school computer, business or health subjects are not necessary for entrance into this program; beginning subjects are offered. The student who has completed such courses may apply for a waiver or EDGE credit. However, unless an equivalent course was taken in high school, students will be required to take BAHM 172 Discovering Computers. Regardless of background all students must take BAHM 295 Integrated Applications. A student who makes a D in any skills course must repeat the course unless special permission is received from the department chair to take the next course in the sequence.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education curriculum for the associate degree, specific outcomes for this program have been established.

1. To educate students interested in pursuing careers in a medical office setting.
2. To raise students’ awareness of the importance of confidentiality and ethical behavior.
3. To provide opportunities for further education for professionals already employed in the medical office field.
4. To prepare students to be able to accurately and efficiently
   a) perform office procedures;
   b) display professionalism to clients and co-workers;
   c) utilize both medical and general application software;
   d) transcribe medical dictation;
   e) utilize speech to text;
   f) compose and design forms, brochures, pamphlets and other documents related to the medical office; and
   g) perform medical billing and coding.
PROGRAM ASSESSMENT
Course outcomes are assessed by exit exams in each course. Program outcomes are assessed in capstone courses (Internship and Integrated Applications) and learner outcomes are assessed by the OPAC exam. General education outcomes are assessed by ACT WorkKeys.

TYPES OF JOBS AVAILABLE
• Large/Small Hospitals/Clinics
• Front Office for Physicians/Dentists
• Third Party Billing Agency
• Personal Injury Law Office
• Insurance Agencies
• Hospices
• Long-term Care Facilities
• Nursing Homes

JOB TITLES
• Medical Transcriptionist
• Office Manager
• Admissions Clerk
• Administrative Assistant
• Administrative Secretary
• Medical Records Technician
• Medical Secretary
• Medical Coder
• Unit Clerk

SALARY RANGES
$26,630-37,110

This program is designed for career entry and or/advancement.

TRANSFER B.S. OPTION:
• Health Services Administration
## BUSINESS AND HEALTH MANAGEMENT
### ASSOCIATE IN SCIENCE
#### Medical Office Concentration

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>BAHM 101</td>
<td>BAHM 177 Legal Concepts in Healthcare</td>
</tr>
<tr>
<td></td>
<td>BAHM 182 Practical Mathematics</td>
</tr>
<tr>
<td>BAHM 144</td>
<td>BAHM 161 Desktop Publishing I</td>
</tr>
<tr>
<td></td>
<td>BAHM 162 Desktop Publishing II</td>
</tr>
<tr>
<td>BAHM 150</td>
<td>ALHL 120 OSHA (Medical)</td>
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<tr>
<td>BAHM 181</td>
<td>LAB SCI Elective (GEC 2) PHSC 105, BIOL</td>
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<tr>
<td>BAHM 187</td>
<td>111 or BIOL 233</td>
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<td></td>
<td>ENGL 202 Business and Professional Writing</td>
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<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
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<tbody>
<tr>
<td>BAHM 185 Survey of Accounting</td>
<td>BAHM 253 IPR: Customer Service Face to Face</td>
</tr>
<tr>
<td>BAHM 186 Concepts of Human Resources Supervision</td>
<td>BAHM 254 IPR: Customer Service Electronic</td>
</tr>
<tr>
<td>BAHM 250 IPR: Leadership Development</td>
<td>BAHM 255 IPR: Ethics</td>
</tr>
<tr>
<td>BAHM 251 IPR: Interviewing</td>
<td>BAHM 269 Software Applications: Financial</td>
</tr>
<tr>
<td>BAHM 252 IPR: Professional Etiquette</td>
<td>BAHM 275 Claims Billing &amp; Processing</td>
</tr>
<tr>
<td>BAHM 270 Transcription Introduction</td>
<td>BAHM 283 Office Procedures (Medical)</td>
</tr>
<tr>
<td>BAHM 271 Transcription Intermediate (Med)</td>
<td>BAHM 293 Internship (150 clock hours)</td>
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<tr>
<td>BAHM 284 Medical Coding</td>
<td>BAHM 295 Integrated Applications</td>
</tr>
<tr>
<td>BTEC 230 Fundamentals of Personnel Supervision</td>
<td>BAHM 298 Senior Seminar</td>
</tr>
<tr>
<td>PSYC 241 Life-Span Development (GEC 3)</td>
<td><strong>Semester Total</strong> 15</td>
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</table>
Associate in Applied Science

BLASTING TECHNOLOGY

PROGRAM DESCRIPTION
Blasting technicians apply scientific and mathematical principles to safely dislodge coal overburden, ore, rock or aggregate, or for demolishing structures. They are employed by mining, quarrying, construction and drilling and blasting companies, as well as regulating agencies and suppliers of explosives and blasting equipment. This program places particular concentration on safe blasting operations and adherence to the laws and regulations that control these operations. Topics studied include explosives and initiation types, blasting theory, blast calculations and design, drill and blast records, geology, blast hole drilling, safety, accident prevention, and environmental issues.

TYPES OF JOBS AVAILABLE:
Construction Industry, Mining Industry (Surface and Underground), Quarrying operations

JOB TITLES:
• Construction, Surface Mine,
• Open-pit / Quarrying Blasting Technician,
• Blasting Inspector, Seismograph Technician, Blasting Consultant.

PROGRAM OBJECTIVES
Program graduates will:
1. Demonstrate an appropriate mastery of topics encountered by the blasting technician including materials handling, blasting equipment, blast-hole layout, record keeping, and legislation/regulations controlling blasting operations.
2. Perform routine calculations encountered in the blasting industry.
3. Demonstrate the ability to communicate effectively by written and oral means.
4. Demonstrate an awareness of safety issues related to the blasting environment and to use this knowledge to establish and maintain a safe working environment.
5. Exhibit appropriate workplace behavior and display a commitment to quality and dependability.
6. Know, apply and adhere to laws and regulations applicable to the blasting industry.

Also, see the learning outcomes for the associate of applied science programs outlined in the general education core curriculum.
**Blasting Technology Certificate**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>BLST 100 Basic Blasting **</td>
<td>BLST 103 Blasting Field Camp I</td>
</tr>
<tr>
<td>INDT 110 Mining 40 Hour*</td>
<td>PHSC 105 Physical Science (GEC-4)</td>
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<tr>
<td>ENGL 101 English Composition I (GEC-1)</td>
<td>GNET 108 Basic Computer Applications¹</td>
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<tr>
<td>MATH 110 Technical Math (GEC-2)</td>
<td>ENGL 202 Business &amp; Professional Writing (GEC-1)</td>
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<tr>
<td>BLST 102 Blasting Materials-Storage Handling, and Transportation</td>
<td>BLST 105 Blasting Calculations</td>
</tr>
<tr>
<td>GNST 100 Freshman Seminar</td>
<td>BLST 106 Blasting Communication and Records</td>
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Semester Total: 13

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<tr>
<td>BAHM 251 Interviewing Strategies</td>
<td>BLST 213 Blasting Field Camp II</td>
</tr>
<tr>
<td>HWAY 120 Geology for Technicians (GEC-4)</td>
<td>BLST 228 Initiation Systems</td>
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<tr>
<td>BLST 210 Blast Design and Layout</td>
<td>BLST 225 Blasting in Construction and Quarries</td>
</tr>
<tr>
<td>BLST 211 Above Ground Drilling*</td>
<td>BLST 226 Environmental Issues in Blasting</td>
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<tr>
<td>BLST 212 Blasting Safety Issues &amp; Laws</td>
<td>Technical Elective</td>
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<tr>
<td>HU/SS Elective (GEC-3)</td>
<td>BAHM 255 Ethics</td>
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</table>

Semester Total: 14

Semester Total: 18

*May substitute BAHM 260, 262, and 267 (three one-hour credits) for GNET-108.

**Recommended Electives:**

- INDT 102 Safety Fundamentals*
- INDT 111 Mining 80 Hour
- DRET 120 Drafting I
- DESL 130 Introduction to Hydraulics
- DESL 250 Preventative Maintenance
Associate in Applied Science

BOARD OF GOVERNORS DEGREE COMPLETION PROGRAM

PROGRAM OBJECTIVES
The Governors Associate in Applied Science degree program is a nontraditional, degree completion opportunity at the associate degree level specifically designed for adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. This degree program provides the opportunity for adult learners to utilize credit for prior learning experiences via licenses, certificates, military credit and other non-collegiate sources while assuring maximum credit transferability. Through the Governors Associate in Applied Science degree program, adult students can establish deserved credentials, achieve a personal sense of accomplishment and position themselves for advancement into a baccalaureate program. The Governors Associate in Applied Science degree increases educational access and degree opportunities for adults who have deferred or interrupted their educational plans. Such a program provides the base of the educational ladder for adults to accomplish the first level of educational advancement as well as develop the self-confidence and incentive to move toward the completion of a baccalaureate degree. The Governors Associate in Applied Science degree program is designed to articulate with the Regents Bachelor of Arts degree.

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Electives</td>
<td>39</td>
<td>Includes credit hours for optional area of concentration, portfolio course, and capstone course</td>
</tr>
<tr>
<td>General Education</td>
<td>21</td>
<td>Communications (6 credit hours)</td>
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<tr>
<td></td>
<td></td>
<td>Mathematics/Sciences (6 credit hours)</td>
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<td></td>
<td></td>
<td>Social Sciences/Humanities (6 credit hours)</td>
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<td></td>
<td></td>
<td>Computer Literacy (3 credit hours)</td>
</tr>
<tr>
<td>Program Total</td>
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</table>

RESIDENCY REQUIREMENT
12 credit hours from a regionally accredited higher education institution. A minimum of 3 credits are required at Bridgemont Community and Technical College. Petition for exception to the residency requirement may be made to the Vice President of Academic and Student Affairs.

GRADES AND GRADING
Grading will follow the institution’s current grading policy.

ADMISSION REQUIREMENTS
Students are eligible for admission to the program two years after graduation from high school. In cases of those passing a high school equivalency examination, admission must be two years after their high school class has graduated.
Area of Concentration to be determined in conjunction with BOG A.A.S. advisor and department chair after student request is submitted. For complete program description and requirements, contact the program advisor, Kathy Leftwich, or consult the institutional web page.
Associate In Science

BUSINESS TECHNOLOGY - ACCOUNTING CONCENTRATION

PROGRAM DESCRIPTION
Professionals in accounting fill a crucial role in managing business, industry, and government by providing financial information for sound business decisions. Strong growth of job prospects over the 2006-16 decade is expected to result from stricter accounting and auditing regulations. In this dynamic technological environment, computerized accounting skills are critical to employers.

Entry-level accounting paraprofessionals are an organization’s financial record keepers. Responsibilities may include updating, maintaining, or auditing accounting records, tabulating expenditures, receipts, accounts payable and receivable, and tracking profit/loss. They may also prepare, analyze, verify, and communicate financial information.

Associate graduates will acquire a sound business education base for lifelong learning with advancement generally coming quickly after demonstrating professionalism, motivation, attention to detail, and flexibility. An AS accounting degree also provides the educational background and framework to seek professional certification (CPA, CMA, or CIA) if desired.

NOTE: High school computer or business subjects are not necessary for entrance into this program; beginning subjects are offered. The student, who has completed such courses, may apply for a waiver or EDGE credit. However, unless an equivalent course was taken in high school, students will be required to take BAHM 172 Discovering Computers. A student who makes a D in any skills course must repeat the course unless special permission is received from the department chair to take the next course in the sequence. Regardless of background all students must take BAHM 295 Integrated Applications.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education curriculum for the associate degree, specific outcomes for this program have been established.

1. To educate students interested in pursuing careers in an accounting field.
2. To prepare students to interpret and apply generally accepted accounting principles (GAAP) to analyze, record, and report financial information.
3. To provide opportunities for further education for professionals already employed.
4. To elevate students’ information literacy skills through the effective use of technology.
5. To provide students with a fundamental knowledge of business functions, processes, and an understanding of business in today’s global economy with a concentration on the accounting and financial aspects.

Course outcomes are assessed by exit examinations. Program outcomes are assessed by Capstone courses (Internship and BAHM 295 Integrated Applications). Learner outcomes are assessed by the OPAC exams and/or a program-specific exit assessment exam/certification. General education outcomes are assessed by ACT WorkKeys.
TYPES OF JOBS AVAILABLE
- Large/Small Firms
- Federal/State/Local Government
- Tax Firms
- Self-Employed
- Public Accounting Firms
- Retail & Service Firms

Salary Ranges
$25,016 - $37,067

This program is designed for career entry and/or advancement.

JOB TITLES
- Accounting Clerk / Auditing Clerk
- Bookkeeper / Accounting Assistant
- Bank Teller
- Payroll Administrator
- Loan Clerk / Account Executive
- Tax Preparer/ Examiner

TRANSFER B.S. OPTION:
- Accounting
- Health Services Administration
- Business Management
## BUSINESS TECHNOLOGY

**ASSOCIATE IN SCIENCE**

### Accounting concentration

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAHM 101</td>
<td>BAHM 144</td>
</tr>
<tr>
<td>Fundamentals of Computer Apps (GEC 2)</td>
<td>Business Grammar (GEC 4)</td>
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<tr>
<td>BAHM 180</td>
<td>BAHM 182</td>
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<tr>
<td>Introduction to Business Economics</td>
<td>Practical Mathematics (GEC 4)</td>
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<tr>
<td>BAHM 181</td>
<td>BAHM 253</td>
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<tr>
<td>Records Management</td>
<td>IPR: Customer Service: Face to Face (GEC 4)</td>
</tr>
<tr>
<td>BAHM 185</td>
<td>BAHM 254</td>
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<tr>
<td>Survey of Accounting</td>
<td>IPR: Customer Service: Electronic</td>
</tr>
<tr>
<td>BAHM 259</td>
<td>BAHM 255</td>
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<tr>
<td>Software Applications: 10-Key</td>
<td>IPR: Customer Service: Ethics (GEC 4)</td>
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<tr>
<td>BTEC 120</td>
<td>BTEC 202</td>
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<tr>
<td>Accounting Fundamentals</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>ENGL 202</td>
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<td>English Composition (GEC 1)</td>
<td>Business and Professional Writing</td>
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<td>GNST 100</td>
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<td>Freshman Seminar</td>
<td>Funding Your Venture</td>
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<td><strong>Semester Total</strong>: 16</td>
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<table>
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<tbody>
<tr>
<td>BAHM 251</td>
<td>BAHM 258</td>
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<tr>
<td>IPR: Interviewing</td>
<td>Computerized Accounting (GEC 4)</td>
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<td>BAHM 252</td>
<td>BAHM 287</td>
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<td>IPR: Professional Etiquette</td>
<td>Applies Supervision</td>
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<td>BAHM 253</td>
<td>BAHM 293</td>
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<tr>
<td>IPR: Leadership Development</td>
<td>Internship (150 clock hours)</td>
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<tr>
<td>BAHM 186</td>
<td>BAHM 295</td>
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<td>Concepts of Human Resources</td>
<td>Integrated Applications</td>
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<td>BTEC 220</td>
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<td>Intermediate Accounting I</td>
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<td>Fundamentals of Personnel Supervision</td>
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<td>LAB SCI</td>
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<td>Elective (GEC 2) PHSC 1-5 or BIOL 233</td>
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</table>
Associate In Science

BUSINESS TECHNOLOGY - BUSINESS
SUPERVISION CONCENTRATION

PROGRAM DESCRIPTION
Supervisors and managers at all levels are a vital component of all organizations-public, private, profit or not-for-profit. Management is the most fundamental function of business. It is the act of getting people together to accomplish desired goals using available resources to the satisfaction of the stakeholders. Modern firms need competent managers who can address emerging issues in a global economy while dealing with global competition, ethical issues, and diverse work groups.

Specific job descriptions vary greatly by industry, by the nature and size of the organization, and by level. Supervisors must often manage both operations and personnel. Entry-level positions often are responsible for the day-to-day performance of a group; guiding the group toward its goals, seeing that all members of the team are productive and resolving problems as they arise. Supervisors will be in a position to manage others, decide the daily priorities of the office, delegate projects and coordinate teams to meet the goals of the organization while complying with major laws that regulate the employment relationship.

Associate graduates will acquire a sound business education base for lifelong learning with advancement generally coming quickly after demonstrating leadership, motivation, decisiveness and flexibility.

NOTE: High school computer or business subjects are not necessary for entrance into this program; beginning subjects are offered. The student, who has completed such courses, may apply for a waiver or EDGE credit. However, unless an equivalent course was taken in high school, students will be required to take BAHM 172 Discovering Computers. Regardless of background, all students must take BAHM 295 Integrated Applications. A student who makes a D in any skills course must repeat the course unless special permission is received from the department chair to take the next course in the sequence.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education core curriculum for the associate degree, specific outcomes for this program have been established.
1. To educate students interested in pursuing careers in supervision in a business setting.
2. To provide professional development opportunities to individuals already employed.
3. To broadly educate competent supervisors for service in a wide variety of organizations.
4. To provide students with a fundamental knowledge of business functions, processes, and an understanding of business in today’s global economy with an concentration on the managing of people and resources.

Course outcomes are assessed by exit examinations. Program outcomes are assessed by Capstone courses (Internship and BAHM 295 Integrated Applications). Learner outcomes are assessed by the OPAC exam and/or a program-specific exit assessment exam/certification. General education outcomes are assessed by ACT WorkKeys.

TYPES OF JOBS AVAILABLE
- Large/Small Firms
- Federal/State/Local Government
- Franchises
- Self-Employed

JOB TITLES
- Manager Trainee
- Assistant Manager
- Supervisor
- Office Manager
### Programs of Study – BTEC

#### Large/Small Medical Facilities
- Department Manager
- Accounting Executive
- Project Manager
- Foreman
- Team Leader

#### Non-Profit Foundations
- Department Manager
- Account Executive
- Project Manager
- Foreman
- Team Leader

### SALARY RANGES

$19,409 - $32,370

This program is designed for career entry and/or advancement.

### BUSINESS TECHNOLOGY

#### ASSOCIATE IN SCIENCE

**Business Supervision Concentration**

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<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>BAHM 101</td>
<td>BAHM 144</td>
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<tr>
<td><strong>Fundamentals of Computer Apps (GEC 2)</strong></td>
<td><strong>Business Grammar (GEC 4)</strong></td>
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<td>BAHM 180</td>
<td>BAHM 182</td>
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<tr>
<td><strong>Introduction to Business &amp; Economics</strong></td>
<td><strong>Practical Mathematics (GEC 4)</strong></td>
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<tr>
<td>BAHM 185</td>
<td>BTEC 202</td>
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<td><strong>Survey of Accounting</strong></td>
<td><strong>Principles of Accounting II</strong></td>
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<td>ENGL 202</td>
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<td><strong>Accounting Fundamentals</strong></td>
<td><strong>Business and Professional Writing 3 (GEC 1)</strong></td>
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<td>ENGL 101</td>
<td>ENTR 125</td>
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<td><strong>English Composition (GEC 1)</strong></td>
<td><strong>Critical Thinking</strong></td>
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<td>ENTR 101</td>
<td>LAB SCI</td>
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<td><strong>Introduction to Entrepreneurship</strong></td>
<td><strong>Lab Science Elective (GEC-2)</strong></td>
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<td>PHSC 105, BIOL 111 or BIOL 233</td>
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**Semester Total 15**

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<tr>
<td>BAHM 186</td>
<td>BAHM 253</td>
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<tr>
<td><strong>Concepts of Human Resources</strong></td>
<td><strong>IPR: Customer Service: Face-to-Face</strong></td>
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<tr>
<td>BAHM 188</td>
<td>BAHM 254</td>
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<tr>
<td><strong>Marketing Overview</strong></td>
<td><strong>IPR: Customer Service: Electronic</strong></td>
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<tr>
<td>SOCA 249</td>
<td>BAHM 255</td>
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<td><strong>Diversity in the Workplace (GEC 3)</strong></td>
<td><strong>IPR: Ethics</strong></td>
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<tr>
<td>BAHM 251</td>
<td>BAHM 269</td>
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<td><strong>IPR: Interviewing</strong></td>
<td><strong>Software Applications: Financial</strong></td>
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<tr>
<td>BAHM 252</td>
<td>BAHM 283</td>
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<td><strong>IPR: Professional Etiquette</strong></td>
<td><strong>Office Procedures (Executive)</strong></td>
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<td>BAHM 253</td>
<td>BAHM 287</td>
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<td><strong>IPR: Leadership Development</strong></td>
<td><strong>Applied Supervision</strong></td>
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<td>BAHM 293</td>
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<td><strong>Business Law</strong></td>
<td><strong>Internship (150 clock hours)</strong></td>
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<tr>
<td>BTEC 230</td>
<td>BAHM 298</td>
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<td><strong>Fundamentals of Personnel Mgt.</strong></td>
<td><strong>Senior Seminar</strong></td>
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<td>BTEC 240</td>
<td>BAHM 195</td>
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<td><strong>Marketing Fundamentals</strong></td>
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**Semester Total 13**

**Semester Total 18**
Associate in Science

BUSINESS TECHNOLOGY - ENTREPRENEURSHIP CONCENTRATION

PROGRAM DESCRIPTION
An entrepreneur wants to own their own business, create and market a product/service or revitalize a mature firm in response to identified opportunities. These individuals are go-getters who combine resources to create and sell new goods or services. Entrepreneurs are fundamentally important in a capitalistic society providing almost 75% of new jobs. Every successful new business benefits the owner, community and region.

Anyone who has ever dreamed of being their own boss, identified a problem or noticed a need and seen it as an opportunity, or who has felt as if their ambitions and usefulness was being held back by corporate red tape is a likely prospect to be an entrepreneur. However, it takes more than cleverness; attitude and frustration with the status quo to get a new venture off the ground-concrete skills and knowledge are needed. An entrepreneur must understand financing, marketing, legalities, licensure, management and business plan development to be successful.

With an associate degree you will have the knowledge to possibly join the ranks of other successful entrepreneurs such as Bill Gates (Microsoft), Jenny Craig (Jenny Craig Weight Loss), Mary Kay Ash (Mary Kay Cosmetics), Barry Diller (Fox Broadcasting), and Ty Miller (Ty, Inc.-Stuffed toys).

NOTE: High school computer or business subjects are not necessary for entrance into this program; beginning subjects are offered. The student, who has completed such courses, may apply for a waiver or EDGE credit. However, unless an equivalent course was taken in high school, students will be required to take BAHM 172 Discovering Computers. Regardless of background, all students must take BAHM 295 Integrated Applications. A student who makes a D in any skills course must repeat the course unless special permission is received from the department chair to take the next course in the sequence.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education core curriculum for the associate degree, specific outcomes for this program have been established.
1. To educate students interested in starting their own business.
2. To educate students in the skills and knowledge needed to plan, develop and/or establish their own business.
3. To raise students’ awareness of entrepreneurship and its role to engender an individual’s potential to initiate personal, community and business ventures.
4. To provide opportunities for further education for professionals already employed.
5. To elevate students’ information literacy skills through the effective use of technology.
6. To provide students with a fundamental knowledge of business functions, processes, and an understanding of business in today’s global economy.

Course outcomes are assessed by exit exams in each course. Program outcomes are assessed by capstone courses (ENTR 120 Business Plan Development and BAHM 295 Integrated Applications). Learner outcomes are assessed by the OPAC exam and/or by program specific exit assessment exam/certification. General education outcomes are assessed by ACT WorkKeys.
TYPES OF JOBS AVAILABLE

- Retail Companies
- Self-Employed
- Franchises
- Consulting Firms
- Service-oriented Companies
- E-Businesses

Salary Ranges
$28,000 - virtually limitless

JOB TITLES

- Business Owner
- IT Entrepreneur
- Consultant
- Manager
- Product Development
- Franchise Owner
- Event Planner Specialist
- Sole Proprietor
- Internet Entrepreneur

TRANSFER B.S. OPTION:

- Business Management
- Technology Management

This program is designed for career entry and/or advancement.

COMPUTER INFORMATION CONCENTRATION

(to be determined in conjunction with Advisor):
INFT 1100 Computer Architecture and Troubleshooting (4 cr),
INFT 1310 Networking I and INFT 1320 Networking II, or BAHM Computer Apps

BUSINESS SUPERVISION CONCENTRATION

(to be determined in conjunction with Advisor):
ACCT, ECON, BAHM or BTEC courses

ACCOUNTING CONCENTRATION

(to be determined in conjunction with Advisor):
BTEC 242/243 Intermediate Accounting I & II

COTTAGE INDUSTRY CONCENTRATION

(to be determined in conjunction with Advisor):
Crafts, arts, specialty foods, hospitality/bed & breakfast, in home healthcare, in home child care, etc.
to be determined with advisor.

OTHER AREAS

(to be determined in conjunction with advisor)
AgriScience, Building Construction, Child Care, Computer Repair, Cosmetology, Diesel Mechanic, Electrical, HVAC, Plumbing, Welding
# BUSINESS TECHNOLOGY
## ASSOCIATE IN SCIENCE
Entrepreneurship Concentration

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<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td><strong>BAHM 180</strong> Introduction to Business &amp; Economics</td>
<td><strong>BAHM 182</strong> Practical Mathematics</td>
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<tr>
<td>2</td>
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<tr>
<td><strong>BAHM 101</strong> Fundamentals Of Computer Apps (GEC 2)</td>
<td><strong>SOCA 249</strong> Diversity in the Workplace (GEC 3)</td>
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<td><strong>BAHM 185</strong> Survey of Accounting</td>
<td><strong>BAHM 253</strong> IPR: Customer Service: Face-to-Face</td>
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<td><strong>BAHM 254</strong> IPR: Customer Service: Electronic</td>
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<td><strong>ENGL 101</strong> English Composition I (GEC 1)</td>
<td><strong>BAHM 255</strong> IPR: Ethics</td>
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<td><strong>ENTR 101</strong> Introduction to Entrepreneurship (Kauffman)</td>
<td><strong>BTEC 122</strong> Principles of Accounting II</td>
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<td><strong>ENGL 202</strong> Business &amp; Professional Writing</td>
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<td><strong>ENTR 110</strong> Funding Your Venture</td>
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<td><strong>ENTR 125</strong> Critical Thinking</td>
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<tr>
<td><strong>BAHM 186</strong> Concepts of Human Resource Supervision</td>
<td><strong>BAHM 251</strong> IPR: Interviewing</td>
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<td><strong>BAHM 188</strong> Marketing Overview</td>
<td><strong>BAHM 252</strong> IPR: Professional Etiquette</td>
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<td><strong>BTEC 230</strong> Fundamentals of Personnel Supervision</td>
<td><strong>BAHM 253</strong> IPR: Leadership Development</td>
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<td><strong>BAHM 263</strong> Software Applications: Web Page</td>
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<td><strong>BTEC 250</strong> Business Law</td>
<td><strong>BAHM 269</strong> Computerized Accounting/QuickBooks</td>
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<td><strong>ENTR 130</strong> Opportunities Analysis Lab Science Elective (GEC-2)</td>
<td><strong>BAHM 287</strong> Applied Supervision</td>
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<td><strong>PHSC 105, BIOL 111 or BIOL 233</strong></td>
<td><strong>BAHM 298</strong> Senior Seminar</td>
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<td><strong>ENTR 115</strong> Presenting Your Venture</td>
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<td><strong>ENTR 120</strong> Business Plan Development</td>
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<td><strong>ENTR 195</strong> Mentorship (45 Clock Hours)</td>
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Certificate

BUSINESS TECHNOLOGY - ENTREPRENEURSHIP CONCENTRATION

PROGRAM DESCRIPTION
An entrepreneur wants to run their own business, create and market a product/service or revitalize a mature firm in response to identified opportunities. This certificate is designed for individuals who desire the critical skills and knowledge needed to start a new business or expand a current one. More people are starting new businesses every year with women being the fastest-growing segment. In addition, an entrepreneurial spirit is increasingly valued by many larger organizations that encourage managers to “take ownership” of their responsibilities.

Many businesses fail due to poor planning, lack of knowledge, and naive expectations when it comes to making a profit. Chances of success can be strengthened by pursuing a solid educational foundation that teaches the basics of business and unique factors that pervade an entrepreneurial venture or small business including financing, marketing, legalities, accounting, licensure, management, and business plan development.

NOTE: High school computer or business subjects are not necessary for entrance into this program; beginning subjects are offered. The student, who has completed such courses, may apply for a waiver or EDGE credit. However, unless an equivalent course was taken in high school, students will be required to take BAHM 172 Discovering Computers. A student who makes a D in any skills course must repeat the course unless special permission is received from the department chair to take the next course in the sequence.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education core curriculum for the associate degree, specific outcomes for this program have been established.
1. To educate students interested in starting their own business.
2. To provide opportunities for current business owners interested in expanding or stabilizing a company.
3. To educate students in the skills and knowledge needed to plan, develop and establish their own business.
4. To provide professional development opportunities to individuals already employed.
5. To elevate students’ information literacy skills through the effective use of technology.

Course outcomes are assessed by exit exams in each course. Learner outcomes are assessed by capstone courses (BTEC 120 Business Plan Development).

TYPES OF JOBS AVAILABLE
- Retail Companies
- Self-Employed
- Franchises
- Consulting Firms
- Service-oriented Companies
- E-Businesses

JOB TITLES
- Business Franchise Owner
- Consultant
- Manager
- Product Development
- Event Planner Specialist
- Sole Proprietor
- IT Entrepreneur, Internet Entrepreneur
Salary Ranges
$28,000 - virtually limitless

**PLUS-ONE A.S. OPTION**
- Entrepreneurship, A.S.
- Computer Support Specialist, A.S.
- Business Supervision, A.S.
- Accounting, A.S.

This program is designed for career entry and/or advancement.

**TRANSFER B.S. OPTION**
Students planning to continue to a B.S. should contact a Business Technology advisor.

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**BUSINESS TECHNOLOGY CERTIFICATE**
Entrepreneurship Concentration

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>BAHM 101</td>
<td>BAHM 182</td>
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<td>Fundamentals of Computer Apps (GEC 2)</td>
<td>Practical Mathematics</td>
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<td>Introduction to Entrepreneurship</td>
<td>Funding Your Venture</td>
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<td>ENTR 115</td>
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<td>Freshman Seminar</td>
<td>Presenting Your Venture</td>
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Semester Total 15
# CHILDE DEVELOPMENT SPECIALIST – OCCUPATIONAL DEVELOPMENT

## ASSOCIATE IN APPLIED SCIENCE

Concentration in Applied Health

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<td>ENGL 202 (GEC 1) Business &amp; Professional Writing</td>
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<td>(GEC 2) Lab Science Elective (BIOL 111 or PHSC 105)</td>
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<td>(GEC 3) HU/SS Elective (Diversity)</td>
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<td>BAHM 250 Interpersonal Relations: Leadership Development</td>
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<td>BAHM 251 Interpersonal Relations: Interviewing Strategies</td>
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<table>
<thead>
<tr>
<th>Component III – Occupations Specialty Classroom Training</th>
<th>32 Credit Hours</th>
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</table>
| All students are required to complete a minimum of 300 hours of approved total classroom training.  
• Approved training is available through River Valley Child Development Services.  
• Child Development Associate (CDA) Certification is the equivalent of 12 credit hours.  
Please contact program advisor for information. | 32 |

<table>
<thead>
<tr>
<th>Component IV – On the Job Training</th>
<th>13 Credit Hours</th>
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</table>
| All students are required to complete a minimum of two years of full-time on-the-job training in an approved apprenticeship employment site.  
• A maximum of 2,600 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.  
• A letter must be received from employer to verify this employment.  
Contact program advisors for more information. | 13 |

**Total Credit Hours** 67
Notes
1. Students may enter this program with no prior experience but must complete approved Child Development Apprenticeship before being eligible for graduation.
2. 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.
Associate in Applied Science

CULINARY ARTS

PROGRAM DESCRIPTION
The Culinary Arts program is a cooperative program between the Bridgemont Community and Technical College, Carver Career and Technical Education Center (CCTEC) in Malden, and the American Culinary Federation, West Virginia Chapter. Students entering this program must apply to Bridgemont CTC admissions office. Completion of this program leads to an associate of applied science degree in Culinary Arts. Financial aid for this program is awarded through Carver Career & Technical Center only.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education core curriculum for the associate degree, specific outcomes for this program have been established. The goal of the Culinary Arts program is to provide future culinarians entering the workplace with comprehensive training in the practical and theoretical aspects of work required in this highly skilled profession. The chef of today needs to be a multi-talented individual who can meet the challenges of an executive in the food service industry. She/he must possess management supervisory skills as well as be a skilled culinary artisan.

Upon completion of the program, the student will be able to:
1. Prepare foods, beverages, menus, and marketing strategies for a successful culinary enterprise
2. Apply management principles in a culinary environment
3. Use appropriate food storage and food handling technologies
4. Demonstrate culinary skills in a business setting

Course outcomes are assessed by exit examinations in each course and certifications in many courses. General education outcomes are assessed by ACT WorkKeys
CULINARY ARTS
ASSOCIATE IN APPLIED SCIENCE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>CART 101 Servsafe</td>
<td>CART 130 Foods III</td>
</tr>
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<td>CART 110 Foods I</td>
<td>CART 107 Customer Service/Dining Room</td>
</tr>
<tr>
<td>CART 105 Culinary Math</td>
<td>Service</td>
</tr>
<tr>
<td>CART 120 Foods II</td>
<td>CART 112 General Baking</td>
</tr>
<tr>
<td>CART 115 General Nutrition</td>
<td>CART 108 Hospitality Management</td>
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<td>ENGL 101 Composition I</td>
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<td>BAHM 268 Software App: Word</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
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<tbody>
<tr>
<td>CART 203 International Cuisine</td>
<td>CART 210 Garde Manger I</td>
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<tr>
<td>CART 202 Inventory and Purchasing</td>
<td>CART 206 Menu, Marketing &amp; Management</td>
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<tr>
<td>CART 205 Pastries and Desserts</td>
<td>CART 220 Garde Manger II</td>
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<tr>
<td>CART 204 HR Management &amp; Supervision</td>
<td>CART 208 Restaurant Marketing</td>
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<tr>
<td>ENGL 202 Business &amp; Prof. Writing</td>
<td>SOCA 101 Principles of Sociology</td>
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<tr>
<td>PHSC 105 Physical Science I</td>
<td>BAHM 260 Software App: Excel</td>
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<td>BAHM 262 Software App: PowerPoint</td>
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Certificate

CULINARY ARTS

PROGRAM DESCRIPTION
The Culinary Arts program is a cooperative program between the Bridgemont Community and Technical College, Carver Career and Technical Education Center (CCTEC) in Malden, and the American Culinary Federation, West Virginia Chapter. Students entering this program must apply to Bridgemont CTC admissions office. Completion of this program leads to a one-year certificate in Culinary Arts. Financial aid for this program is awarded through Carver Career Center only.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education core curriculum for the certificate, specific outcomes for this program have been established.
The goal of the Culinary Arts program is to provide future culinarians entering the workplace with training in the practical and theoretical aspects of work required in this highly skilled profession. The chef of today needs to be a multi-talented individual who can meet the challenges of an executive in the food service industry. She/he must possess management supervisory skills as well as be a skilled culinary artisan.

Upon completion of the program, the student will be able to:
- Prepare foods, beverages, menus, and marketing strategies for a successful culinary enterprise
- Apply management principles in a culinary environment
- Use appropriate food storage and food handling technologies
- Demonstrate culinary skills in a business setting

Course outcomes are assessed by exit examinations in each course. General education outcomes are assessed by ACT WorkKeys.

CULINARY ARTS
CERTIFICATE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CART 101 Servsafe</td>
<td>CART 130 Foods III</td>
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<td>CART 110 Foods I</td>
<td>CART 107 Customer Service/Dining Room</td>
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<tr>
<td>CART 105 Culinary Math</td>
<td>Service</td>
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<td>CART 120 Foods II</td>
<td>CART 112 General Baking</td>
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<td>CART 115 General Nutrition</td>
<td>CART 108 Hospitality Management</td>
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<td></td>
<td>ENGL 101 Composition I</td>
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<td></td>
<td>BAHM 260 Software Apps: Excel</td>
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<td></td>
<td>BAHM 262 Software Apps: PowerPoint</td>
</tr>
<tr>
<td></td>
<td>BAHM 268 Software Apps: Word</td>
</tr>
</tbody>
</table>

| Semester Total | 14 | 18 |
Associate in Science
CIVIL ENGINEERING TECHNOLOGY

PROGRAM DESCRIPTION
The Associate in Science degree Civil Engineering Technology (ASCET) is a two-year program that prepares graduates for employment in construction, water resources, public works, structural detailing and design, environmental studies, mining development and related fields. The program stresses materials, surveying, structures, water resources, soil mechanics, construction and highways. The graduate is prepared to support engineers various areas of civil engineering. Typical assignments include preparing plans, field/lab testing of construction materials, layout and inspection of construction projects and mining development. The graduate might also work under the supervision of an engineer performing basic design calculations in highways, structures, hydraulics/hydrology and soils. Completion of this program also qualifies the graduate to enter directly into the plus-two Bachelor of Science program Engineering Technology-Civil concentration at West Virginia University Institute of Technology.

The A.S. Civil Engineering Technology program is accredited by the Technology Accreditation Commission (TAC) of ABET, Inc.

PROGRAM OBJECTIVES
Recent graduates of the ASCET program will be able to achieve the following career and professional accomplishments:

• Demonstrate an appropriate mastery of aspects of civil engineering technology such as construction materials, surveying, structures, soil mechanics, highways, and water resources.
• Demonstrate the ability to utilize accumulated knowledge supplemented with practical experience and continuing education to adapt to changing technology within their chosen area of specialization.
• Demonstrate the ability to communicate effectively by oral and written means and display the interpersonal and leadership skills needed to work and participate effectively in a team environment.
• Exhibit appropriate behavior when dealing with professional, ethical and social issues and display evidence of a commitment to quality and dependability.
• Demonstrate the ability to successfully pursue and complete studies at the baccalaureate level if they so choose.

Course outcomes are assessed by exit examinations in each course. Program outcomes are assessed in a capstone course. General education outcomes are assessed by ACT WorkKeys exam.

CAREERS IN CIVIL ENGINEERING TECHNOLOGY
Typical job titles include: Lead Engineering Technician, Assistant Project Engineer, and Design Technician, Surveying Coordinator, Inspector, Lab Manager, Surveying/Party Chief, Survey Technician, Estimator, Traffic/Highway Technician, Environmental Technician.
TRANSFER BACCALAUREATE OPTIONS

Graduates of the program may transfer to Bachelor of Sciences program in Engineering Technology-Civil. Advanced Placement Credit for High School/Career-Technical Center/College Programs High school level drafting, surveying, or construction subjects are not necessary for entrance into the Civil Engineering Technology program. Beginning subjects are part of the program. The student who has completed such vocational courses, however, may receive advanced placement. Articulation Edge agreements are in place with various vocational-technical centers. Advanced placement is also available to the student with prior college experience. Please check with the department chair for more information.

CIVIL ENGINEERING TECHNOLOGY

ASSOCIATE IN SCIENCE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
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<tbody>
<tr>
<td>DRET 120 Drafting I</td>
<td>CIET 114 Statics</td>
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<tr>
<td>ENGL 101 English Composition (GEC 1)</td>
<td>DRET 121 Drafting II</td>
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<tr>
<td>GNST 100 Freshman Seminar</td>
<td>CIET 141 Surveying I</td>
</tr>
<tr>
<td>GNET 108 Basic Computer App. (GEC 4)</td>
<td>ENGL 102 English Composition II (GEC 1)</td>
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<tr>
<td>MATH 113 Technical Algebra (GEC 2)</td>
<td>PHYS 101 Introductory Physics (GEC 2)</td>
</tr>
<tr>
<td>MATH 114 Tech. Trigonometry (GEC 4)</td>
<td>SOCA 249 Diversity in the Workplace</td>
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<td>CIET 131 Construction Materials</td>
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</table>

Semester Total 17
Semester Total 16

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
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<tbody>
<tr>
<td>CIET 115 Strength of Materials</td>
<td>CIET 115 Structural Concrete Design</td>
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<tr>
<td>CIET 144 Surveying II</td>
<td>CIET 144 Soils and Foundations</td>
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<tr>
<td>CIET 215 Structural Steel Design</td>
<td>CIET 215 Highways</td>
</tr>
<tr>
<td>CIET 230 Hydraulics &amp; Drainage</td>
<td>CIET 230 College Physics II (GEC 2)</td>
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<tr>
<td>MATH 117 Technical Calculus (GEC 4)</td>
<td>GNET 112 Ethics and Professional Behavior</td>
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</tbody>
</table>

Semester Total 15
Semester Total 16

Technical Elective 2
Associate in Science

DIGITAL DESIGN AND PRINT COMMUNICATIONS

PROGRAM DESCRIPTION
The associate of science degree in Digital Design and Print Communications is designed to provide quality technical education to prepare technicians for the rapidly changing graphic arts and digital design industries. The student will receive training in all of the basic skills required of these industries, and upon completion of the two-year program, should be qualified to enter the industry in a junior supervisory capacity directly responsible to the plant manager or supervisor. For the student wishing to pursue the plus-two baccalaureate Printing Management degree or the plus-two baccalaureate Graphic Design degree programs offered by WVU Tech, the associate program offers a well-rounded basis for advanced study.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education core curriculum for the associate degree, specific outcomes for this program have been established.
Upon completion of the Associate of Science degree in Digital Design and Print Communications, the student will be able to:

- Design and prepare electronic text, images, and/or documents for publication
- Utilize desktop publishing software common to the graphic arts industry
- Apply appropriate color theory to design and copy
- Produce or publish materials for print and digital distribution
- Have experience in the operation of printing presses
- Appropriately bind and finish a printed document
- Apply appropriate management skills for technical workers

Program outcomes are assessed by exit course examinations, performance on laboratory projects, and a capstone course. General education objectives are assessed with the WorkKeys examination.

TYPICAL JOB TITLES

- Graphic Designer
- Graphic Arts Computer/Software Specialist
- Digital Pre-Press Operator
- Desktop Publisher
- Sheetfed Press Operator
- Webfed Press Operator
- Screen Press Operator
- Flexographic Press Operator
- Bindery and finishing operator
- First line supervisor
- Customer service representative

TRANSFER BACCALAUREATE OPTIONS

- Printing Management, BS
- Interdisciplinary Studies in Graphic Design, BA
## DIGITAL DESIGN AND PRINT COMMUNICATIONS

**ASSOCIATE IN SCIENCE**

### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GNST 100</td>
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<td>DDPC 111</td>
<td>Intro to Graphic Communications</td>
<td>3</td>
</tr>
<tr>
<td>DDPC 112</td>
<td>Paper &amp; Ink</td>
<td>3</td>
</tr>
<tr>
<td>DDPC 113</td>
<td>Introduction to Graphic Design</td>
<td>1</td>
</tr>
<tr>
<td>DDPC 115</td>
<td>Text and Type</td>
<td>1</td>
</tr>
<tr>
<td>DDPC 116</td>
<td>InDesign I</td>
<td>1</td>
</tr>
<tr>
<td>DDPC 125</td>
<td>Digital Photography</td>
<td>1</td>
</tr>
<tr>
<td>DDPC 126</td>
<td>Electronic Image Capture</td>
<td>1</td>
</tr>
<tr>
<td>DDPC 128</td>
<td>Adobe Dreamweaver</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition (GEC 1)</td>
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**Semester Total 15**

### Second Semester

<table>
<thead>
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<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 110</td>
<td>Technical Math (GEC 2)</td>
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<tr>
<td>DDPC 130</td>
<td>Sheetfed Press</td>
<td>3</td>
</tr>
<tr>
<td>DDPC 134</td>
<td>Adobe Illustrator</td>
<td>1</td>
</tr>
<tr>
<td>DDPC 135</td>
<td>InDesign II</td>
<td>1</td>
</tr>
<tr>
<td>DDPC 136</td>
<td>Acrobat/PDF Basics</td>
<td>1</td>
</tr>
<tr>
<td>DDPC 141</td>
<td>Color Models and Usage</td>
<td>1</td>
</tr>
<tr>
<td>DDPC 142</td>
<td>Introduction to Photoshop</td>
<td>1</td>
</tr>
<tr>
<td>DDPC 143</td>
<td>Color Workflow &amp; Management</td>
<td>1</td>
</tr>
<tr>
<td>DDPC 145</td>
<td>Safety &amp; Environmental Issues</td>
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**Semester Total 14**

### Third Semester

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DDPC 215</td>
<td>Webfed Press</td>
<td>3</td>
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<tr>
<td>DDPC 218</td>
<td>Adobe Creative Suite Projects</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II (GEC 1)</td>
<td>3</td>
</tr>
<tr>
<td>LAB SCI</td>
<td>Lab Science Elective (GEC 2)</td>
<td>4</td>
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<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology (GEC 3)</td>
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**Semester Total 16**

### Fourth Semester

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<th>Course Name</th>
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<tr>
<td>DDPC 231</td>
<td>Flexography</td>
<td>3</td>
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<tr>
<td>DDPC 232</td>
<td>Packaging Design</td>
<td>3</td>
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<tr>
<td>DDPC 242</td>
<td>Basics of Printing Management</td>
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<td>DDPC 299</td>
<td>Special Topics</td>
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<td>DDPC</td>
<td>Print Specialization**</td>
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<tr>
<td>HIST</td>
<td>World Civilization ((179 or 180)* (GEC 4)</td>
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</tbody>
</table>

**Semester Total 17**

**NOTE:** Students pursuing only the AS Digital Design and Print Communications degree must enter the program with a Math ACT score of 19 or better or successfully complete MATH-040 or its equivalent.

* Recommended to meet the Cultural Diversity and Humanities sequence requirement.

** Students select area of specialization from DDPC 251 Color or DDPC 255 Web Press.
Programs of Study

Bridgemont CTC

Associate in Science

DIGITAL DESIGN AND PRINT COMMUNICATIONS - ENTREPRENEURSHIP CONCENTRATION

PROGRAM DESCRIPTION
The Associate of Science degree in Digital Design and Print Communications prepares individuals to open and successfully operate a business in the rapidly changing graphic arts industry. Students will receive training in all of the basic skills required in the graphic arts industry, as well as key courses in launching and managing a new business, and upon completion of the two-year program should be qualified to enter the industry, as a small business owner. 97% of the businesses in West Virginia are classified as small business as well as over 80% of the businesses in the U.S. For the student wishing to pursue the plus-two Baccalaureate Printing Management or Graphic Design degree programs, offered at WVU Tech, the Associate program offers a well-rounded basis for advanced study.

DIGITAL DESIGN AND PRINT COMMUNICATIONS - ENTREPRENEURSHIP CONCENTRATION

ENTREPRENEURSHIP CONCENTRATION

ASSOCIATE IN SCIENCE

<table>
<thead>
<tr>
<th>First Semester</th>
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<tr>
<td>GNST 100 Freshman Seminar 0</td>
<td>MATH 110 Technical Math 3</td>
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<td>DDPC 111 Intro to Graphic Communications 3</td>
<td>DDPC 130 Sheeted Press 3</td>
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<td>DDPC 113 Intro to Graphic Design 1</td>
<td>DDPC 134 Adobe Illustrator 1</td>
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<td>DDPC 115 Text and Type 1</td>
<td>DDPC 135 InDesign II 1</td>
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<td>DDPC 136 Acrobat/PDF Basics 1</td>
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<td>DDPC 125 Digital Photography 1</td>
<td>DDPC 141 Color Models and Usage 1</td>
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<td>DDPC 126 Electronic Image Capture 1</td>
<td>DDPC 142 Intro to PhotoShop 1</td>
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<tr>
<td>DDPC 128 Dreamweaver 1</td>
<td>DDPC 143 Color Workflow &amp; Management 1</td>
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<tr>
<td>ENGL 101 English Composition 3</td>
<td>DDPC 145 Safety &amp; Environmental Issues 2</td>
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<tr>
<td>ENTR 101 Intro to Entrepreneurship 3</td>
<td>ENTR 125 Critical Thinking 1</td>
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Semester Total 15

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<tr>
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<tbody>
<tr>
<td>DDPC 215 Webfed Press 3</td>
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<td>DDPC 218 Adobe Creative Suite Projects 3</td>
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<tr>
<td>ENGL 102 English Composition II 3</td>
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<tr>
<td>ENTR 130 Opportunities Analysis 2</td>
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<td>LAB SCI Lab Science Elective (GEC 2) 4</td>
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Semester Total 15

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<th>Fourth Semester</th>
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<tr>
<td>DDPC 231 Fexography 3</td>
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<tr>
<td>DDPC 242 Basics of Printing Management 2</td>
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<tr>
<td>DDPC 299 Special Topics 1</td>
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<tr>
<td>ENTR 110 Funding Your Venture 1</td>
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<td>ENTR 115 Presenting Your Venture 2</td>
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<td>Elective (GEC 4) 3</td>
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Semester Total 15
Certificate

DIGITAL IMAGING TECHNOLOGY

PROGRAM DESCRIPTION
The Digital Imaging Technology Certificate in Digital Design & Print Communications is designed to provide quality technical education to prepare digital graphic technicians for the rapidly changing graphic arts industry. The student will receive training in all of the basic skills required in the industry and be able to continue into the two-year Digital Design & Print Communications program.

PROGRAM OBJECTIVES
Upon completion of the one-year certificate program, the student will be able to:
- Create, design, and prepare copy for publication
- Utilize graphic design and desktop publishing software
- Apply appropriate color theory to design and copy

Program outcomes are assessed by exit course examinations and performance on laboratory

TYPICAL JOB TITLES
Typical job titles include Digital Imaging Technician; Desktop Publisher

ONE-PLUS-ONE ASSOCIATE OPTION
Digital Design and Print Communications, AS

PLUS-TWO BACCALAUREATE OPTIONS (upon completion of AS degree)
Printing Management (WVU Tech)
Interdisciplinary Studies in Graphic Design (WVU Tech)

DIGITAL IMAGING TECHNOLOGY
CERTIFICATE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>DDPC 111</td>
<td>DDPC 134</td>
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<tr>
<td>Intro to Graphic Communications</td>
<td>Adobe Illustrator</td>
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<td>3</td>
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<td>DDPC 113</td>
<td>DDPC 135</td>
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<tr>
<td>Intro to Graphic Design</td>
<td>InDesign II</td>
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<td>1</td>
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<tr>
<td>DDPC 115</td>
<td>DDPC 136</td>
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<td>Text and Type</td>
<td>Acrobat/PDF Basics</td>
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<td>Color Models and Usage</td>
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<td>Digital Photography</td>
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<td>Color Workflow &amp; Management</td>
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<td>DDPC 128</td>
<td>DDPC 242</td>
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</table>

Semester Total 15

Semester Total 15
Certificate

PRESS TECHNOLOGY

PROGRAM DESCRIPTION
The Press Certificate in Digital Design and Print Communications is designed to provide quality technical education to prepare press technicians for the rapidly changing graphic communications industry. The student will receive training in all of the basic skills required of the industry and, upon completion of the one-year certificate, should be able to continue into the two-year Digital Design and Print Communications program.

PROGRAM OBJECTIVES
Upon completion of the one-year certificate program, the student will be able to:

- operate press equipment for print production of both sheetfed and web offset
- apply safety/environmental standards and guidelines for press operation
- utilize appropriate paper and ink for the best print product

Program outcomes are assessed by exit course examinations and performance on laboratory projects.

JOB TITLES
Typical job titles include sheetfed press operator and webfed press operator.

ONE-PLUS-ONE ASSOCIATE OPTION
Printing Technology, AS

TRANSFER BACCALAUREATE OPTION
Printing Management (upon completion of AS degree)

PRESS TECHNOLOGY
CERTIFICATE

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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<tr>
<td>DDPC 111</td>
<td>Introduction to Graphic Communications</td>
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</tr>
<tr>
<td>DDPC 112</td>
<td>Paper &amp; Ink</td>
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<td>DDPC 215</td>
<td>Webfed Press</td>
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</tr>
<tr>
<td>DDPC 299</td>
<td>Special Projects (Press)</td>
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Semester Total 15

Second Semester

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>DDPC 130</td>
<td>Sheeted Press</td>
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<tr>
<td>DDPC 145</td>
<td>Safety &amp; Environmental Issues</td>
<td>2</td>
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<tr>
<td>DDPC 231</td>
<td>Flexography</td>
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<td>DDPC 299</td>
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<tr>
<td>DDPC 255</td>
<td>WebPress Specialization</td>
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</table>

Semester Total 15

BCTC 2012–2013 Catalog
Associate in Science

DENTAL HYGIENE

PROGRAM DESCRIPTION
The program is designed to prepare students for a career in dental hygiene with concentration on educating students for clinical dental hygiene practice. Faculty and students are committed to a culture of excellence in education, service and patient care while maintaining the highest levels of professionalism and teamwork. The program, fully accredited by the American Dental Association Commission on Dental Accreditation, is normally two full academic years with 72 hours of credit course work and many hours of clinical practice.

A dental hygienist is a preventive oral health professional licensed to provide educational, clinical, and therapeutic services to the public.

APPLICATION REQUIREMENTS
The Dental Hygiene program is a limited enrollment program which admits one class each fall semester. An admissions committee selects candidates. To be considered for admission, applicants must first meet one of two criteria:

I. Minimum Requirements
   1. Enhanced ACT composite (or SAT equivalent composite score 950) score of 20 or better.
   2. High school grade point average of 3.0 or better on a 4.0 scale. Individuals who have completed high school requirements via GED must have a score of 40 on each of the GED tests or an average score of 45.
   3. Completion of one unit of high school or college algebra. If the individual’s math score on the enhanced ACT is 17 or less, then the individual must take and pass an elementary college algebra course.
   4. Completion (with letter grade of B or higher) of a minimum of two high school science courses, including Chemistry.

OR

Students whose ACT scores do not meet the above outlined criteria may be considered for admission to the dental hygiene program by meeting the following requirements:

1. Have completed 12 hours college credit with a minimum grade of “C” in each course at an accredited institution of higher learning within the past five years. These courses must include Chemistry and Biology. (Developmental or remedial courses will not be considered).
2. Have completed one unit of high school or college algebra. If the individual’s math score on the enhanced ACT is 17 or less, then the individual must take and pass an elementary college algebra course.
3. Have completed requirements for a high school diploma or met GED requirements (score of 40 on each test or achieved and average score of 45).
4. Have a college grade point average of 2.0 or higher on a 4.0 scale.

In addition, students must submit:
II. A one page, handwritten essay detailing reason for application to the program;
III. Two letters of recommendation for admission into the program.

Current students enrolled in the Bridgemont Community and Technical College who meet the above guidelines will be given first consideration for admission. Students may wish to “shadow” in a dental office prior to application to gain firsthand knowledge of the various roles of dental professionals. All transcripts, essays, recommendations and related materials are due in the admissions office by January 31st for consideration of fall admission.
BLOODBORNE PATHOGENS/RADIATION SAFETY:
Bloodborne Pathogens/Radiation Safety/HIPAA/Ethics Policies:

Department policies related to bloodborne pathogens, radiation safety, HIPAA and Ethics are available for review at www.bridgemont.edu

PROGRAM GOALS
In addition to the learning outcomes set forth in the general education core curriculum for the associate degree, the mission of the dental program reflects the department goals to comprehensively:

- Provide a quality educational program meeting the standards of the Commission on Dental Accreditation and reflecting relevant and current dental hygiene practice to ensure competent individuals for licensure and clinical practice of dental hygiene
- Provide opportunities for quality patient care experiences in the dental hygiene clinic and off campus enrichment sites for diverse populations
- Encourage participation in community service and health promotion initiatives
- Provide an academic experience which allows students to pursue advanced degrees
- Promote an environment committed to professionalism, career development and lifelong learning

Program outcomes are assessed systematically and comprehensively by didactic course reviews, clinical performance evaluations, externally administered board examinations, advisory committee/employer feedback, patient surveys, student/graduate surveys and faculty evaluation. General education outcomes are assessed via WorkKeys examination.

CAREERS IN DENTAL HYGIENE
Dental hygienists may assume the roles of clinician, educator, researcher, administrator/manager and advocate. Dental hygienists are employed clinically in private dental practice, hospitals, clinics, institutions, public and private schools, and the armed forces. Dental hygienists are also employed as health educators in various public health settings.

PLUS-TWO BACCALAUREATE OPTIONS

- WVU Tech – Health Services Administration
- WVU Morgantown – BA Pathway
- WVU School of Dentistry – Dental Hygiene Degree Completion
- Other online BS/BA options in dental hygiene, health care or related majors
## DENTAL HYGIENE

### ASSOCIATE IN SCIENCE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 233 Anatomy &amp; Physiology</td>
<td>BIOL 240 Microbiology</td>
</tr>
<tr>
<td>CHEM 113 Chemistry*</td>
<td>ENGL 101 English Composition I</td>
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<tr>
<td>DENT 141 Dental Radiography</td>
<td>DENT 126 Head &amp; Neck Anatomy</td>
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<tr>
<td>DENT 132 Dental Hygiene I</td>
<td>DENT 144 Periodontics I</td>
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<tr>
<td>DENT 152 Preventive Concepts</td>
<td>DENT 151 Nutrition</td>
</tr>
<tr>
<td>DENT 125 Embryology, Histology &amp; Anatomy</td>
<td>DENT 156 Pharmacology</td>
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<td><strong>Semester Total 19</strong></td>
<td>DENT 153 Advanced Dental Hygiene Procedures</td>
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<td>DENT 134 Dental Hygiene II Clinic</td>
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<td><strong>Summer</strong></td>
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<tr>
<td>ENGL 202 Business &amp; Professional Writing</td>
<td><strong>Semester Total 18</strong></td>
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<tr>
<td>PSYC 101 Psychology</td>
<td><strong>Semester Total 18</strong></td>
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<tr>
<td><strong>Semester Total 6</strong></td>
<td><strong>Semester Total 18</strong></td>
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<tr>
<td><strong>Third Semester</strong></td>
<td><strong>Fourth Semester</strong></td>
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<tr>
<td>DENT 158 Dental Hygiene Care Planning</td>
<td>SOCI 101 Sociology*</td>
</tr>
<tr>
<td>DENT 251 Local Anesthesia/Pain Control</td>
<td>DENT 258 Ethics &amp; Practice Management</td>
</tr>
<tr>
<td>DENT 235 Periodontics II</td>
<td>DENT 240 Applied Concepts in Clinical Dental Hygiene</td>
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<tr>
<td>DENT 225 Pathology</td>
<td>DENT 262 Community Health</td>
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<tr>
<td>DENT 146 Dental Materials</td>
<td>DENT 239 Dental Hygiene IV Clinic</td>
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<td>DENT 260 Dental Health Education</td>
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<tr>
<td>DENT 237 Dental Hygiene III Clinic</td>
<td><strong>Semester Total 14</strong></td>
</tr>
<tr>
<td><strong>Semester Total 15</strong></td>
<td><strong>Semester Total 14</strong></td>
</tr>
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</table>

* Students are STRONGLY encouraged to complete these requirements before admission to the program.

**If the student so chooses, summer courses may be scheduled during regular semesters when available.

Graduates of Bridgemont Community and Technical College’s program in dental hygiene will meet the requirements to take the examination for licensure in all states including West Virginia. To qualify for graduation, a student must earn a C or higher in all DENT-Dental Hygiene courses and all science courses including CHEM-113, BIOL-233, and BIOL-240. Also, in order to advance from one semester to the next, a student must earn a C or higher in each DENT-Dental Hygiene course. If the student earns a D or F in a DENT-Dental Hygiene course, CHEM 113, BIOL 233, or BIOL 240, the student is automatically dismissed from the program and must apply for readmission. If readmitted, the student must retake the course failed, applying the “D and F repeat rule”. The student who earns a D or F in any Dental Hygiene course may only repeat the course one time.
Associate in Applied Science

DIESEL TECHNOLOGY

PROGRAM DESCRIPTION
This program is designed to prepare graduates for positions as diesel technicians for both on and off highway equipment. The program has been developed in response to industry demand in conjunction with various consortium members. This program offers individuals the opportunity to complete the full outline of courses listed below on site at Bridgemont Community and Technical College or transfer diesel technology credit from various Career Technical Centers which offer similar programs. Credit may also be transferred from individuals completing industry training from Caterpillar, Komatsu, Cummins or Detroit. Individuals completing industry based training must confer with the program advisor for credit equivalency. Students may also be interested in the Entrepreneurship skill sets offered by the Business & Health Management department.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education core curriculum for the associate degree, specific outcomes for this program have been established.

Upon completion of this program, the student should be able to:
1. Apply industry-based safety standards in the work environment.
2. Understand two-and four-stroke engine operation, electrical and hydraulic system principles and mechanical operations.
3. Apply principles of suspension and steering, brakes, drive train, and computer analysis.
4. Perform general maintenance and troubleshooting.
5. Practice approved safety procedures in various work situations.
6. Read and interpret vehicle and component service manuals and write clear, accurate, and complete service reports.
7. Diagnose and repair mechanical and electronic fuel injection malfunctions.
8. Demonstrate the correct use of basic hand tools, special tools, and testing equipment.
9. Perform vehicle safety inspections as required by state and federal laws.
10. Overhaul and tune diesel engines.
11. Test, adjust, and align truck suspension systems.
12. Diagnose and repair common malfunctions to brakes, air conditioning, and refrigeration systems.
13. Interpret schematics and wiring diagrams, test starting, charging, lighting, and accessory systems.
14. Understand the potential health and safety hazards in the workplace and how to properly document and perform corrective action.
15. Apply basic electronic principles to engine control and data storage.

PROGRAM ASSESSMENT
Program outcomes are assessed by a variety of means, including quizzes, unit tests, oral presentations, written reports, and final examinations. Outcomes based on technical expertise are assessed by the WorkKeys Applied Technology exit exam, which measures the skills people use when they solve problems with machines and equipment found in the workplace. The primary areas of assessment are electricity, mechanics, fluid dynamics, and thermodynamics. General education outcomes are assessed by the ACT WorkKeys exit examination.
ADVANCED PLACEMENT FOR HIGH SCHOOL/VOCATIONAL-TECHNICAL CENTER/COLLEGE PROGRAMS
High school level diesel technology coursework is not necessary for entrance into the program. Introductory subjects are incorporated as part of the program. Students, who have completed vocational or EDGE courses, may receive credit for advanced placement. Articulation/EDGE agreements are in place with various vocation-technical centers. Advanced placement is also available for students with prior college experience. Please contact the department chair.

EMPLOYMENT OPPORTUNITIES
- Trucking
- Construction
- Surface mining
- Railroad
- Marine
- Timber

JOB TITLES:
- Mechanic
- Shop Foreman
- Service Manager

TRANSFER BACCALAUREATE OPTION:
- Technology Management
  (Note: additional courses in general education will be needed.)
# DIESEL TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DESL 112</td>
<td>Diesel Engine Theory &amp; Operation</td>
<td>2</td>
</tr>
<tr>
<td>DESL 113</td>
<td>Diesel Engine Inspection &amp; Reassembly</td>
<td>2</td>
</tr>
<tr>
<td>DESL 121</td>
<td>Fundamentals of Electricity</td>
<td>1</td>
</tr>
<tr>
<td>DESL 122</td>
<td>Electrical Production, Storage &amp; Usage</td>
<td>1</td>
</tr>
<tr>
<td>DESL 123</td>
<td>Chassis Electrical Systems</td>
<td>1</td>
</tr>
<tr>
<td>GNST 100</td>
<td>Freshman Seminar</td>
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<tr>
<td>INDT 102</td>
<td>Safety Fundamentals</td>
<td>3</td>
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<tr>
<td>MATH 110</td>
<td>Technical Math*</td>
<td>3</td>
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<tr>
<td>WELD 100</td>
<td>Introduction to Welding</td>
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### Second Semester

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>DESL 114</td>
<td>Diesel Engine Valvetrain &amp; Operation</td>
<td>2</td>
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<td>DESL 115</td>
<td>Diesel Engine Accessories</td>
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<tr>
<td>DESL 120</td>
<td>Suspension &amp; Steering</td>
<td>3</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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<tr>
<td>BAHM 267</td>
<td>Software App: Word</td>
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<td>BAHM 265</td>
<td>Software App: Internet/Email</td>
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<td>Technical Elective**</td>
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<tr>
<td>DESL 241</td>
<td>Hydraulic Brakes</td>
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<tr>
<td>DESL 242</td>
<td>Air Brakes</td>
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<tr>
<td>DESL 231</td>
<td>Manual Transmissions</td>
<td>1</td>
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<tr>
<td>DESL 232</td>
<td>Automatic Transmissions</td>
<td>1</td>
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<tr>
<td>DESL 233</td>
<td>Differentials of Drive Axles</td>
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<tr>
<td>PHSC 105</td>
<td>Physical Science</td>
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<tr>
<td>ENGL 202</td>
<td>Business and Professional Writing</td>
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<tr>
<td>DESL 130</td>
<td>Hydraulics</td>
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<tr>
<td>DESL 251</td>
<td>System Preventative Maintenance</td>
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<tr>
<td>DESL 252</td>
<td>Mobile Air Conditioning Systems</td>
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<tr>
<td>DESL 253</td>
<td>Advanced Electronic Engine Controls</td>
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<tr>
<td>DESL 213</td>
<td>Internship</td>
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<tr>
<td>DESL 298</td>
<td>Senior Seminar</td>
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<tr>
<td>BAHM 251</td>
<td>IPR: Interviewing Strategies</td>
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<tr>
<td>BAHM 262</td>
<td>Software App: Power Point</td>
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<tr>
<td>SOCA 249</td>
<td>Interpersonal Relations: Diversity in the Workplace</td>
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Technical Electives:
- MEET: Any MEET course
- ELET: Any ELET course
- INDT 200+: Any INDT course 200 or higher
- INFT: Any INFT course
- WELD: Any WELD course
- GREN 101: Introduction to Sustainability | 3 |
- ENTR: Any ENTR course
- BAHM 261: Software App: Access | 1 |
- BAHM 253: Inter. Relations: Customer Service | 1 |
- BAHM 256: Inter. Relations: Group Dynamics | 1 |
- BSSU 201: Supervisory Management | 3 |
- DESL 102: Welding | 2 |
- CHEM 113: Fundamentals of Chemistry | 4 |

*or MATH 113, MATH 121 or MATH 124 (must still meet prerequisite requirements for Physical Science)
# DIESEL TECHNOLOGY

## CERTIFICATE

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>DESL 112 Diesel Engine Theory &amp; Operation</td>
<td>2</td>
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<tr>
<td>DESL 113 Diesel Engine Inspection &amp; Reassembly</td>
<td>2</td>
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<tr>
<td>DESL 121 Fundamentals of Electricity</td>
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<tr>
<td>DESL 122 Electrical Production, Storage &amp; Usage</td>
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<td>DESL 123 Chassis Electrical Systems</td>
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<td>DESL 231 Manual Transmissions</td>
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<tr>
<td>DESL 232 Automatic Transmissions</td>
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<td>DESL 233 Differentials of Drive Axles</td>
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<tr>
<td>DESL 241 Air Brakes</td>
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<td>MATH 110 Technical Math</td>
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*Semester Total 15*

<table>
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<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>BAHM 265 Software App: Internet/Email</td>
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<tr>
<td>DESL 114 Diesel Engine Valvetrain &amp; Operation</td>
<td>2</td>
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<tr>
<td>DESL 115 Diesel Engine Accessories</td>
<td>2</td>
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<tr>
<td>DESL 120 Suspension &amp; Steering</td>
<td>3</td>
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<tr>
<td>DESL 130 Hydraulics</td>
<td>4</td>
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<tr>
<td>ENGL 101 English Composition I</td>
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</table>

*Semester Total 15*
Associate in Science

COMPUTERIZED DRAFTING & DESIGN ENGINEERING TECHNOLOGY

PROGRAM DESCRIPTION
The Associate in Science degree in Computerized Drafting and Design Engineering Technology (ASCDDET) is a two-year program that combines computer-aided drafting (CAD) with technical knowledge that allows the graduate to be employed in nearly any drafting and/or design position. Because of the diverse nature of the program, graduates have opportunities to work in mechanical, civil, construction, architectural, mining, and electrical related industries. This program also makes it possible for graduates to more easily advance into a supervisory position in the drafting and design field. The program is accredited by the Engineering Technology Accreditation Commission of ABET, Inc.

Job titles of recent graduates have included: CAD Operator, Designer, Drafting Technician, Estimator/Detailer.

PROGRAM OUTCOMES
Graduates of the ASCDDET program will be able to achieve the following career and professional accomplishments:
1. Use computers, peripherals, and software applications commonly found in the drafting and design field to successfully complete tasks within their chosen fields of employment.
2. Apply appropriate theory, knowledge, and design standards of conventional practice to the preparation of documentation drawings.
3. Work independently or as a member of a design team to develop design solutions to problems; refine those solutions; analyze those design solutions; and, be able to communicate the appropriate implementation of the final solution.
4. To be an employee who manifests qualities of ethical, professional, and social responsibility; who will also exhibit a desire for life-long learning and service to the community.
5. To be prepared to pursue and complete studies at the baccalaureate level if they so choose.

PROGRAM ASSESSMENT
Program outcomes are assessed by a variety of means, including quizzes, unit tests, oral presentations, written reports, and final examinations. Outcomes based on technical expertise are assessed by the WorkKeys Applied Technology exit exam, which measures the skills people use when they solve problems with machines and equipment found in the workplace. The primary areas of assessment are electricity, mechanics, fluid dynamics, and thermodynamics. General education outcomes are assessed by the ACT WorkKeys exit examination.

ADVANCED PLACEMENT FOR HIGH SCHOOL/VOCATIONAL-TECHNICAL CENTER/COLLEGE PROGRAMS
High school level drafting or design coursework is not necessary for entrance into the ASCDDET program. Introductory subjects are incorporated as part of the program. Students, who have completed vocational or EDGE courses, may receive credit for advanced placement. Articulation/EDGE agreements are in place with various vocation-technical centers. Advanced placement is also available for students with prior college experience. Please contact the department chair.
# COMPUTERIZED DRAFTING & DESIGN ENGINEERING TECHNOLOGY
## ASSOCIATE IN SCIENCE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GNST 100</strong></td>
<td><strong>ENGL 102</strong></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>English Composition II (GEC-1)</td>
</tr>
<tr>
<td><strong>GNET 108</strong></td>
<td><strong>DRET 121</strong></td>
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<tr>
<td>Basic Computer App. (GEC-5)</td>
<td>Drafting II</td>
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<tr>
<td><strong>DRET 120</strong></td>
<td><strong>PHYS 101</strong></td>
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<tr>
<td>Drafting I</td>
<td>Introductory Physics I (GEC-2)</td>
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<td><strong>MEET 121</strong></td>
<td><strong>MATH 114</strong></td>
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<td>Manufacturing Processes I</td>
<td>Technical Trig (GEC-2)</td>
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<td><strong>GEC 3</strong></td>
<td><strong>CIET 114</strong></td>
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<td>Statics</td>
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<td><strong>MATH 113</strong></td>
<td><strong>DRET 214</strong></td>
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<td>Technical Algebra (GEC-2)</td>
<td>Computer Graphics</td>
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<td><strong>ENGL 101</strong></td>
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<tr>
<td>English Composition I (GEC-1)</td>
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<tr>
<td>Semester Total 15</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
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<tbody>
<tr>
<td><strong>DRET 202</strong></td>
<td><strong>DRET 204</strong></td>
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<tr>
<td>Architectural Drafting</td>
<td>Structural Drafting</td>
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<td><strong>DRET</strong></td>
<td><strong>DRET 216</strong></td>
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<tr>
<td>Technical CAD Elective*</td>
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<td><strong>CIET 115</strong></td>
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<td>Strength of Materials</td>
<td>Introductory Physics II</td>
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<td><strong>MEET 225</strong></td>
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<td>Mechanical Design I</td>
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<td><strong>DRET 286</strong></td>
<td><strong>MATH 117</strong></td>
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<tr>
<td>Parametric Modeling</td>
<td>Technical Calculus</td>
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<td>Semester Total 16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical CAD Electives**</th>
<th>Technical Electives**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DRET 284</strong></td>
<td>MEET</td>
</tr>
<tr>
<td>Microstations</td>
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<tr>
<td><strong>DRET 285</strong></td>
<td>CIET</td>
</tr>
<tr>
<td>Land &amp; Topographic Design</td>
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<tr>
<td><strong>DRET 287</strong></td>
<td>ELET</td>
</tr>
<tr>
<td>Illustrations for Presentation</td>
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<tr>
<td><strong>DRET 288</strong></td>
<td>INDT</td>
</tr>
<tr>
<td>SurvCAD</td>
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<tr>
<td><strong>INDT 256</strong></td>
<td>WELD</td>
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<tr>
<td>CAD/CAM Systems</td>
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<tr>
<td><strong>DRET 212</strong></td>
<td>GREN</td>
</tr>
<tr>
<td>Piping &amp; Sheet Metal Drafting</td>
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<tr>
<td><strong>DRET 290</strong></td>
<td>ENTR</td>
</tr>
<tr>
<td>Internship in CAD</td>
<td>1-3</td>
</tr>
<tr>
<td><strong>DRET 289</strong></td>
<td>INFT</td>
</tr>
<tr>
<td>GPS/GIS Systems</td>
<td></td>
</tr>
<tr>
<td><strong>DRET 201</strong></td>
<td></td>
</tr>
<tr>
<td>Electrical &amp; Electronic Drafting</td>
<td>3</td>
</tr>
<tr>
<td><strong>INDT 257</strong></td>
<td></td>
</tr>
<tr>
<td>PDMS</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate

COMPUTER MAINTENANCE & NETWORKING

PROGRAM DESCRIPTION
The Computer Maintenance and Networking Certificate provide a fast one-year program that allows students to quickly gain the skills necessary to enter the information technology job market. The program provides entry-level coverage of computer hardware, operating systems, networking, programming, web page development, standard computer applications and customer service skills.

Completion of the program prepares students to sit for the Comp TIA A+ and the Cisco Certified Entry Network Technician (CCENT) certification exams.

Graduates are prepared for entry level information technology and help desk positions.

COMPUTER MAINTENANCE & NETWORKING
CERTIFICATE

<table>
<thead>
<tr>
<th>First Semester</th>
<th></th>
<th>Second Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INFT 1110</td>
<td>Computer Architecture &amp; Troubleshooting</td>
<td>4</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>INFT 1310</td>
<td>Networking I</td>
<td>4</td>
<td>INDT 212</td>
</tr>
<tr>
<td>ISPT 2180</td>
<td>Visual Basic Programming</td>
<td>3</td>
<td>INFT 1210</td>
</tr>
<tr>
<td>INFT 2800</td>
<td>Intro to Database Systems</td>
<td>3</td>
<td>INFT 1320</td>
</tr>
<tr>
<td>MATH 113</td>
<td>Technical Algebra (GEC 2)</td>
<td>3</td>
<td>BAHM 253</td>
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<td>BAHM 254</td>
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<td><strong>Semester Total</strong></td>
<td>17</td>
<td><strong>Semester Total</strong></td>
<td>14</td>
</tr>
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</table>
Associate in Science

ELECTRICAL ENGINEERING TECHNOLOGY

PROGRAM DESCRIPTION

The Associate in Science in Electrical Engineering Technology (AS-EET) degree is a two-year program that provides engineering technicians skilled in electronics, power generation and distribution, communications, instrumentation, and other fields to meet the demands of local industry. The program provides a broad background in electricity, electronics, communications, industrial control and electrical machinery. Technical electives, certificate, and skill set programs enable students to tailor their education program for careers in specific industries. The program is accredited by the Technology Accreditation Commission (TAC) of ABET, Inc.

CAREERS IN ELECTRICAL ENGINEERING TECHNOLOGY

The program prepares graduates with the technical skills necessary to enter careers in the design, application, installation, manufacture, testing, operation and maintenance of electrical and electronic systems. Job titles of recent graduates have included: Electronic Technician, Management Associate, Electrical Technician, Engineering Technician, and Engineering Test Technician.

PROGRAM OUTCOMES

In addition to the learning outcomes outlined in the BCTC general education policy graduates of the program will be able to:

1. Apply principles of mathematics and science to perform calculations and solve problems typically encountered in the electrical engineering technology field.  
   (TAC/ABET: Criterion 3 Outcomes a, b, e; Criterion 9)
2. Demonstrate the ability to identify, formulate, and present creative solutions to technical problems in the electrical engineering technology field.  
   (TAC/ABET: Criterion 3 Outcome a, b, e, Criterion 9)
3. Function competently in a laboratory or field setting by taking measurements, operating technical equipment, critically examining experimental results, and documenting them in a suitable manner.  
   (TAC/ABET: Criterion 3 Outcomes a, b, c, f)
4. Use modern computational tools to solve problems, including scientific calculators, general purpose computer programs, and discipline specific software applications.  
   (TAC/ABET: Criterion 3 Outcomes a, b, e; Criterion 9)
5. Function effectively in multidisciplinary teams and demonstrate an ability to communicate effectively in written, oral, and graphical formats.  
   (TAC/ABET: Criterion 3 Outcomes d, f)
6. Appreciate the need for life-long learning to maintain and develop their technical skills.  
   (TAC/ABET: Criterion 3 Outcome g)
7. Exhibit a broad education and knowledge of contemporary issues in a global and societal context and demonstrate a general knowledge of professional behavior and ethical responsibility toward employers, customers, and society.  
   (TAC/ABET: Criterion 3 Outcomes h, i)
PROGRAM ASSESSMENT
Program outcomes are assessed by a variety of means, including quizzes, unit tests, oral presentations, written reports, and final examinations. Outcomes based on technical expertise are assessed by the Society of Manufacturing Engineers EET Outcomes Assessment exit exam, which assesses student knowledge in a variety of areas of the electrical engineering technology field. General education outcomes are assessed by the ACT WorkKeys exit examination.

TRANSFER BACCALAUREATE OPTION
Graduates of this program can seamlessly continue their studies in +2 Bachelor of Science programs at various other institutions in Electronic or Electrical Engineering Technology, Engineering Technology, Industrial Technology or Technology Management.

ADVANCED PLACEMENT CREDIT FOR HIGH SCHOOL/VOCATIONAL-TECHNICAL CENTER/COLLEGE PROGRAMS
High school level electronic, electrical or computer-oriented coursework is not necessary for entrance into the Electrical Engineering Technology program. Introductory subjects are incorporated as part of the program. Students that have completed vocational or EDGE courses, may receive credit for advanced placement. Articulation/EDGE agreements are in place with various vocational-technical centers. Advanced placement is also available for students with prior college experience. Please contact the department chair.
## ELECTRICAL ENGINEERING TECHNOLOGY

### ASSOCIATE IN SCIENCE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
<th>Semester Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELET 1120 DC Circuit Analysis</td>
<td>ELET 1140 AC Circuit Analysis</td>
<td>18</td>
</tr>
<tr>
<td>GNST 100 Freshman Seminar</td>
<td>ELET 1210 Analog Devices I</td>
<td></td>
</tr>
<tr>
<td>GNET 111 Public Speaking for Technology</td>
<td>ENGL 102 English Composition II (GEC 1)</td>
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<tr>
<td>DRET 120 Drafting I</td>
<td>MATH 117 Technical Calculus (GEC 4)</td>
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<tr>
<td>ENGL 101 English Composition I (GEC 1)</td>
<td>PHYS 101 Introductory Physics I (GEC 2)</td>
<td></td>
</tr>
<tr>
<td>MATH 113 Technical Algebra (GEC 2)</td>
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<td>16</td>
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<tr>
<td>MATH 114 Technical Trigonometry (GEC 4)</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>ELET 2220 Analog Devices II</td>
<td>ELET 2700 Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td>ELET 2300 Digital Devices</td>
<td>ELET 2850 Power Systems &amp; Industrial Devices</td>
<td>4</td>
</tr>
<tr>
<td>ELET 2610 Telecommunications</td>
<td>ELET 2950 Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ISPT 2180 Visual Basic Programming (GEC 3) Elective</td>
<td>PHYS 102 Introductory Physics II (GEC-5)</td>
<td>4</td>
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<td></td>
<td>Technical Elective(s)²</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
<th>Semester Total</th>
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</thead>
<tbody>
<tr>
<td>ELET 2220 Analog Devices II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELET 2300 Digital Devices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELET 2610 Telecommunications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISPT 2180 Visual Basic Programming (GEC 3) Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

| Semester Total                        |                                      |                |
|                                      |                                      |                |
| Semester Total                        |                                      | 16             |
# ELECTRICAL ENGINEERING TECHNOLOGY – TELECOMMUNICATIONS TECHNOLOGY

## TELECOMMUNICATIONS TECHNOLOGY

### CERTIFICATE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 English Composition I</td>
<td>INFT 1310 Networking I</td>
</tr>
<tr>
<td>MATH 110 Technical Math</td>
<td>ELET 2300 Digital Devices</td>
</tr>
<tr>
<td>ELET 1110 Circuit Analysis</td>
<td>ELET 2620 Advanced Telecommunications</td>
</tr>
<tr>
<td>ELET 1200 Analog Devices</td>
<td>ELET 2650 Fiber Optics</td>
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<tr>
<td>ELET 2610 Telecommunications I</td>
<td></td>
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<tr>
<td></td>
<td><strong>Semester Total 18</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Semester Total 15</strong></td>
</tr>
</tbody>
</table>
Certificate

SIMULATION, GAMING AND APPS DEVELOPMENT

PROGRAM DESCRIPTION
The Simulation, Gaming, and Apps Development (SGD) certificate program is designed to provide quality technical education to prepare digital graphic technicians for the simulation, gaming, and applications development industry. The student will receive training in the basic skills required of the industry and, upon completion of the one-year certificate, should be able to continue into the two-year Digital Design and Print Communications program.

PROGRAM OBJECTIVES
Upon completion of the one-year certificate program, the student will be able to—
- design and create basic simulations, gaming, and small applications for hand-held media
- utilize appropriate software for image creation and SGD development
- apply design and development processes used in SGD and graphic communications
Program outcomes are assessed by exit course examinations and performance on laboratory projects.

JOB TITLES
Typical job titles include SGD developer

ONE-PLUS-ONE ASSOCIATE OPTION
Digital Design & Print Communications, AS

SIMULATION, GAMING AND APPS DEVELOPMENT CERTIFICATE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDPC 111</td>
<td>DDPC 130</td>
</tr>
<tr>
<td>Intro to Graphic Communications</td>
<td>Sheeted Press</td>
</tr>
<tr>
<td>DDPC 125</td>
<td>DDPC 134</td>
</tr>
<tr>
<td>Digital Photography</td>
<td>Adobe Illustrator</td>
</tr>
<tr>
<td>DDPC 128</td>
<td>DDPC 142</td>
</tr>
<tr>
<td>Dreamweaver</td>
<td>Introduction to Photoshop</td>
</tr>
<tr>
<td>GAME 111</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>Intro to SGD</td>
<td>English Composition I</td>
</tr>
<tr>
<td>GAME 113</td>
<td>GAME 123</td>
</tr>
<tr>
<td>Introduction to Adobe Flash</td>
<td>Advanced Adobe Flash</td>
</tr>
<tr>
<td>GAME 116</td>
<td>GAME 126</td>
</tr>
<tr>
<td>Introduction to Audio/Video Production</td>
<td>Advanced Audio/Video Production</td>
</tr>
<tr>
<td>GAME 120</td>
<td>MATH 110</td>
</tr>
<tr>
<td>Building a Gaming Computer</td>
<td>Technical Math</td>
</tr>
</tbody>
</table>

Semester Total 15
Associate in Science

GENERAL STUDIES

PROGRAM DESCRIPTION
The General Studies degree program is designed for students having an interest in a wide array of subjects including the arts, humanities, sciences, mathematics, physical sciences, or related fields. The degree allows the design of a curriculum for both the personal development and the vocational needs of the student. This degree will be of interest to students who: (1) are not seeking an associate or baccalaureate degree in a specific career field, but who wish to broaden their knowledge and skills through a flexible curriculum; (2) are employed in positions where no specific college training is required but two years of college work would provide the credential needed for advancement; (3) are interested in completing the general studies degree program to later transfer to a four year program, or (4) desire an associate degree but also want maximum freedom in course selection.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education core curriculum for the associate degree, specific outcomes for this program have been established.

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

• Transfer to baccalaureate programs at any institution.
• Seek employment in the individually designed program of study.

Course outcomes are assessed by exit examinations in each course. General education outcomes are assessed by ACT WorkKeys.

CAREERS IN GENERAL STUDIES
Numerous titles depending on application.

GENERAL STUDIES
ASSOCIATE IN SCIENCE

<table>
<thead>
<tr>
<th>Components</th>
<th>60 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNST 100 Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EGNL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BAHM 184,187 Or Equivalent</td>
<td>3</td>
</tr>
<tr>
<td>MATH Math Elective (100 level or above)</td>
<td>3</td>
</tr>
<tr>
<td>GEC Electives</td>
<td>8</td>
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<tr>
<td>Lab Science Electives</td>
<td>4</td>
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<tr>
<td>Electives</td>
<td>36</td>
</tr>
</tbody>
</table>

* It is recommended that students select a six-hour sequence; one course must meet the Cultural Diversity Core Curriculum requirement.
** Those choosing to take more than one science course are advised to take an eight-hour sequence.
*** 24 credit hours of the total credit hours required for the degree must be 200 level or higher.
Certificate

GENERAL STUDIES

The Certificate in Applied Science (CAS) in General Education is designed to provide undecided students with an educational path that will maintain options while completing basic general education requirements. The general education coursework required for the CAS in General Education will provide skills necessary to be competitive and excel in the workplace including:

a) Communication skills
b) Critical thinking skills
c) Knowledge of basic technology
d) A strong sense of personal and professional responsibility.

These workforce competencies and skills can be cross-referenced and integrated with selected general education coursework through topics, writing, reading, internships and service learning activities and through modes of delivery that include online (synchronous and asynchronous), in-seat, modularized and accelerated methodologies. The curriculum will also be easily transferable into associate degree programs and eventually baccalaureate programs.

GENERAL STUDIES

CERTIFICATE

<table>
<thead>
<tr>
<th>Components</th>
<th>30 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3-6</td>
</tr>
<tr>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0-3</td>
</tr>
<tr>
<td>College Level Math</td>
<td>3</td>
</tr>
<tr>
<td>Lab Science/Computer Literacy</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Science</td>
<td>9-12</td>
</tr>
<tr>
<td>Electives</td>
<td>2-9</td>
</tr>
</tbody>
</table>

GENERAL STUDIES

CERTIFICATE

Health Transfer Option

To ensure smooth transition to the health-related programs, the following courses may be completed and a collegiate certificate will be awarded. Students must contact the advisor of the intended program for direction of the specific courses needed in preparation of entry into that program.

<table>
<thead>
<tr>
<th>Components</th>
<th>30 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Science</td>
<td>4-12</td>
</tr>
<tr>
<td>Computer Application/ Math</td>
<td>BAHM 184,260,261,262,267 or equivalent 3-6</td>
</tr>
<tr>
<td>Oral and Written Communications</td>
<td>ENGL 101, 102, 202 6</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>PSYC 101,241; SOCA 101, 107 6</td>
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<tr>
<td>GEC Electives</td>
<td>0-9</td>
</tr>
</tbody>
</table>
Associate in Applied Science

INFORMATION SYSTEMS SECURITY TECHNOLOGY

PROGRAM DESCRIPTION
The Associate of Applied Science degree in Information System Security Technology (AAS-ISST) is a two-year program that prepares graduates to enter the field of cyber security, (information technology with a concentration on information system security and data integrity). The program provides a general background in computer repair; computer networking; internetworking; enterprise computing practices; implementing and maintaining security on computers and networking equipment; and assessing security risks. The breadth of coverage produces a multi-skilled entry-level information technology “jack of all trades” with a high degree of career flexibility in large business organizations and the ability to independently handle the information technology needs of small and medium size businesses.

Graduates are prepared to sit for national certification examinations in computer repair (CompTIA A+), computer networking (CompTIA NET+), internetworking (Cisco Certified Network Associate, CCNA) and security (CompTIA Security+, Cisco CCNA Security).

Technical electives in the program may be selected to provide background in related fields, or to prepare for additional certifications such as one of the various Microsoft Certified Professional certifications.

In addition to the learning outcomes set forth in the general education policy for Bridgemont Community and Technical College for Associate of Science degrees, the learning outcomes of the Associate of Applied Science in Computer and Information Technology program prepare students to:

1. Install, configure, maintain, repair, and support computer hardware and software on workstation and server platforms in an effective and efficient manner.
2. Design, install, maintain and operate small office and branch level network infrastructure.
3. Install, update and configure computer application software, network security software, and document computer systems and networks.
4. Design, implement and maintain computer system and network security.
5. Assess and alleviate potential security threats.
6. Maintain information integrity and evaluate the results of security breaches.
7. Function effectively in multidisciplinary teams
8. Demonstrate an ability to communicate effectively in written, oral, and graphical formats appropriate for the information technology discipline.
9. Appreciate the need for life-long learning and continue to maintain and develop their technical skills.
10. Exhibit a broad education and knowledge of contemporary issues, such as diversity and sustainability, in a global and societal context.
11. Demonstrate a general knowledge of professional behavior and ethical responsibility toward employers, customers, and society.
PROGRAM ASSESSMENT
Program outcomes are assessed by a variety of means, including quizzes, unit tests, oral presentations, written reports, and final examinations. Outcomes based on technical expertise are assessed by the CCNA and Cisco CCNA Security national certification exams. General education outcomes are assessed by the ACT WorkKeys exit examination.

CAREERS IN INFORMATION SYSTEM SECURITY TECHNOLOGY
Graduates of the program typically have strengths in building, testing, operating, maintaining and securing computer networks and computer systems. Typical graduates obtain entry level positions in information technology departments and computer/networking consulting firms.

ADVANCED PLACEMENT CREDIT FOR HIGH SCHOOL/VOCATIONAL-TECHNICAL CENTER/COLLEGE PROGRAMS
High school level computer science, computer repair (A+), or computer internetworking (Cisco) subjects are not necessary for entrance into the Computer & Information Technology program. Beginning subjects are part of the program. The student who has completed such vocational courses, however, may receive advanced placement. Articulation, vocational or EDGE, and dual credit agreements are in place with various high schools and vocational-technical centers. Advanced placement is also available to the student with prior college experience. Please contact the department chair for any specific questions.
INFORMATION SYSTEMS SECURITY TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE

<table>
<thead>
<tr>
<th>First Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INFT 1100 Computer Architecture &amp;</td>
<td>4</td>
</tr>
<tr>
<td>Troubleshooting</td>
<td></td>
</tr>
<tr>
<td>INFT 1310 Networking I (GEC 4)</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101 English Composition I (GEC 1)</td>
<td>3</td>
</tr>
<tr>
<td>GNST 100 Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td>MATH 113 Technical Algebra (GEC 2)</td>
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Semester Total 14

<table>
<thead>
<tr>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>INFT 1210 Network Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>INFT 1320 Networking II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102 English Composition II (GEC 1)</td>
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<td>ENGL 103 (GEC 3) Elective</td>
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Semester Total 14

<table>
<thead>
<tr>
<th>Third Semester</th>
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</thead>
<tbody>
<tr>
<td>INFT 2310 Networking III</td>
<td>4</td>
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<tr>
<td>INFT 2500 Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>INFT 2600 Disaster Recovery</td>
<td>3</td>
</tr>
<tr>
<td>INFT 2800 Intro to Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>ELET 2610 Telecommunications</td>
<td>4</td>
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</table>

Semester Total 17

<table>
<thead>
<tr>
<th>Fourth Semester</th>
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</thead>
<tbody>
<tr>
<td>INDT 212 Project Management</td>
<td>3</td>
</tr>
<tr>
<td>INFT 2520 Network Security</td>
<td>4</td>
</tr>
<tr>
<td>INFT 2620 Computer Forensics</td>
<td>4</td>
</tr>
<tr>
<td>INFT 2950 Seminar</td>
<td>1</td>
</tr>
<tr>
<td>INFT 2280 Web Server Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Total 15

REMARKS
1. Humanities / social science electives must meet the general education requirements for graduation. Consult your academic advisor.
2. Those planning to enter a baccalaureate program are advised to take an eight-hour laboratory science sequence. Additional laboratory science electives can be taken as technical electives.
3. Technical electives should be selected with program advisor approval.
INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION
The Technical Studies in Information Technology program is offered as part of a statewide Information Technology (IT) certification program. This program offers students a solid background in computer technology complemented by a full array of vendor certification training choices. The program is available in a web delivery format by community colleges throughout the state. Students may take courses at the local institution, where provided, and take those offered by other colleges via the web, if not available at the local institution (coded below with the prefix “IT”).

Students must complete a series of courses in four components: Component 1: General Studies; Component 2: Technical Core; Component III: Certifications; and Component IV: On-the-job Training. Component III offers the student a choice from a variety of vendor certifications.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general of education policy of the Bridgemont Community and Technical College for the Associate in Science degree, the learning outcomes of the Associate in Science in Computer and Information Technology program prepare students to:

1. Maintain, repair, and support computer hardware and personal PC and network operating systems in an effective and efficient manner.
2. Design, install, maintain and operate small office and branch level network infrastructure.
3. Install or update and configure computer application software, network security software, and document computer systems and networks.
4. Applying skills in basic computer programming and web-based application to operate networks and host basic web-sites.
5. Function effectively in multidisciplinary teams and demonstrate an ability to communicate effectively in written and oral formats.
6. Appreciate the need for life-long learning and continue to maintain and develop their technical skills.
7. Exhibit a broad education and knowledge of contemporary issues in a global, societal contest, and demonstrate a general knowledge of professional behavior and ethical responsibility toward employers, customers, and society.

ASSESSMENT
Course outcomes are assessed by exit examinations in each course. Program outcomes are assessed in a designated “capstone” course. General education outcomes are assessed by ACT WorkKeys.
Graduating students are eligible to sit for the CompTIA A+, CompTIA NET+, and Cisco Certified Network Associate (CCNA) Certification Exams.

CAREERS IN COMPUTER AND INFORMATION TECHNOLOGY
Graduates of the program typically have strengths in the building, testing, operation, and maintenance of existing hardware and software systems.
ADVANCED PLACEMENT CREDIT FOR HIGH SCHOOL/VOCATIONAL-TECHNICAL CENTER/COLLEGE PROGRAMS

High School level computer science, computer repair (A+), or computer internetworking (Cisco) subjects are not necessary for entrance into the Computer & Information Technology program. Beginning subjects are part of the program. The student who has completed such vocational courses, however, may receive advanced placement. Articulation, vocational or EDGE, and dual credit agreements are in place with various high schools and vocational-technical centers. Advanced placement is also available to the student with prior college experience. Please contact the department chair with any specific questions.

INFORMATION TECHNOLOGY

ASSOCIATE IN SCIENCE

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>INFT 1100</td>
<td>Network Operating Systems</td>
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<tr>
<td>Computer Architecture &amp; Troubleshooting</td>
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<tr>
<td>INFT 1310</td>
<td>INFT 1320</td>
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<tr>
<td>Networking I (GEC 4)</td>
<td>Networking II</td>
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<td>ENGL 101</td>
<td>ENGL 102</td>
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<tr>
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<td>INFT 2600</td>
<td>INFT 2280</td>
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<td>Disaster Recovery</td>
<td>Web Server Administration</td>
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<td>ISPT 2180</td>
<td>INFT 2950</td>
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<td>Visual Basic Programming (GEC 4)</td>
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<tr>
<td>INFT 2800</td>
<td>Technical Elective</td>
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<tr>
<td>Intro to Database Systems (GEC 4)</td>
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<td>3</td>
<td>Semester Total 15</td>
</tr>
<tr>
<td>Semester Total 16</td>
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</table>

REMARKS

1. Humanities / social science electives must meet the general education requirements for graduation. Consult your academic advisor.
2. Approved programming course or INFT 2800 Introduction to Database Systems.
3. Those planning to enter a baccalaureate program are advised to take an eight-hour laboratory science sequence. Additional laboratory science electives can be taken as technical electives.
4. Technical electives should be selected with program advisor approval.
Associate in Science

MEDICAL ASSISTANT

PROGRAM DESCRIPTION
Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians running smoothly. The duties of medical assistants vary from office to office. In small practices, medical assistants usually are “generalists,” handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of department administrators. Medical assistants perform many administrative duties. They answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admission and laboratory services, and handle billing and bookkeeping.

Disclaimer: Phlebotomy involves procedures that can lead to injury. Students assume full responsibility for any injuries incurred during their training to themselves, classmates or patients. The program provides lessons on safe practices and requires personal protective equipment mandated by OSHA, however it is the student’s responsibility to follow and use these practices. Correct patient identification is mandatory.

For all Medical Assisting and Phlebotomy Students:
Before starting clinical rotations at the hospital, students must pass a drug screening and background test (at their expense). Continuation in the program is dependent upon this stipulation.

It is important to protect our clinical students from preventable disease. One way to do this is to make sure that new students have received certain important immunizations before beginning their clinical rotations and externship assignments. Additionally, the hospitals and healthcare agencies with which we work mandate that you have these vaccinations prior to starting your externship.

Proof of the following immunizations is required.
• Measles, Mumps, and Rubella (MMR) vaccinations (two doses)
• Meningococcal vaccine (all first-time freshmen)
• Polio series vaccinations
• Tetanus-Diphtheria Pertussis shot
• (Td and aP, or Tdap within the past five years; DT acceptable with proof of medical necessity)
• Hepatitis B series
• Varicella vaccine or history of chicken pox
• Tuberculosis skin test, if applicable
• Annual Influenza vaccines
• Pneumovax, if indicated

NOTE: High school computer, business or health subjects are not necessary for entrance into this program; beginning subjects are offered. The student who has completed such courses may apply for a waiver or EDGE credit. However, unless an equivalent course was taken in high school, students will be required to take BAHM 172 Discovering Computers. Regardless of background all students must take BAHM 295 Integrated Applications. A student who makes a D in any skills course must repeat the course unless special permission is received from the department chair to take the next course in the sequence.
PROGRAM OBJECTIVES:
In addition to the learning outcomes set forth in the general education curriculum for the associate degree specific outcomes for this program have been established.

1. To prepare students for national certification exam.
2. To educate students interested in pursuing careers in a medical or clinical facility.
3. To raise students’ awareness of the importance of confidentiality and ethical behavior.
4. To provide opportunities for further education for professionals already employed in the medical field.
5. To prepare students to be able to accurately and efficiently
   a) perform administrative and clinical procedures;
   b) display professionalism to patients and co-workers;
   c) utilize both medical and general application software;
   d) transcribe medical dictation;
   e) perform medical billing and coding.
6. To prepare students to be able to accurately and efficiently
   a) perform venipuncture and capillary stick procedures;
   b) display professionalism to patients and co-workers;
   c) utilize both medical and general application software;
   d) perform correct labeling, handling and transporting of all specimens in a timely manner;
   e) perform and maintain quality assurance/control procedures;
   f) observe and follow all safety regulations.

PROGRAM ASSESSMENT:
Course outcomes are assessed by exit exams in each course. Program outcomes are assessed in capstone courses (Externships and Integrated Applications). Learner outcomes are assessed by the OPAC exam and national certification examinations for medical assisting and phlebotomy. General education outcomes are assessed by ACT WorkKeys.

CERTIFICATION:
A national certification examination will be offered to students upon completion of the program. While certification is not mandatory in order to graduate from the program, it is usually a stipulation of being hired in most health care settings.

JOBS AVAILABLE:
- Large/Small Hospitals/Clinics
- Front Office for Physicians/Dentists
- Third Party Billing Agency
- Personal Injury Law Office
- Hospices
- Long-term Care Facilities/Nursing Homes

SALARY RANGE:
$21,930 – $27,490

JOBS AVAILABLE:
- Medical Records Technician
- Office Manager
- Medical Assistant
- Medical Coder
- Medical Secretary
- Administrative Assistant

TRANSFER BS OPTIONS:
- Health Services Administration
- Business Management

CAREER OUTLOOK:
Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2008–18 decade. Job opportunities should be excellent, particularly for those with formal training or experience, and certification.
## MEDICAL ASSISTANT
### ASSOCIATE IN SCIENCE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>BAHM 101 Fundamentals of Computer Apps (GEC 2)</td>
<td>ALHL 101 Phlebotomy &amp; Lab</td>
</tr>
<tr>
<td>BAHM 144 Business Grammar (GEC 4)</td>
<td>ALHL 110 Basic Pharmacology</td>
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<tr>
<td>BAHM 181 Records Management</td>
<td>ALHL 120 OSHA (Medical)</td>
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<tr>
<td>BAHM 187 Word Processing &amp; Formatting (GEC 4)</td>
<td>BAHM 161 Desktop Publishing I (GEC 4)</td>
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<tr>
<td>BAHM 190 Cooperative Field Experience I</td>
<td>BAHM 177 Legal Concepts in Healthcare</td>
</tr>
<tr>
<td>ENGL 101 Composition &amp; Reading (GEC 1)</td>
<td>BAHM 182 Practical Mathematics (GEC 4)</td>
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<td>GNST 100 Freshman Seminar</td>
<td>ENGL 202 Business &amp; Professional Writing (GEC 1)</td>
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**Semester Total 14**

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<tbody>
<tr>
<td>BAHM 251 IPR: Interviewing</td>
<td>BAHM 253 IPR: Customer Service Face-to-Face</td>
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<td>BAHM 252 IPR: Professional Etiquette</td>
<td>BAHM 254 IPR: Customer Service Electronic</td>
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<td>BAHM 270 Transcription Introduction</td>
<td>BAHM 255 IPR: Ethics (GEC 4)</td>
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<td>BAHM 271 Transcription Intermediate (Medical)</td>
<td>BAHM 274 Clinical Skills Lab II</td>
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<td>BAHM 173 Clinical Skills Lab I</td>
<td>BAHM 275 Claims Billing/ Processing</td>
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<tr>
<td>BAHM 284 Medical Coding</td>
<td>BAHM 283 Office Procedures (Medical)</td>
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<tr>
<td>BIOL 233 Anatomy and Physiology (GEC 2)</td>
<td>BAHM 293 Internship (150 clock hours)</td>
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<tr>
<td>PSYC 241 Life-Span Development (GEC 3)</td>
<td>BAHM 295 Integrated Applications</td>
</tr>
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</table>

**Semester Total 16**

**Semester Total 16**

**Semester Total 14**

**Semester Total 15**
Associate in Science

MECHANICAL ENGINEERING TECHNOLOGY

PROGRAM DESCRIPTION
The associate in science degree Mechanical Engineering Technology (ASMET) is a two year program that applies established scientific and engineering knowledge and methods to the field of machines and manufacturing. This program is ideally suited to the person who is capable of understanding theoretical principles, but prefers to get involved with mechanical systems and processes.

The program prepares graduates with knowledge, problem solving ability, and hands-on skills to enter careers in the design, installation, manufacturing, testing, evaluation, technical sales, and/or maintenance of mechanical systems. A graduate mechanical engineering technician can select employment from many areas, such as manufacturing, maintenance, modification of design, power generation, technical laboratory operation, technical sales, testing and analysis, and field engineering services.

The AS Mechanical Engineering Technology program is accredited by the Engineering Technology Accreditation Commission (ETAC) of ABET, Inc.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education core curriculum for the associate degree, specific outcomes for this program have been established. Graduates of the A.S. Mechanical Engineering Technology program will, in their first several years of employment, have the ability to:

1. Work competently in technical and professional careers related to their field.
2. Communicate effectively and work in teams.
3. Continue growth in professional knowledge and competencies.
4. Achieve compensation consistent with their degree.

Course outcomes are assessed by exit examinations in each course. Program outcomes are assessed in designated courses.

CAREERS IN MECHANICAL ENGINEERING TECHNOLOGY
Graduates of associate degree programs typically have strengths in specifying, installing, fabricating, testing, documenting, operating, selling, and/or maintaining basic mechanical systems. Job titles of recent graduates have included: Engineering Draftsman, Engineering Technician, and Technical Supervisor.

ADVANCED PLACEMENT CREDIT FOR HIGH SCHOOL/VOCATIONAL-TECHNICAL CENTER/COLLEGE PROGRAMS:
High school level mechanical, manufacturing, fluid power, welding, industrial maintenance, CAD, or drafting subjects are not necessary for entrance into the Mechanical Engineering Technology program. Beginning subjects are part of the program. The student who has completed vocational or EDGE courses, however, may receive advanced placement. Articulation Edge agreements are in place with various career-technical centers. Advanced placement is also available to the student with prior college experience. Please check with the department head or dean for more information.
TRANSFER BACCALAUREATE TRANSFER OPTIONS

High school level mechanical, manufacturing, fluid power, welding, industrial maintenance, CAD, or drafting subjects are not necessary for entrance into the Mechanical Engineering Technology program. Beginning subjects are part of the program. The student who has completed vocational or EDGE courses, however, may receive advanced placement. Articulation Edge agreements are in place with various career-technical centers. Advanced placement is also available to the student with prior college experience. Please check with the department head or the Dean of Engineering Technology for more information.

MECHANICAL ENGINEERING TECHNOLOGY
ASSOCIATE IN SCIENCE

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>GNST 100 Freshman Seminar 0</td>
<td>ENGL 102 English Composition II (GEC&quot;) 3</td>
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<td>GNET 108 Basic Computer App. 3</td>
<td>MATH 114 Technical Trigonometry (GEC&quot;) 3</td>
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<td>MATH 113 Technical Algebra (GEC&quot;) 3</td>
<td>CIET 114 Statics 3</td>
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<td>ENGL 101 English Composition I (GEC&quot;) 3</td>
<td>DRET 121 Drafting II 2</td>
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<td>MEET 121 Manufacturing Processes I 3</td>
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<td>DRET 120 Drafting I 2</td>
<td>PHYS 101 Physics I (GEC&quot;) 4</td>
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<td>SOCA 249 Diversity in the Workplace 1</td>
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<tbody>
<tr>
<td>MEET 225 Mechanical Design I 3</td>
<td>PHYS 102 Physics II (GEC&quot;) 4</td>
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<tr>
<td>MEET 241 Principles of Fluid Power 1</td>
<td>ELET 2880 Technical Calculus (GEC&quot;) 3</td>
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<td>MEET 242 Components of Fluid Power 1</td>
<td>MEET 226 Mechanical Design II 3</td>
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<td>MEET 243 Hydraulic Circuit Design 1</td>
<td>MEET 250 Climate Control 4</td>
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<td>MEET 245 Fluid Power Laboratory 1</td>
<td>Technical Elective** 3</td>
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<td>CIET 115 Strength of Materials 3</td>
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<td>ELET 1120 DC Circuit Analysis 4</td>
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<td>GNET 111 Public Speaking for Tech (GEC&quot;) 1</td>
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<tr>
<td>WELD Any WELD course 3</td>
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<td>DESL Any DESL course 3</td>
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Certificate

PHLEBOTOMY

PROGRAM DESCRIPTION
A phlebotomist draws blood from patients or donors in hospitals, commercial laboratories, physician's offices, blood banks, pharmaceutical firms, home health agencies, research institutions, hospices, public health clinics, prisons, and visit patient's homes. Students may prick finger to draw blood; will conduct interviews, take vital signs, and draw and test blood samples. Good phlebotomists play a key role in laboratory testing and patient care. Since the quality of a laboratory test is only as good as the specimen obtained, highly trained professional phlebotomy has become a very highly specialized area of clinical laboratory practice.

Active interaction with doctors, nurses, clinical staff, and of course patients from infants to geriatric persons is required. Proper phone etiquette and client service abilities is part of the daily routine, as well as independently receiving scheduled patients to take care of their specimen collection needs. Record management, data entry, and bookkeeping skills are also often routinely done. The hours a phlebotomist works will vary according to the type of employment setting as well as its size. In hospitals, for example, a phlebotomist may have to be available to work at any time of day or night, though most routinely work one shift.

Internships are generally customized to fit the needs of the facility and the student, however most internships require full time day availability. Nights and weekends may also be required. Students must follow the rules of the facility and will need to sign a confidentiality form.

NOTE: High school health subjects are not necessary for entrance into this program; beginning subjects are offered. The student who has completed such courses may apply for a waiver or EDGE credit. However, unless an equivalent course was taken in high school, students will be required to take BAHM 172 Discovering Computers. A student who makes a D in any skills course must repeat the course unless special permission is received from the department chair to take the next course in the sequence.

DISCLAIMER: Phlebotomy involves procedures that can lead to injury. Students assume full responsibility for any injuries to themselves, classmates or patients, incurred during their training. The program will provide lessons on safe practices and will provide personal protective equipment mandated by OSHA, however, it is the student's responsibility to follow and use these practices. Correct patient identification is mandatory.

For All Phlebotomy Students:
Before starting clinical rotations at the hospital, students must pass a drug screening and background test (at their own expense). Continuation in the program is dependent upon this stipulation.

It is important to protect our clinical students from preventable disease. One way to do this is to make sure that new students have received certain important immunizations before beginning their phlebotomy lab assignments. Additionally, the hospital and health care agencies with which we work mandate that you have these vaccinations prior to starting your rotations. Documentation is required before you enter the hospital setting.
Proof of the following immunizations is required:

- Measles, Mumps and Rubella (MMR) vaccinations (two doses)
- Meningococcal vaccine (all first-time freshmen)
- Polio series vaccinations
- Tetanus-Diphtheria Pertussis shot (Td and aP or Tdap within the past five years; DT acceptable with proof of medical necessity)
- Varicella vaccine or history of chicken pox
- Hepatitis B series
- Tuberculosis skin test
- Annual Influenza vaccines
- Pneumovax, if indicated

PROGRAM OBJECTIVES

In addition to the learning outcomes set forth in the general education core curriculums for the associate degree, specific outcomes for this program have been established.

1. To prepare students for national certification exam.
2. To educate students interested in pursuing careers in a medical or clinical facility.
3. To raise students’ awareness of the importance of confidentiality and ethical behavior.
4. To provide opportunities for further education for professionals already employed in the medical field.
5. To prepare students to be able to accurately and efficiently
   a) perform venipuncture and capillary stick procedures;
   b) display professionalism to patients and co-workers;
   c) utilize both medical and general application software;
   d) perform correct labeling, handling and transporting of all specimens in a timely manner;
   e) (e) perform and maintain quality assurance/ control procedures;
   f) (f) observe and follow all safety regulations.
6. To understand that every task in the phlebotomist job description is vital; there is no room for neglect in any task.

PROGRAM ASSESSMENT

Course outcomes are assessed by exit exams in each course. Learner outcomes are assessed by national certification examinations for medical assisting and phlebotomy students. General education outcomes are assessed by ACT WorkKeys.

CERTIFICATION

A national certification examination will be offered to students upon completion of the program. While certification is not mandatory in order to graduate from the program, it is necessary to be employed as a phlebotomist.

JOBS AVAILABLE:

- Large/Small Hospitals/Clinics
- Hospices
- Labs
- Nursing Homes
- Long-term Care Facilities
- Blood Donation Facilities

JOB TITLES:

- Phlebotomist
- Phlebotomy Technician

SALARY RANGE:

$11.55 - $18.45 per hour
**Programs of Study**

**Bridgemont CTC**

### AS OPTIONS:
- Medical Assisting
- BAHM: Medical Office Assistant
- BAHM: Health Care Supervision

### TRANSFER BS OPTIONS:
- Health Services Administration
- Business Management

## PHLEBOTOMY CERTIFICATE

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>BAHM 101</td>
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<tr>
<td>BAHM 144</td>
<td>Business Grammar</td>
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<tr>
<td>BAHM 150</td>
<td>Medical Terminology</td>
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<td>BAHM 181</td>
<td>Records Management</td>
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<td>ENGL 101</td>
<td>English Composition</td>
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<td>PSYC 241</td>
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**Semester Total 15**

### Second Semester

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<tr>
<td>ALHL 120</td>
<td>OSHA (Medical)</td>
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<tr>
<td>BAHM 177</td>
<td>Legal Concepts in Healthcare</td>
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<tr>
<td>BAHM 182</td>
<td>Practical Mathematics</td>
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<tr>
<td>BAHM 198</td>
<td>Certificate Seminar</td>
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<tr>
<td>BAHM 251</td>
<td>IPR: Interviewing</td>
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<tr>
<td>BAHM 252</td>
<td>IPR: Professional Etiquette</td>
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<td>BAHM 253</td>
<td>IPR: Customer Service Face-to-Face</td>
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<td>BAHM 254</td>
<td>IPR: Customer Service Electronic</td>
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<tr>
<td>BAHM 255</td>
<td>IPR: Ethics</td>
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**Semester Total 15**
Associate in Science

RESPIRATORY THERAPY

PROGRAM DESCRIPTION
The respiratory therapy program is a cooperative program between Bridgemont Community and Technical College and Carver Career and Technical Education Center (CCTEC) in Malden, WV. The program is nationally accredited by the Committee on Accreditation for Respiratory Care (CoARC). Completion of this program leads to an associate of science degree in Respiratory Therapy and eligibility for the Certified Respiratory (CRT) and Registered Respiratory Therapist (RRT) examinations.

Respiratory therapy is a selective admission, limited enrollment program which admits one class per year. Successful candidates are selected by an admissions committee. Please refer to the Admission section of the catalog for specific admission requirements. Students wishing to enter this program must complete an application packet available in the admissions office at Bridgemont CTC by January 15 of each year. (Bridgemont CTC students must apply for admission to the Respiratory Therapy program.) Prospective students are encouraged to contact Bridgemont CTC admissions office at 304.734.6603 or Carver Career Center at (304) 348-1965, ext. 115.
Financial aid for this program is awarded through Carver Career Center only.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education core curriculum for the associate degree, specific outcomes for this program have been established.
Upon completion of the program, graduates will be able to:
Provide a variety of therapeutic and diagnostic modalities including oxygen therapy, mechanical ventilation, humidity/aerosol therapy, chest physiotherapy, and pulmonary function testing.
Sit for the Certified Respiratory Therapist and Registered Respiratory Therapist examinations.

CAREERS IN RESPIRATORY THERAPY
Jobs are available as Certified Respiratory Therapists, Registered Respiratory Therapists.
Graduates may find employment in home health care, acute and sub-acute settings, diagnostic laboratories, research, case management, sales and asthma education.

TRANSFER BACCALAUREATE OPTIONS
- Health Services Administration
- Other colleges offer four-year respiratory programs
## RESPIRATORY THERAPY
### ASSOCIATE IN SCIENCE

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>BIOL 233</td>
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<td>RESP 107</td>
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<td>RESP 210</td>
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<tr>
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PROGRAM DESCRIPTION
This is a collaborative effort between the West Virginia Department of Highways (WVDOH) and Bridgemont Community and Technical College. The aim of the program is to develop skilled technicians and technologists to service the highway engineering and construction industries. It provides a career path for people employed by WVDOH with professional development opportunities and a formal education that is measured and evaluated through the certification process. Technicians in this program may advance through a series of five levels based on their years of work experience and technical competency in the various technical aspects of the highways field.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education core curriculum for the associate of applied science degree, specific outcomes for this program have been established. Upon completion of this program, the graduate should be able to:

- Demonstrate an appropriate mastery of topics encountered by the highway technician including surveying, construction inspection and field and lab testing.
- Perform routine calculations common to highway technician work.
- Demonstrate the ability to communicate effectively by written and oral means.
- Demonstrate an awareness of safety issues related to highway construction and to use this knowledge to maintain a safe working environment.
- Exhibit appropriate workplace behavior and display a commitment to quality and dependability.
- Understand and use standard documents encountered in highway construction.

TYPES OF JOBS AVAILABLE:
- West Virginia Division of Highways
- Construction Industry
- Construction Materials Manufacturing Industry

JOB TITLES:
- Bridge Construction Inspector
- Highway Construction Inspector
- Materials Inspector
- Laboratory Technician
- Assistant Project Manager
- Field Technician
# TECHNICAL STUDIES - HIGHWAY ENGINEERING TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>HWAY 101</td>
<td>HWAY 106</td>
</tr>
<tr>
<td>Technical Orientation</td>
<td>Ethics and Professionalism</td>
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<tr>
<td>HWAY 103</td>
<td>Program Specific Elective (GEC 2)</td>
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<tr>
<td>Construction Inspection I</td>
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<tr>
<td>HWAY 104</td>
<td>DOH 101</td>
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<tr>
<td>Plans and Specifications</td>
<td>Aggregate Inspector/Aggregate Lab²</td>
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<tr>
<td>MATH 110</td>
<td>HWAY 105</td>
</tr>
<tr>
<td>Technical Mathematics</td>
<td>Work Zone Traffic Control</td>
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<tr>
<td>ENGL 101</td>
<td>HWAY 203</td>
</tr>
<tr>
<td>English Composition I</td>
<td>Construction Inspection II</td>
</tr>
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<td>Program Specific Elective (GEC 2)</td>
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<table>
<thead>
<tr>
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<th>Fourth Semester</th>
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</thead>
<tbody>
<tr>
<td>HWAY 102</td>
<td>ENGL 202</td>
</tr>
<tr>
<td>Heavy Construction Methods I</td>
<td>Business &amp; Professional Writing³</td>
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<tr>
<td>HWAY 107</td>
<td>DOH 102</td>
</tr>
<tr>
<td>Erosion and Sediment Control</td>
<td>Compaction Inspection/Com.Lab²</td>
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<tr>
<td>Technical Elective³</td>
<td>Technical Elective³</td>
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<tr>
<td>HWAY 121</td>
<td>DOH 103</td>
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<tr>
<td>Highway Surveying</td>
<td>Technical Elective³</td>
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<tr>
<td>Technical Elective³</td>
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<tr>
<td><strong>Semester Total</strong> 15</td>
<td><strong>Semester Total</strong> 15</td>
</tr>
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</table>

1. GEC-4: Computer Application course required and other technical courses – science related may qualify, may be approved by advisor. GNET 107, HWAY 120, and CIET 132. May substitute GNET 108, or BAHM 260, BAHM 261, BAHM 267 (3 – 1 hr credits),
2. WVDOH / Industry administered courses held at Cedar Lakes Conference Center, Spring only. Compulsory courses, substitutions are not allowed.
3. Technical Elective, must be approved by advisor. Specializations available, courses recommended include HWAY 201, HWAY 202, HWAY 204, HWAY 205, DOH 201, DOH 202, DOH 203, DOH 204. Additional technical electives from accredited institutions may be substituted pending approval of advisor.
4. GNET 101, Technology Orientation, may be substituted for this course
5. GEC-2 - May substitute MATH 113, Elementary Algebra, and MATH 041, Intro to Trigonometry, for this course to meet the requirements for a future A.S. or B.S. program. 100 level math course is a minimum requirement for this GEC-2
6. GEC-4 HU/SS elective must meet the Cultural Diversity requirement as part of Core Curriculum Requirements. Consult your academic advisor.
7. ENGL 102, English Composition II, can substitute for this course.
### TECHNICAL STUDIES - HIGHWAY ENGINEERING TECHNOLOGY

**ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)**  
WVDOH Certification Track

<table>
<thead>
<tr>
<th>Component I – General Education Core</th>
<th>15 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 (GEC 1) English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 202 (GEC 1) Business &amp; Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110 (GEC 2) Technical Math</td>
<td>3</td>
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<tr>
<td>(GEC 3) HU/SS Elective (Diversity)</td>
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<tr>
<td>(GEC 4) Program Specific Electives</td>
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</table>

<table>
<thead>
<tr>
<th>Component II - Technical Core</th>
<th>31 Credit Hours</th>
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<tbody>
<tr>
<td>HWAY101 Technician Orientation</td>
<td>1</td>
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<tr>
<td>HWAY 102 Heavy Construction Methods I</td>
<td>3</td>
</tr>
<tr>
<td>HWAY 103 Construction Inspection I</td>
<td>3</td>
</tr>
<tr>
<td>HWAY 104 Plans &amp; Specifications</td>
<td>3</td>
</tr>
<tr>
<td>HWAY105 Work Zone Traffic Controls</td>
<td>3</td>
</tr>
<tr>
<td>HWAY106 Ethics &amp; Professionalism</td>
<td>3</td>
</tr>
<tr>
<td>HWAY107 Erosion &amp; Sediment Control</td>
<td>3</td>
</tr>
<tr>
<td>HWAY 203 Construction Inspection II</td>
<td>3</td>
</tr>
<tr>
<td>HWAY121 Highway Surveying</td>
<td>3</td>
</tr>
<tr>
<td>DOH 101 * Aggregate Inspector, Aggregate Lab</td>
<td>3</td>
</tr>
<tr>
<td>DOH 102 * Compaction Inspector, Compaction Lab</td>
<td>3</td>
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*Note: DOH Certification in required as documentation for all DOH-coded.

<table>
<thead>
<tr>
<th>Component III - Technical Electives Construction Specialization</th>
<th>14 credit hours</th>
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<tbody>
<tr>
<td>HWAY 201 Scheduling Analysis</td>
<td>3</td>
</tr>
<tr>
<td>HWAY 202 Heavy Construction Methods II</td>
<td>3</td>
</tr>
<tr>
<td>HWAY 204 Project Finals</td>
<td>3</td>
</tr>
<tr>
<td>HWAY 205 Project Recording Systems</td>
<td>3</td>
</tr>
<tr>
<td>DOH 201* Asphalt Plant Technician</td>
<td>3</td>
</tr>
<tr>
<td>DOH 202* PCC Technician</td>
<td>2</td>
</tr>
<tr>
<td>DOH 203* PCC Inspector, PCC Lab</td>
<td>2</td>
</tr>
<tr>
<td>DOH 204* Asphalt Field Technician</td>
<td>1</td>
</tr>
</tbody>
</table>

**Other subjects may be approved by the academic advisor as Technical Electives.**

**TOTAL CREDIT HOURS** 60
Associate in Applied Science

TECHNICAL STUDIES - INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION
The Technical Studies in Information Technology program is offered as part of a statewide Information Technology (IT) certification program. This program offers students a solid background in computer technology complemented by a full array of vendor certification training choices. The program is available in a web delivery format by community colleges throughout the state. Students may take courses at the local institution, where provided, and take those offered by other colleges via the web, if not available at the local institution (coded below with the prefix “IT”).

Students must complete a series of courses in four components: Component 1: General Studies; Component 2: Technical Core; Component III: Certifications; and Component IV: On-the-job Training. Component III offers the student a choice from a variety of vendor certifications.

PROGRAM OBJECTIVES
In addition to the learning outcomes set forth in the general education core curriculum for the associate degree, specific outcomes for this program have been established.

Upon completion of this program, the student will be able to:
- Sit for selected computer certification credentialing examinations
- Apply principles of information and operation examinations
- Repair computers

PROGRAM ASSESSMENT
Course outcomes are assessed by exit examinations in each course. Program outcomes are assessed in a designated “capstone” course. General education outcomes are assessed by ACT WorkKeys.

TRANSFER BACCALAUREATE OPTION
Technology Management
# Technical Studies - Information Technology

## Associate in Applied Science

### Component I – General Education Core

<table>
<thead>
<tr>
<th>Component</th>
<th>Required Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>English</td>
<td>Composition &amp; Reading and Business &amp; Professional Writing</td>
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</tr>
<tr>
<td>Math</td>
<td>College Algebra, Technical Algebra, or Finite Math</td>
<td>3</td>
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<tr>
<td>Lab Science</td>
<td>Physical Science, Biology, or Chemistry</td>
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<tr>
<td>Interpersonal Skills</td>
<td>Interpersonal Relations</td>
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### Component II – Technical Core

<table>
<thead>
<tr>
<th>Component</th>
<th>Required Courses</th>
<th>Credit Hours</th>
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<td>IT 100</td>
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<tr>
<td>IT 101</td>
<td>Principles of Information Systems</td>
<td>3</td>
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<tr>
<td>IT 114</td>
<td>Survey of Operating Systems</td>
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<td>IT 115</td>
<td>Operating Systems</td>
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<td>IT 269</td>
<td>Project Management</td>
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### Component III – Certification Speciality

Students must complete one or more of the following certification choices. Exact curriculum will match certification exam requirements. Additional certifications may be added at a later date.

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<th>Certification Option</th>
<th>Minimum of 21 Credit Hours</th>
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<td>Network Option</td>
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<tr>
<td>Microsoft Certified Systems Engineer (MSCE)</td>
<td>Microsoft Certified Solutions Develop (MCSD)</td>
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<tr>
<td>Certified Cisco Network Associate (CCNA)</td>
<td>Oracle Certified Professional (OCP)</td>
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<tr>
<td>Microsoft Certified Database</td>
<td></td>
</tr>
<tr>
<td>Certified Unicenter Engineer (CUE)</td>
<td>Administrator (MCDBA)</td>
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<tr>
<td>I-Net+</td>
<td>E-Commerce</td>
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<tr>
<td>Microsoft Office User Specialist (MOUS)</td>
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### Component IV – On the Job Training

Students will be required to complete at least 3 credit hours of internship of OJT course work.

<table>
<thead>
<tr>
<th>Component</th>
<th>Minimum of 3 Credit Hours</th>
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</table>

### Total Credit Hours

69
Associate in Applied Science

TECHNICAL STUDIES - MANUFACTURING SPECIALIST

PROGRAM DESCRIPTION
The Technical Studies: Manufacturing Specialist associate in applied science and certificate programs are designed in partnership with the manufacturing industries to provide the opportunity to convert specialized training and education into college credit. The technical core subjects are combined with general education courses and on-the-job training to meet requirements for the statewide A.A.S. degree in Technical Studies. Individuals completing industry training must confer with the program advisor for credit equivalency evaluation.

The one-year certificate program is an interdisciplinary design, combining courses in math; drafting; business; mechanical, electrical, and industrial technology to meet regional employer needs.

PROGRAM OBJECTIVES
In addition to learning outcomes set forth in the general education core curriculum for the associate degree, specific outcomes for this program have been established. Upon completion of these programs, the student should be able to:

- Understand electrical and hydraulic system principles and mechanical operations;
- Apply industry-based safety standards in the work environment;
- Apply principles of drafting to the manufacturing process;
- Apply computer applications to the manufacturing environment.

Course outcomes are assessed by exit examinations in each course. General education is assessed by Workkeys, and a capstone course is designated to assess program outcomes.
## TECHNICAL STUDIES - MANUFACTURING SPECIALIST

**ASSOCIATE IN APPLIED SCIENCE**

**Component I – General Education Core**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Code</th>
<th>Title</th>
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<td>(GEC 1)</td>
<td>Composition &amp; Reading and</td>
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<tr>
<td>ENGL 202</td>
<td>(GEC 1)</td>
<td>Business &amp; Professional Writing</td>
<td>3</td>
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<tr>
<td>MATH 113</td>
<td>(GEC 2)</td>
<td>Technical Algebra</td>
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<td>PHSC 105</td>
<td>(GEC 2)</td>
<td>Physical Science</td>
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<td>SOCA 101</td>
<td>(GEC 3)</td>
<td>Physical Science, Biology, or Chemistry</td>
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<td>ECON 202</td>
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<td>Principles of Macroeconomics</td>
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<td>Interpersonal Relations—Leadership Dev.</td>
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<td>Interpersonal Relations—Prof. Etiquette</td>
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**Component II – Technical Core**

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<td>Software Applications: Power Point</td>
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<td>DRET 120</td>
<td>Drafting I</td>
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<td>INDT 102</td>
<td>Industrial Safety</td>
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**Component III – Technical/Occupations Specialty – Industry Education Equivalents**

- Hydraulics, pneumatics, fluid power
- CNC/NC programming, machining, & projects
- Plant equipment, electrical, and mechanical maintenance
- Management training, how to be a supervisor
- Fundamentals of trigonometry
- Intermediate trigonometry
- AC and DC circuits and troubleshooting
- Introduction to robotics, robotic functions and troubleshooting

**Component IV – On the Job Training**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
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<td></td>
<td>Students will be required to complete at least 6 credit hours of internship of OJT course work.</td>
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**Total Credit Hours**

64
### TECHNICAL STUDIES - MANUFACTURING SPECIALIST

#### CERTIFICATE

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 101</td>
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<td>MATH 113</td>
<td>Technical Algebra</td>
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<tr>
<td>BAHM 280</td>
<td>Software Applications: Spreadsheets</td>
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<tr>
<td>BAHM 287</td>
<td>Workplace Management</td>
<td>3</td>
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<tr>
<td>DRET 120</td>
<td>Drafting I</td>
<td>2</td>
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<tr>
<td>ELET 1120</td>
<td>DC Circuit Analysis</td>
<td>4</td>
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<td>INDT 102</td>
<td>Industrial Safety</td>
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<td>INDT 208</td>
<td>Automated Manufacturing</td>
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#### Technical Electives

<table>
<thead>
<tr>
<th>Credits</th>
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<tr>
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</table>

**Total Credit Hours**: 31

Humanities / social science electives must meet the general education requirements for graduation. Consult your academic advisor.
Associate in Applied Science

VETERINARY TECHNOLOGY

PROGRAM DESCRIPTION
The Veterinary Technology program is a cooperative program between the Bridgemont Community and Technical College and Carver Career and Technical Education Center in Malden, West Virginia. The program is nationally accredited by the American Veterinary Medical Association. Completion of this program leads to an associate of applied science degree in Veterinary Technology from Bridgemont CTC. Graduates of this program are eligible to sit for the Veterinary Technicians National Exam and the WV state exam for veterinary technicians. Graduates of this program successfully passing both exams earn their license and become Registered Veterinary Technician within the state of WV.

The Veterinary Technology is a selective admission, limited enrollment program which admits one class per year. Successful candidates are selected by an admissions committee. Students wishing to enter this program must complete an application packet available in the admissions office at Bridgemont CTC by February 28 of each year. (Bridgemont CTC students must apply for admission to the Veterinary Technology program.) Prospective students are encouraged to contact Bridgemont CTC admissions office at 304.734.6603 or Carver Career Center at 304.348.1965, ext 117.

ADMISSION REQUIREMENTS
Admission requirements for Veterinary Technology include the following:
• Graduation with a high school diploma or GED.
• ACT composite score of 20 or better (or SAT composite score of 840). An ACT score of 17 or better is required in the English and reading areas. An ACT of 17 better is required in math.
• Two units of high school or college math courses: Algebra I and/or higher with a “C” or better
• Two lab sciences in high school or in college, one of which must be chemistry, with a “C” or better. Other lab sciences preferred: biology or physics.

OR
Students whose ACT scores do not meet the above outlined criteria may be considered for admission to the program by meeting the following requirements:
• Twelve hours of college credit within the last five years from an accredited institution of higher learning with a minimum grade of a “C” in each course. These courses must include chemistry and/or biology (Developmental or remedial courses will not be considered.)
• If the individual’s math score on the ACT is less than 17, MATH 030 or its equivalent must be taken and passed with a grade of “C” or better.

Submission of a completed physical examination form is required prior to the start of classes. Financial aid for this program is awarded through Carver Career Center only.
VETERINARY TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE

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<thead>
<tr>
<th>First Semester</th>
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<td>VETT 102  Veterinary Parasitology</td>
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<td>VETT 103  Animal Science</td>
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<td>VETT 111  Surgical Techniques &amp; Nursing</td>
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<td>VETT 112  Veterinary Pharmacology I</td>
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<td>VETT 113  Companion Animal Diseases I</td>
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<td>PSYC 101  Introduction to Psychology</td>
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<td>VETT 221  Preceptorship I</td>
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<td>ENGL 202  Business &amp; Professional Writing</td>
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<td>VETT 104  Laboratory Animal</td>
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<td>VETT 201  Veterinary Pathology</td>
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<td>VETT 202  Large Animal Health &amp; Disease</td>
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<td>VETT 212  Veterinary Pharmacology II</td>
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<td>VETT 213  Companion Animal Diseases II</td>
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Associate in Applied Science

WELDING TECHNOLOGY

PROGRAM DESCRIPTION
The associate of applied science degree in Welding Technology is a two year program that prepares a graduate to enter the field of welding. A graduate with this degree should have a strong foundation in welding and be able to advance to the upper pay level grades at a much higher pace than those untrained.

The program prepares the graduate in the selection of the right equipment; selection of filler metals; pre, intermediate and post heat treatment of welded metals; and proper weld techniques. The program stresses industry wide safety procedures and trains the student to read weld symbols and detail drawings. The student is presented with a general knowledge of many fields in welding thus allowing them to choose an area(s) to specialize in if they desire to do so.

Lastly, the Welding Technology program provides the student with a solid foundation which will enable them to enter into areas of the construction, engineering, manufacturing, heavy equipment repair, and plant maintenance and/or weld engineering if they should decide to continue their education.
## WELDING TECHNOLOGY
### ASSOCIATE IN APPLIED SCIENCE

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<tr>
<th>First Semester</th>
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<tr>
<td>GNST 100 Freshman Seminar</td>
<td>WELD 1112 Intermediate SMAW</td>
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<td>WELD 1001 Arc Cutting and Gouging</td>
<td>WELD 1201 Basic GMAW</td>
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<td>MATH 110 Technical Math (GEC)</td>
<td>SOCA 249 Diversity in the Workplace (GEC)</td>
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<td>ENGL 101 English Composition I (GEC)</td>
<td>BAHM 267 Software App. Word</td>
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<td>MEET 121 Manufacturing Processes I</td>
<td>BAHM 260 Spread Sheet (GEC)</td>
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<td>WELD 1111 Basic SMAW (Stick)</td>
<td>DRET 120 Drafting I (GEC)</td>
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<td>BAHM 172 Discovering Computers</td>
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**Semester Total 16**

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<tr>
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<td>WELD 1204 CODE GMAW AWS (Plate)</td>
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<td>WELD 2502 Weld Symbols &amp; Detail Drawings</td>
<td>WELD 2114 CODE SMAW AWS (Plate)</td>
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<td>WELD 2113 Advanced SMAW</td>
<td>WELD 2124 CODE API 1104 Pipe</td>
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<td>WELD 2512 Metallurgy</td>
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**Elective (GEC) 1**

**Semester Total 15**
Skill Sets
## BLASTING TECHNOLOGY

### Basic Blasting and Industrial Safety Skill Set

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<tr>
<td>INDT 102 Safety Fundamentals</td>
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### Basic Blasting and Apprentice Miner Skill Set

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### Basic Drill and Basic Blast Skill Set

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<td>BLST 211 Above Ground Drilling</td>
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## BUSINESS AND HEALTH MANAGEMENT

### BASIC SKILL SETS

#### Communication Skill Set

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<tr>
<td>BAHM 253 IPR: Customer Service Face to Face</td>
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<tr>
<td>BAHM 254 IPR: Customer Service Electronic</td>
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<tr>
<td>BAHM 258 IPR: Communications in the Workplace</td>
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<tr>
<td>BAHM 257 IPR: Non-verbal Communications</td>
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<td>BAHM 176 Effective Presentations</td>
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#### Customer Service Skill Set

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<td>BAHM 176 Effective presentations</td>
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<td>BAHM 254 IPR: Customer Service Electronic</td>
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<td>BAHM 255 IPR: Ethics</td>
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<td>BAHM 258 Communications in the Workplace</td>
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<td>BAHM 185 Survey of Accounting</td>
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<td>BAHM 255 IPR: Ethics</td>
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<td>BAHM 260 Software Applications: Spreadsheet</td>
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#### Medical Transcription Skill Set

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<td>BAHM 270 Introduction to Transcription</td>
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<tr>
<td>BAHM 187 Word Processing</td>
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<tr>
<td>BAHM 271 Intermediate Transcription (Medical)</td>
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<td>BAHM 272 Advanced Transcription</td>
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#### Microsoft Office Suite Skill Set

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<td>BAHM 187 Word Processing &amp; Formatting</td>
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<td>BAHM 260 Software Applications: Excel</td>
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<td>BAHM 262 Software Applications: PowerPoint</td>
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#### Records Clerk Skill Set

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<td>BAHM 181 Records Management</td>
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<td>BAHM 255 IPR: Ethics</td>
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ADVANCED SKILL SETS

**Accounting Advanced Skill Set Certificate**

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<td>BTEC 122 Principles of Accounting II</td>
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<td>BAHM 258 Computerized Accounting</td>
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<td>BAHM 185 Survey of Accounting</td>
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<td>BTEC 220 Intermediate Accounting I</td>
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<td>BTEC 222 Intermediate Accounting II</td>
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<td>BTEC 223 Managerial Accounting</td>
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<td>BTEC 224 Cost Accounting</td>
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**Billing and Coding Advanced Skill Set**

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<td>BAHM 255 IPR: Ethics</td>
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<td>BAHM 275 Claims Processing &amp; Billing</td>
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<td>BAHM 259 Software Applications: 10-Key</td>
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<td>BAHM 284 Medical Coding</td>
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**Executive Office Advanced Skill Set**

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<td>BAHM 255 Ethics</td>
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<tr>
<td>BAHM 187 Word Processing</td>
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<td>BAHM 283 Administrative Office Procedures</td>
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<td>BAHM 180 Introduction to Business and Economics</td>
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<td>BAHM 185 Survey of Accounting</td>
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<td>BAHM 186 Concepts of Human Resources</td>
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<td>BAHM 188 Marketing Overview</td>
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**Medical Office Advanced Skill Set**

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<td>BAHM 270 Intermediate Transcription (Medical)</td>
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**Medical Assistant Advanced Skill Set**

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<td>MCDC 110 Medicaid and the Healthcare Provider</td>
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<td>MCDC 120 Overview of State Medicaid Administration</td>
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<td>MCDC 130 Introduction to Medicaid Program Integrity</td>
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<tr>
<td>MCDC 140 Topics in Healthcare &amp; Healthcare Technology Trends</td>
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<td>MCDC 150 Introduction to Medicaid Security</td>
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**Office Assistant Advanced Skill Set**

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<td>BAHM 180 Introduction to Business &amp; Economics</td>
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<td>BAHM 181 Records Management</td>
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<td>BAHM 187 Word Processing</td>
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<td>BAHM 262 Software Applications: PowerPoint Presentation</td>
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<td>BAHM 260 Software Applications: Excel Spreadsheet</td>
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<td>BAHM 283 Executive Office Procedures (Executive)</td>
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### BUSINESS TECHNOLOGY

#### Business Technology Basic Skill Set

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<td>BAHM 253 IPR: Customer Service: Face-to-Face</td>
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<tr>
<td>BAHM 269 Software Applications Financial</td>
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<td>ENTR 110 Funding Your Venture</td>
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<tr>
<td>ENTR 125 Critical Thinking</td>
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<tr>
<td>ENTR 120 Business Plan Development</td>
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**Total** 8

#### Business Technology Advanced Skill Set

<table>
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<tbody>
<tr>
<td>BAHM 101 Computer Apps</td>
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<tr>
<td>BAHM 180 Int. Business &amp; Economics</td>
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<tr>
<td>BAHM 182 Practical Mathematics</td>
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<td>BAHM 185 Survey of Accounting</td>
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<tr>
<td>BAHM 188 Marketing Overview</td>
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<tr>
<td>BTEC 240 Fundamentals of Marketing</td>
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<tr>
<td>BAHM 255 Ethics</td>
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<tr>
<td>ENTR 101 Int. Entrepreneurship (Kauffman)</td>
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<tr>
<td>ENTR 130 Opportunity Analysis</td>
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<tr>
<td>ENTR 115 Presenting Your Venture</td>
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**Total** 21

### DIESEL TECHNOLOGY

#### Diesel Engine Repair Basic Skill Set

<table>
<thead>
<tr>
<th>Course Requirements</th>
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<tbody>
<tr>
<td>DESL 112 Theory &amp; Operation</td>
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<tr>
<td>DESL 113 Disassembly, Inspection &amp; Reassembly</td>
<td>2</td>
</tr>
<tr>
<td>DESL 130 Introduction to Hydraulics</td>
<td>4</td>
</tr>
<tr>
<td>DESL 114 Valvetrain Components &amp; Operation</td>
<td>2</td>
</tr>
<tr>
<td>DESL 115 Diesel Engine Accessories</td>
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**Total** 12

#### Diesel Engine Repair Advanced Skill Set

<table>
<thead>
<tr>
<th>Course Requirements</th>
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<tr>
<td>DESL 112 Theory &amp; Operation</td>
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<tr>
<td>DESL 113 Disassembly, Inspection &amp; Reassembly</td>
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<tr>
<td>DESL 130 Introduction to Hydraulics</td>
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<tr>
<td>DESL 114 Valvetrain Components &amp; Operation</td>
<td>2</td>
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<tr>
<td>DESL 115 Diesel Engine Accessories</td>
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<tr>
<td>DESL 120 Suspension and Steering</td>
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<tr>
<td>DESL 231 Manual Transmission</td>
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<tr>
<td>DESL 232 Automatic Transmission</td>
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<tr>
<td>DESL 233 Differentials of Drive Axles</td>
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<tr>
<td>DESL 241 Air Brakes</td>
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<tr>
<td>DESL 242 Hydraulic Brakes</td>
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<tr>
<td>DESL 121 Fundamentals of Electricity</td>
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<tr>
<td>DESL 122 Electrical Production, Storage and Usage</td>
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<tr>
<td>DESL 123 Chassis Electrical Systems</td>
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<tr>
<td>DESL 253 Advanced Electronic Engine Control</td>
<td>3</td>
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<tr>
<td>DESL 251 System Preventative Maintenance</td>
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**Total** 29
DIGITAL DESIGN AND PRINT COMMUNICATIONS

Pre-press Design, Computer Use, and Imaging Basic Skill Set

<table>
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<td>DDPC 125</td>
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<td>DDPC 126</td>
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<td>DDPC 136</td>
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Total 9

Pre-press Design, Computer Use, and Imaging Advanced Skill Set

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<td>DDPC 136</td>
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<td>DDPC 143</td>
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Total 14

ELECTRICAL ENGINEERING TECHNOLOGY

Substation Technician Skill Set

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<td>ELET 2770</td>
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Total 9

Telecommunications Skill Set

<table>
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Total 11

GENERAL EDUCATION

General Education Advanced Skill Set

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<tr>
<td>ENGL 101</td>
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<td>ENGL 102</td>
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<td>BAHM 101</td>
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<tr>
<td>PHSC 105</td>
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<tr>
<td>HIST 179</td>
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<td>SOCA 101</td>
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Total 20

SIMULATION, GAMING, AND APPS DEVELOPMENT (SGD)

Simulation, Gaming and Apps Development Basic Skill Set

<table>
<thead>
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<tbody>
<tr>
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<td>GAME 113</td>
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<td>GAME 116</td>
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Total 10

Simulation, Gaming and Apps Development Advanced Skill Set

<table>
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<tr>
<td>GAME 113</td>
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<td>GAME 116</td>
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<td>GAME 123</td>
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<tr>
<td>GAME 126</td>
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Total 16
### SUSTAINABLE TECHNOLOGY

#### Social Sustainability in Today’s World Basic Skill Set

<table>
<thead>
<tr>
<th>Course Requirements</th>
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<tbody>
<tr>
<td>GREN 101 Introduction to Sustainability</td>
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<tr>
<td>GREN 102 Environmental Science</td>
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<tr>
<td>GREN 198 Ethics in Technology</td>
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#### Green Building Technology Advanced Skill Set

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Cr</th>
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<tbody>
<tr>
<td>GREN 101 Introduction to Sustainability</td>
<td>3</td>
</tr>
<tr>
<td>GREN 221 Green Construction Technology I</td>
<td>3</td>
</tr>
<tr>
<td>GREN 222 Green Construction Technology II</td>
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#### Social and Environmental Sustainability Basic Skill Set

<table>
<thead>
<tr>
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<th>Cr</th>
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<tbody>
<tr>
<td>GREN 101 Introduction to Sustainability</td>
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<tr>
<td>GREN 102 Environmental Science</td>
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<tr>
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<td>GREN 204 Green Communities</td>
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#### Sustainable Process Technology

<table>
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<tr>
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<tr>
<td>GREN 102 Environmental Science</td>
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</tr>
<tr>
<td>GREN 221 Green Construction Technology</td>
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</tr>
<tr>
<td>ELET 191 Introduction to Green Power and Devices</td>
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### CHEMICAL PROCESS TECHNOLOGY

#### Chemical Operations Skill Set

<table>
<thead>
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<tbody>
<tr>
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<tr>
<td>COPT 102 Safety, Health &amp; Environment</td>
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<tr>
<td>COPT 103 Quality</td>
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#### Chemical Process Technology Skill Set

<table>
<thead>
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<tbody>
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<tr>
<td>COPT 102 Safety, Health &amp; Environment</td>
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<td>COPT 103 Quality</td>
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<td>COPT 104 Process Instrumentation</td>
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<td>COPT 106 Process Technology II</td>
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<td>COPT 107 Process Technology III</td>
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### MINING TECHNOLOGY

#### Mining Basic Skill Set

<table>
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<tbody>
<tr>
<td>INDT 102 Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td>INDT 110 40 Hour Surface Apprentice Class</td>
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<tr>
<td>INDT 111 80-Hour Underground Apprentice Class</td>
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<tr>
<td>ALHL 100 CPR/AED/ First Aid</td>
<td>0.5</td>
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<tr>
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</table>
Course Descriptions
AST 552 - GENERAL PLASMA PHYSICS II

Pre-requisite(s): AST 551
Co-requisite(s): AST 513

Ideal magnetohydrodynamic (MHD) equilibrium, MHD energy principle, ideal and resistive MHD stability, drift-kinetic equation, collisions, classical and neoclassical transport, drift waves and low-frequency instabilities, high-frequency microinstabilities, and quasilinear theory. Credit hours: 3, Contact: (3-0), offered fall semesters.

Subject code indicates the general subject area of the listed course. In the example the subject code is AST for Astronomy.

Course Number is the numeric ID of a specific class within a subject area. In the sample listing the course number is 552.

Course Title is the name of the listed course. In the example shown the course title is General Plasma Physics II.

Prerequisites are courses that must be successfully completed to qualify for enrollment in the listed class.

Course Description outlines the course topics and coverage.

Co-requisites are courses that must be successfully completed or simultaneously enrolled in to qualify for enrollment in the listed class.

Credit hours: Indicates the hours of academic credit for the course. In general credit is related to the hours of lab and lecture time required for a class.

Contact hours The first value is the number of lecture hours and the second is the number of lab hours. Courses label “Both” have class sections that are made up of both lecture and laboratory elements.

Availability When the course is offered. Typical examples are fall semester, spring semester, fall semester even years, and on demand.
AAST
Associate of Applied Science Technology

AAST-199 SPECIAL TOPICS IN INDUSTRY
Pre-requisite(s): Consent of Chair
Various special courses presented in independent or classroom form in relation to current or fundamental issues involving industry maximum of 18 hours allotted.
Credit hours: 1-4, Contact: Variable, offered as needed.

AAST-299 SPECIAL TOPICS IN INDUSTRY
Pre-requisite(s): Consent of Chair
Various special courses presented in independent or classroom form in relation to current or fundamental issues involving industry maximum of 18 hours allotted.
Credit hours: 1-4, Contact: Variable, offered as needed.

ALHL
Allied Health
Associate Professor: Grose (chair), Instructor: Nicholas

ALHL-100 CPR/AED/FIRST AID
This eight-contact hour course will prepare students for the CPR/AED and First Aid certifications. Curriculum will consist of instruction on how and when to use an automated external defibrillator for victims of cardiac arrest, proper techniques of administering CPR to adults, and the appropriate response to sudden illnesses and injuries.
Credit hours: 0.5.

ALHL-101 PHLEBOTOMY
Pre-requisite(s): BAHM 150, ENGL 101
A combination of lecture, lab and hands-on practical experience, this course is aimed at developing skills needed to work in an entry level position in medical facilities as a phlebotomist (drawing blood). Coursework includes selecting and preparing the skin puncture site, collecting specimens, adhering to proper health and safety guidelines, patient/technician relationship, and clerical duties associated with proper record keeping of laboratory tests. Under supervision, students master daily tasks in venipuncture, capillary sticks, and other phlebotomy procedures. Practice will be on approved simulators. Laboratory component requires completion of at least 100 successful venipunctures and 25 successful capillary sticks on humans under the supervision of a certified phlebotomist at an approved facility totaling at least 120 clock hours of clinical training. Includes information on the ASCP and NCA Registered Phlebotomy Technician examination and required CEU’s to maintain certification.
Credit hours: 3, Contact: (4-4), offered fall and spring semesters.

ALHL-110 PHARMACOLOGY
Pre-requisite(s): BAHM 150
A non-laboratory course intended for allied health majors, including medical assistants and phlebotomists. Concentration is placed on the types and classification of drugs, their modes of action at the cellular, systemic, and organismal level, their contraindications and possible long term effects; covers the science of drugs including their origin, nature, properties, composition, uses, and effects upon living organisms, especially those that make it medically effective. Focuses on the study of pharmacology and its implications for health care of individuals across the lifespan. Legal and ethical pharmacological issues relevant to pharmacotherapeutics are discussed. Includes dosage calculation; proper documentation of medications; classifications, indication, and side effects associated with commonly prescribed medications; administration of medication as allowed by law.
Credit hours: 3, Contact: (3-0), offered spring semesters.

ALHL-120 OSHA (MEDICAL)
Understand OSHA principles; identify hazards; evaluate personal habits and change them to meet safety guidelines; be familiar with Hazardous Communication Standard (storage/handling of chemicals, MSDS, etc.), Blood borne Pathogen Standard (HIV/HBV vaccination requirements/documentation), infectious waste management, guidelines for preventing the transmission of TB, general safety, ergonomic guidelines, and guidelines for preventing violence in the workplace
Credit: 1, Contact: (Both 1). Offered Spring semesters.
ART

ART-101 ART APPRECIATION
Co-requisite: ENGL 101
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Appreciation of art as the basis for enjoyment of painting, sculpture, and architecture in the home, community, industry, and commerce. Experimentation with various art media.
Credit hours: 3, Contact: (4-4), fall and spring semesters.

ART-102 FREEHAND DRAWING
An introduction to the methods and use of freehand drawing to benefit the student’s appreciation, skill development, and personal enrichment as it relates to a historical view of drawing. The techniques, skills, and media appropriate to the art of freehand sketching will be used to emphasize the communication of ideas and artistic endeavors through Various pictorial forms.
Credit hours: 3, Contact: (Both 4).

ART-116 INTRODUCTION TO GRAPHIC DESIGN
Concentration in fundamental typography, layout design, and basic visual communication.
Credit hours: 3, Contact: (2-1), alternate semesters.

BAHM

Business and Health Management
Professors: Fox, Harris; Associate Professors: Dearing, and Grose (chair). Instructor: Bird

BAHM-100 OFFICE KEYBOARDING
(For students with less than one year of high school typing) Concentration on technique, touch operation, keyboard mastery, and skill building. Minimum speed attainment of 30 wpm with 95 percent accuracy.
Credit hours: 2, Contact: (Both 5), offered fall semesters.

BAHM-101 FUNDAMENTALS OF COMPUTER APPLICATIONS
General computer terminology and functions. Capabilities of computers. A “hands-on” familiarity with end-user (non-programmer) applications in the area of electronic spreadsheets, data base management systems, presentation graphics and word processing. Use of both personal and data communications network systems.
Credit hours: 4, Contact: (4-4), offered on the web. Off fall and spring semesters. Available on the web.

BAHM-144 BUSINESS GRAMMAR
Written and /or a grammar review. Emphasis on conversational usage. Punctuation, spelling, plurals, possessives, capitalization, numbers, word usage, similar words, proofreading. Proper use of office reference manual.
Credit hours: 2, Contact: 2, offered fall and spring semesters.

BAHM-150 MEDICAL TERMINOLOGY
An introduction to essential components in building a medical vocabulary. Anatomic roots for words denoting body structure and fluids, prefixes, suffixes, and Greek and Latin verbal and adjectival derivatives. Basic introductory course for medical and allied health professions.
Credit hours: 2, Contact: (2-2), offered on the web, fall and spring semesters.

BAHM-161 DESKTOP PUBLISHING I
Pre-requisite(s): BAHM 187
Hands-on application of desktop publishing software used to prepare/create: internal workplace documents; letterheads, envelopes, and business card; promotional documents—flyers and announcements; brochures and booklets; forms. Understanding the desktop publishing process.
Credit hours: 1, Contact: (Both 1), offered spring semesters.

BAHM-162 DESKTOP PUBLISHING II
Pre-requisite(s): BAHM 161
Hands-on application of desktop publishing software used to prepare/create specialty promotional documents—tickets, invitations, gift certificates, postcards, name tags; personal documents—CD labels, calendars, address labels, stationery/ envelopes, certificates; presentations using PowerPoint; basic elements of a newsletter; newsletter design elements. Introduction to Microsoft Publisher 2007. Involves use of digital camera, scanner, plus materials and equipment used in the industry.
Credit hours: 1, Contact: (Both 1), offered spring semesters.
BAHM-170 BUSINESS AND HEALTH MANAGEMENT ORIENTATION
An overview of program and career expectations and opportunities; college regulations; use of library; effective study habits; time and stress management techniques; personal finance, adjustment to college; utilizing college facilities; orientation to campus life.
Credit hours: 1, Contact: (Both 2), offered as needed.

BAHM-172 DISCOVERING COMPUTERS
Fundamentals of computers and computer nomenclature; up to-date technology; in-depth understanding of why computers are essential; how to access information on the World Wide Web; strategies for purchasing, installing, and maintaining a desktop computer, a notebook, a Tablet PC, and a PDA; assist in planning a career and getting certified in the computer field.
Credit hours: 3, Contact: (Both 3), offered as needed

BAHM-174 VOICE RECOGNITION SOFTWARE INTRODUCTION
Credit hours: 1, Contact: (Both 2), offered as needed.

BAHM-176 EFFECTIVE PRESENTATIONS
Pre-requisite(s): BAHM-262 or equivalent.
Using PowerPoint as a background foundation for effective speeches and presentations.
Credit hours: 1, Contact: (1-0), offered spring semesters.

BAHM-177 LEGAL CONCEPTS IN HEALTH CARE
Legal guidelines & requirements for health care; risk management; informed consent; confidentiality, including impact of HIPAA; proper and complete documentation; importance of maintaining medical records.
Credit hours: 2, Contact: (2), offered as needed.

BAHM-178 INTRODUCTION TO BUSINESS & ECONOMICS
Introductory concepts of business and economics. Types of business entities and the initial state requirements for starting a business. Also covers an introduction to economics of supply and demand issues.
Credit hours: 2, Contact: (2), offered in the fall.

BAHM-181 RECORDS MANAGEMENT
Alphabetic and numeric filing theory and practice. Record storage and retrieval systems; foundation for database management.
Credit hours: 1, Contact: (1), offered fall and spring semesters.

BAHM-182 PRACTICAL MATH
Utilization of mathematical operations to solve practical business application problems. The core topics include percentages with applications, banking (check writing, statement reconciliation) cash and trade discounts, markup and markdowns, payroll, interest, notes, present value. Additional topics may be selected from the following: installment buying, mortgages, taxes, insurance, stocks, bonds, analysis of financial statements, treatment of depreciation, and inventory costs. Use of touch control method on electronic calculators. A review of basic mathematics will be covered as needed—addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, ratios, proportions, and percent’s.
Credit hours: 3, Contact: (3), offered spring semesters.

BAHM-184 COMPUTERS FOR HEALTH CARE MAJORS
Use of Windows, word processing programs, spreadsheets, database, and presentation. Concentration placed on use in medical or dental offices.
Credit hours: 3, Contact: (Both 4), offered as needed on the web.

BAHM-185 SURVEY OF ACCOUNTING
Basic theory and practice; analyze/interpret business transactions/reports including balance sheet, accounts receivable/payable, aged analysis, income statement, etc.; T-accounts; record keeping and reporting including withholdings; budgeting principles; payroll; B&O taxes; collection agencies; credit card purchases.
Credit hours: 1, Contact: (Both 1), offered fall semesters.
BAHM-186 CONCEPTS IN HUMAN RESOURCE SUPERVISION
Investigate the basic concepts, skills, and terminology associated with supervision; the theories and methods of motivating employees; the role and importance of communication; and how to counsel and discipline problem employees.
Credit hours: 1, Contact: (Both 1), offered fall semesters.

BAHM-187 WORD PROCESSING AND Formatting
Pre-requisite(s): BAHM 100 or equivalent.
Extensive, in-depth, hands-on approach to word processing functions (merges, labels, pagination, headers/footers, macros, math, equations, search/replace, outlines and tables), graphics, and introduction to desktop publishing.
Concentration on letter formatting styles, manuscript formatting, tables, envelopes, and business forms. Production measurement and minimum speed attainment required.
Credit hours: 3, Contact: (Both), offered fall semesters.

BAHM-188 MARKETING OVERVIEW
Marketing mix; investigation/research demographic audiences; collection/analysis/implementation of results to provide better services within target area; tracking advertising dollars; utilization of media; participation in open houses/community fairs/booths; practice brochures.
Credit hours: 1, Contact: (Both 1), offered fall semesters.

BAHM-190 COOPERATIVE FIELD EXPERIENCE
Supervised work experience in actual and simulated environments; involves correspondence. Concentration on attitude, professionalism, dress, punctuality, telephone courtesy, business etiquette, effective communication skills, and quality hands-on work production.
Credit hours: 1, Contact: (0-3).

BAHM-198 CERTIFICATE SEMINAR (0-3) 1 F/S
Co-requisite(s): ALHL 101 for phlebotomy; BAHM 275 for medical billing.
Students and guest speakers present a detailed collection of projects/work experiences to validate proficiency in the externship.
Concentration on work ethic, professionalism, meeting management. Covers selection of internship site placements, resumes and registration with Career Services. Final presentations are required. Attendance at all student presentations is mandatory.
Credit hours: 1, Contact: (0-3), offered fall and spring semesters.

BAHM-199/299 SPECIAL TOPICS IN BUSINESS AND HEALTH MANAGEMENT
Pre-requisite(s): Consent of instructor.
Specific topics presented in seminar and/or research in a medical, computer, and/or executive office or setting. Supervised work experience, simulated office or internship or combination thereof. May involve library and/or laboratory research. May be repeated to maximum of six hours.
Credit hours: 1-3, offered in the fall and spring.

BAHM-249 INTERPERSONAL RELATIONS: DIVERSITY IN THE WORKPLACE
Designed to prepare the student to understand and appreciate differences among people. Linking this knowledge to the workplace will make this course both informative and practical.
Credit hours: 1, Contact: (Both 1), offered fall and spring semesters.

BAHM-250 INTERPERSONAL RELATIONS: LEADERSHIP DEVELOPMENT
Designed to allow the student to explore his/her leadership potential. Covering leadership traits, understanding and using the various types of leadership power, being visionary, working with stakeholders, goal setting, leading people through change, assessing team effectiveness, problem solving, delegation, motivation, communication skills, conflict resolution, and negotiation skills. Students will design and implement a community service project applying leadership and teamwork principles. Successful completion of this course will satisfy the community service requirement of the college.
Credit hours: 1, Contact: (Both 1), offered fall and spring semesters.

BAHM-251 INTERPERSONAL RELATIONS: INTERVIEWING STRATEGIES
The student prepares for the job search by composing resumes and letters of application. SWOT analysis, salary research, statement of worth; includes building a professional portfolio and participating in a mock interview.
Credit hours: 1, Contact: (Both 2), offered fall and spring semesters.
BAHM-252 INTERPERSONAL RELATIONS: PROFESSIONAL ETIQUETTE
Course emphasizing essential professional courtesies, introductions, gift giving, meeting arrangements, dining tips. Concentration on both American and international cultures.
Credit hours: 1, Contact: (Both 1), offered fall and spring semesters.

BAHM-253 INTERPERSONAL RELATIONS: CUSTOMER SERVICE: FACE-TO-FACE
Professional interpersonal communication skills. Includes both verbal and non-verbal signals. Meeting organization goals; attracting and retaining customers; diffusing angry clients; dealing with difficult situations; and working with diverse personalities, age groups, backgrounds, nationalities, abilities and cultures. Importance of attitude.
Credit hours: 1, Contact: (Both 2), offered spring semesters.

BAHM-254 INTERPERSONAL RELATIONS: CUSTOMER SERVICE: ELECTRONIC
Professional telephone and electronic communication skills. Includes both verbal and non-verbal signals. Covers telephone skills needed in the business world, including the use of phone and email technology, techniques, and etiquette. Covers difficult calls, effective messages, voice mail, customer service skills, and call screening techniques.
Credit hours: 1, Contact: (Both 2), offered spring semesters.

BAHM-255 INTERPERSONAL RELATIONS: ETHICS
Philosophical, sociological, and cyber investigation of complex moral problems in biomedicine, business and management. Ethical, historical, political, and economic factors affecting decision making.
Credit hours: 1, Contact: (1-0), offered spring semesters.

BAHM-256 INTERPERSONAL RELATIONS: GROUP DYNAMICS
Working in groups; stages of group development; communication; gender differences in conversational strategies, active listening; problem solving, guiding discussion; being an effective follower; social dimension; building a cohesive group; managing conflict.
Credit hours: 1, Contact: (Both 1), offered as needed.

BAHM-257 INTERPERSONAL RELATIONS: NONVERBAL COMMUNICATION
Prepares the student to accurately interpret nonverbal communication and to send appropriate nonverbal messages. Linking these skills to the workplace will make this course both informative and practical.
Credit hours: 1, Contact: (Both 1), offered as needed.

BAHM-258 INTERPERSONAL RELATIONS: COMMUNICATION IN THE WORKPLACE
Prepares the student to improve their communication skills including listening, verbal and nonverbal communication, and understanding one’s orientation to communication. Linking these skills to the workplace will make this course both informative and practical.
Credit hours: 1, Contact: (Both 1), offered as needed.

BAHM-259 SOFTWARE APPLICATION: 10-KEY
Use of touch control method on electronic calculators and computer keypads. Production measurements and exit speed requirement.
Credit hours: 1, Contact: (Both 1), offered fall and spring.

BAHM-260 SOFTWARE APPLICATION: SPREADSHEET
Provides hands-on experience with a spreadsheet package. Software incorporated may vary each semester, reflecting demands of the workplace.
Credit hours: 1, Contact: (Both 1), offered fall and spring. Available on the web.

BAHM-261 SOFTWARE APPLICATION: DATABASE
Provides hands-on experience with a database package. Software incorporated may vary each semester, reflecting demands of the workplace.
Credit hours: 1, Contact: (Both 1), offered in the fall and spring. Available on the web.

BAHM-262 SOFTWARE APPLICATION: PRESENTATION
Five-week course that provides hands-on experience with Presentation package. Software incorporated may vary each semester, reflecting demands of the workplace.
Credit hours: 1, Contact: (Both 1), offered fall and spring.
BAHM-263 SOFTWARE APPLICATION: WEB PAGE
Provides hands-on experience with web page development/design. Software incorporated may vary each semester, reflecting demands of the workplace.
Credit hours: 1, Contact: (Both 1), offered fall and spring semesters. Available on the web.

BAHM-264 SOFTWARE APPLICATION: OPERATING SYSTEM
Provides hands-on experience with operating system packages. Operating system incorporated may vary each semester, reflecting demands of the workplace.
Credit hours: 1, Contact: (Both 1), offered as needed.

BAHM-265 SOFTWARE APPLICATION: INTERNET/ EMAIL
Provides hands-on experience with internet/email packages. Software incorporated may vary each semester, reflecting demands of the workplace.
Credit hours: 1, Contact: (Both 1), offered as needed.

BAHM-266 SOFTWARE APPLICATION: HTML
Provides hands-on experience with hypertext markup language. Software incorporated will vary each semester, reflecting demands of the workplace.
Credit hours: 1, Contact: (Both 1), offered as needed.

BAHM-267 SOFTWARE APPLICATION: WORD PROCESSING
Provides hands-on experience with word processing packages. Software incorporated may vary each semester, reflecting demands of the workplace.
Credit hours: 1, Contact: (1-1), offered fall and spring semesters. Available on the web.

BAHM-268 SOFTWARE APPLICATION: NEWSLETTER
Provide hands-on experience with newsletter software. Software incorporated may vary each semester, reflecting demands of the workplace.
Credit hours: 1, Contact: (Both 1), offered as needed.

BAHM-269 SOFTWARE APPLICATION: QUICKEN/ FINANCIAL PACKAGE
Provides hands-on experience with financial packages. Software incorporated may vary each semester, reflecting demands of the workplace.
Credit hours: 1, Contact: (Both 1), offered spring semesters.

BAHM-270 TRANSCRIPTION INTRODUCTION
Pre-requisite(s): BAHM-187
Transcription of documents & records using transcribing equipment/computer. Production measurement and terminology review.
Credit hours: 1, Contact: (Both 2), offered fall semesters.

BAHM-271 TRANSCRIPTION INTERMEDIATE (SPECIALIZED)
Pre-requisite(s): BAHM-150, 270
Transcription of specialized medical, legal, and/or executive documents (based on concentration major). Apply knowledge of English grammar, punctuation, formatting and spelling rules to transcribed items. Achievement of exit transcription speed required with 80 percent accuracy.
Credit hours: 1, Contact: (Both 2), offered fall semesters.

BAHM-272 TRANSCRIPTION ADVANCED (SPECIALIZED)
Pre-requisite(s): BAHM-271
Continuation of BAHM-271. Transcribe dictation from people with various ethnic backgrounds. Transcribe accurately according to AAMT/NALS guidelines; proofread and edit reports/document meticulously; use appropriate reference materials efficiently for accurate completion of reports/documents; design appropriate forms and templates. Utilize macros for maximum keystroke efficiency. Achievement of exit transcription speed required with 80 percent accuracy.
Credit hours: 2, Contact: (Both 4), offered as needed.

BAHM-273 CLINICAL SKILLS I
Pre-requisite(s): BAHM-150
Co-requisite(s): BIO-233
Basic sterilization techniques, including universal precautions and PPE; prepare and maintain treatment areas, instruments, and equipment; maintain inventory; vital signs; patient histories; maintain medication and immunization records; patient education and instruction.
Credit hours: 2, Contact: (Both 6), offered fall semesters.
BAHM-274 CLINICAL SKILLS II  
**Pre-requisite(s):** BAHM-273  
Specimen collection and processing; diagnostic testing, including EKG and respiratory; venipuncture and capillary puncture; prepare patients and assist with exams and procedures, including preparing and administering medications; relay screening and follow-up testing results to patients. Students are required to complete CPR and first aid training independently.  
**Credit hours:** 2, **Contact:** (Both 6), offered spring semesters.

BAHM-275 CLAIMS PROCESSING & BILLING  
**Pre-requisite(s):** BAHM-150  
**Co-requisite(s):** BAHM-284  
Basic insurance claims processing, data entry, superbills, insurance forms, EOBs. Incorporate ICD-9-CM & CPT coding systems for reimbursement of claims, utilizing Medical Manager software.  
**Credit hours:** 2, **Contact:** (Both 2), offered spring semesters.

BAHM-276 VOICE RECOGNITION SOFTWARE (ADVANCED)  
**Pre-requisite(s):** BAHM-174  
Develop proficiency in preparing medical, dental, legal and executive documents and forms. Addressing trouble spots, improving recognition accuracy, and managing and expanding voice vocabulary.  
**Credit hours:** 1, **Contact:** (Both 2), offered as needed.

BAHM-283 OFFICE PROCEDURES  
**Pre-requisite(s):** BAHM-187, BAHM-161  
(Medical / Executive) Procedures and terminology relating to specialized office environments-medical or executive (dependent upon concentration major). Use of specialized software application programs and/or office simulations including electronic medical records (EMR/EHR). Involves correspondence. Concentration on attitude, professionalism, dress, punctuality, telephone courtesy, business etiquette, effective communication skills, and quality hands-on production.  
**Credit hours:** 3, **Contact:** (Both 4), offered spring semesters.

BAHM-284 MEDICAL CODING  
**Pre-requisite(s):** BAHM-150 or equivalent  
Study of diagnosis and procedure codes used by healthcare providers. Use of ICD-9-CM and CPT codes for ambulatory care coding; reimbursement codes.  
**Credit hours:** 3, **Contact:** (3-0), offered fall semesters.

BAHM-287 APPLIED SUPERVISION  
Helps the student develop an integrated concept of issues affecting contemporary business environments. Students will be able to test alternative actions of operating a business in a competitive environment without incurring costs or the risk of implementing them in a real setting. Student will have the opportunity to simulate this form of organizational life. This is the capstone supervision course.  
**Credit hours:** 3, **Contact:** (3), offered spring semesters.

BAHM-291 EXTERNSHIP  
**Pre-requisite(s):** Medical/Executive: BAHM-283, Computer: INFT-1100, 1320 and BAHM-271  
Supervised on-the-job training totaling 50 clock hours in a clinical and/or office setting (dependent on concentration major) under the supervision of a cooperating professional in the public or private sector.  
**Credit hours:** 1, **Contact:** (0-15), offered fall and spring semesters.

BAHM-292 EXTERNSHIP  
**Pre-requisite(s):** Medical/Executive: BAHM-283, Computer: INFT-1100, 1320 and BAHM-271  
Supervised on-the-job training totaling 100 clock hours in a clinical and/or office setting (dependent on concentration major) under the supervision of a cooperating professional in the public or private sector.  
**Credit hours:** 2, **Contact:** (0-15), offered fall and spring semesters.

BAHM-293 EXTERNSHIP  
**Pre-requisite(s):** Medical/Executive: BAHM-283, Computer: INFT-1100, 1320 and BAHM-271  
Supervised on-the-job training totaling 150 clock hours in a clinical and/or office setting (dependent on concentration major) under the supervision of a cooperating professional in the public or private sector.  
**Credit hours:** 3, **Contact:** (0-15), offered fall and spring semesters.
BAHM-295 INTEGRATED APPLICATIONS  
**Co-requisite(s): BAHM 291, 292, 293 or equivalent**  
Capstone course challenging students to use MS Office tools to create relevant workplace solutions to complete real-world projects which integrate knowledge gained in meaningful work-related applications. Concentration on professionalism, ethical behavior, analytical problem solving, prioritizing, decision-making, and working in groups. Must complete/ pass all programmatic evaluations (WorkKeys, OPAC, etc.). All AS students must take this course regardless of background/transfers. Exit speed requirements depending upon concentration area.  
**Credit hours:** 3,  **Contact:** (Both 3), offered spring semesters.

BAHM-297 SERVICE LEARNING  
(Limit of 2 credit hour per semester. May be repeated to a maximum of 3 credit hours)  
Fulfills the community service requirement.  
**Contact:** (1-3).

BAHM-298 SENIOR SEMINAR  
**Co-requisite(s): BAHM-291, 292 or 293 or equivalent**  
Students and guest speakers present a detailed collection of projects/work experiences to validate proficiency in the externship. Concentration on work ethic and professionalism. Covers selection of internship site placements, update resumes and register with Career Services. Final presentations are required. Attendance at all student presentations is mandatory.  
**Credit hours:** 1,  **Contact:** (0-3), offered fall and spring semesters.

BAHM-299 SPECIAL TOPICS: OFFICE SIMULATION  
**Pre-requisite(s): BAHM-171 or equivalent**  
Supervised work experiences in actual and simulated environments; involves correspondence and work from various contributing academic departments. Concentration on attitude, professionalism, dress, punctuality, telephone courtesy, business etiquette, effective communication skills, and quality hands-on work production. Pass/Fail course.  
**Credit hours:** 1,  **Contact:** (3), offered fall and spring semesters.

BAHM-299 SPECIAL TOPICS: EXTERNSHIP  
**Pre-requisite(s): Medical: BAHM-283, 285, Computer: INFT-1100, 1320 and BAHM-271**  
Supervised on-the-job training totaling 150 clock hours in a clinical and/or office setting (dependent on concentration major) under the supervision of a cooperating professional in the public or private sector.  
**Credit hours:** 3,  **Contact:** (0-15), offered fall and spring semesters.

BAHM-299/199 SPECIAL TOPICS IN BUSINESS AND HEALTH MANAGEMENT  
**Pre-requisite(s): Consent of instructor**  
Specific topics presented in seminar and/or research in a medical, legal, and/or executive office or setting. Supervised work experience, simulated office or internship or combination thereof. May involve library and/or laboratory research. May be repeated to maximum of six hours.  
**Credit hours:** 1-3.

BIOL  
**Biology**  
**Instructor:** Christina Johnson

BIOL-111 GENERAL BIOLOGY  
**Co-requisite(s): ENGL-101**  
A comprehensive introductory course investigating the major areas of modern biology including scientific method, biological molecules, cell structure and function, histology, metabolism, and the anatomy and physiology of animals. Laboratory exercises include vertebrate dissection.  
**Credit hours:** 4,  **Contact:** (3-3), offered fall semesters.

BIOL-112 GENERAL BIOLOGY  
**Pre-requisite(s): BIOL-111**  
**Credit hours:** 4,  **Contact:** (Both 4), offered spring semesters.
BIOL-233  ANATOMY AND PHYSIOLOGY
Co-requisite(s): ACT English score of 18 or higher or ENGL 101; for Dental hygiene students; CHEM-113, or higher
A survey of cellular & organismal structure and function of the human body. Mammal dissection required.
Credit hours: 4, Contact: (3-3), offered fall semesters.

BIOL-240  MICROBIOLOGY
Pre-requisite(s): BIOL-233 or CHEM-113
Comprehensive introduction to the biology of microorganisms with special concentration on bacteria and viruses. Includes aspects of disease prevention and control, and human immunology. Laboratory exercises on physiology, identification, and culturing of bacteria.
Credit hours: 4, Contact: (3-3), offered spring semesters.

BLST
Blasting Technician
Associate Professor: Wingfield (Program Coordinator)

BLST-100  BASIC BLASTING
This course introduces students to the basics of drilling and blasting. Introductory components include explosive terms, types and properties of explosives, initiation systems, blast mathematics and design, drilling and geology, environmental issues and blast equipment.
Credit hours: 2, Contact: (2-0), offered fall semesters.

BLST-102  BLASTING MATERIALS-STORAGE, HANDLING & TRANSPORTATION
Co-requisite: BLST 101
This course covers the identification of various explosive materials by type, marking and applications. It will also introduce students to the safety procedures & legislation relating to the safe storage, handling and transportation of dangerous goods and hazardous materials. The Safety Library Publications (SLP) designed by the institute of Makers of Explosives (IME) form the basis of this course.
Credit hours: 3, Contact: (3-0), offered fall semesters.

BLST-103  BLASTING FIELD CAMP I
Pre-requisite(s): BLST 102
This field camp gives students the opportunity for practical hands-on experience with blasting in a highly supervised environment. Students will work on basic blasting applications and problems utilizing their skills and knowledge from BLST 101 and BLST 102. Students will assist drillers and certified blasters in various aspects of drill and blast cycles and associated paperwork. Regulatory personnel will mentor students in blast inspection, blast complaints, and damage claim processes. Students will shadow seismic company employees to gain practical field experience in proper seismograph installation and record analysis.
Credit hours: 3, Contact: (Both 4), offered spring semesters.

BLST-105  BLASTING CALCULATIONS
Co-requisite(s): Math 110 or permission from Blasting Program Coordinator
This course will enable students to apply specific mathematical concepts and acquire foundation skills important in blasting. It is designed to complement and reinforce learning within other first semester courses and includes applied operations and concentration on the mathematics and calculations used in the field of blasting. Calculations will include volumetrics, explosive charge weights, scaled distances, firing times, pounds per delay, powder factors, spacing and burden, ground vibration predictions, spatial relationships, and Ohm’s Law.
Credit hours: 3, Contact: (3-0), offered spring semesters.

BLST-106  BLASTING COMMUNICATIONS AND RECORDS
Co-requisite(s): BLST 105
This course focuses on the development of fundamental reading, writing, speaking, observational and research skills within the context of the blasting field. Students will prepare and respond to a variety of technical documents, some with links to their program courses, and in the process learn to apply rules of usage in keeping with professional and program record keeping standards. Blast plans, drill logs, seismic cords, blast log, inventory, public perception, complaints, damage claims, judicial testimony will be covered. Lab will focus on hand-on use of various seismograph manufacturer firmware settings and field setup, as well as interpretation of seismic records. The proper use of GPS in blast documentation will be extensively examined as well as the proper use of field density kits.
Credit hours: 3, Contact: (Both 4), offered spring semesters.
BLST-210 BLAST DESIGN AND LAYOUT  
**Pre-requisite(s):** BLST 105, BLST 106  
Students will learn to review and interpret blast plans in order to determine initial blast parameters and constraints. Other topics to be covered include proper hole diameter selection, required powder factors, decking, stem heights, spacing and burden calculations, subdrilling, angled holes and spatial relationships related to protected and other structures. Advanced equipment and procedures used in blast design will be introduced.  
**Credit hours:** 3, **Contact:** (3-0), offered fall semesters.

BLST-211 ABOVE GROUND DRILLING  
This course introduces students to various drilling applications, operating theories, and working principles of rock drills and air compressors. Other course components include Safety and Health, Drill Maintenance, Drilling Patterns and Layout. Course includes classroom and hands-on segments and taught through WV Laborers’ Training Center instructors.  
**Credit hours:** 2, **Contact:** (2-0), offered fall semesters.

BLST-212 BLASTING SAFETY ISSUES AND LAWS  
**Pre-requisite(s):** BLST 102  
This course emphasizes safety regulations and accompanying legislation for the correct handling, storage and procedures with blasting equipment, explosives and their components, and tools. Proper equipment selection is stressed. Students will also develop a thorough understanding of the consequences of their actions on blast sites including responsibility and liability. Blasting regulations and recommendations from MSHA, OSM, ATF, DOT, OSHA, NFPA, IME, WV Miners Health Safety and Training, WV Office of Explosives and Blasting as well as relevant KY, OH, VA, PA, and MD blasting regulations will be reviewed.  
**Credit hours:** 3, **Contact:** (3-0), offered fall semesters.

BLST-213 BLASTING FIELD CAMP II  
**Pre-requisite(s):** Completion of 3rd semester or permission of instructor  
This second field camp gives student more opportunity for practical hands-on experience with blasting in a highly supervised environment. Students will work on more advanced blasting applications and problems utilizing their skills and knowledge from the first three semesters of the program. Students will assist driller(s) and certified blaster(s) in various drill and blast activities and associated paperwork. Students will utilize blasting program equipment such as density kit, seismographs and GPS.  
**Credit hours:** 2, **Contact:** (2-0), offered spring semesters.

BLST-225 BLASTING IN CONSTRUCTION AND QUARRIES  
**Pre-requisite(s):** BLST 101 or permission of instructor  
This course covers basic blasting operations in a wide variety of work sites with a concentration on applications in surface and underground quarries and on construction sites. Concentration will be placed on close proximity blasting to structures, including the creation, detection, migration, and dissipation of carbon monoxide. Upon completion of the course the students will have met the requirements for certification for the International Society of Explosives Engineers Practical Blasting Fundamentals Level II Certificate Program.  
**Credit hours:** 3, **Contact:** (3-0), offered spring semesters.

BLST-226 ENVIRONMENTAL ISSUES IN BLASTING  
**Pre-requisite(s):** BLST 210, BLST 212, HWY 120  
This course concentrates on the environmental impact of blasting. Students will learn about the negative impacts of uncontrolled blasting and possible environmental effects. Using correct methods, students will learn how to control and minimize unwanted environmental factors associated with blasting. Weather, open face direction, over and under confinement, fly rock, gases, air blast, PPV, structure response, and topography will be examined.  
**Credit hours:** 3, **Contact:** (3-0), offered spring semesters.

BLST-228 INITIATION SYSTEMS  
**Pre-requisites:** BLST 210  
An advanced study of initiation systems involved in explosives detonation. Scheduled are electric, non-electric, and electronic systems. In-depth aspects of hook-ups, shot timing, blast performance, safety, and blast equipment requirements are covered.  
**Credit hours:** 3, **Contact:** (3-0), offered spring semesters.
BTEC 223 MANAGERIAL ACCOUNTING  
**Pre-requisite(s):** BTEC 122

The analysis of internal accounting practices with concentration on use of data for performance evaluation, control, cost analysis, capital budgeting, cash flows, and the contribution approach to decision making.

**Credit hours:** 3, **Contact:** (3-0), offered as needed.

BTEC 224 COST ACCOUNTING  
**Pre-requisite(s):** BTEC 122

Analysis of cost data for management planning, coordination, and control. Includes cost accounting fundamentals, costing systems, tools for planning and control, and cost information for decision making.

**Credit hours:** 3, **Contact:** (3), offered as needed.

BTEC 225 GOVERNMENTAL ACCOUNTING  
**Pre-requisite(s):** BTEC 122

Accounting practices used in governmental units and not-for-profit organizations. Includes basic characteristics of fund accounting, functions of governmental accounting, budgetary process, basic fund accounting system, financial reporting objectives, and government-wide financial statements.

**Credit hours:** 3, **Contact:** (3), offered as needed.

BTEC 230 FUNDAMENTALS OF PERSONNEL SUPERVISION

The managerial foundations of planning, organizing, staffing, directing, and controlling their relation to the daily job of a supervisor; consequences of poor quality of work; planning and conducting meetings; Management By Objectives; diversity issues; Equal Employment Opportunity and other workplace laws; employee selection and training; and appraisal of employees.

**Credit hours:** 2, **Contact:** (2), offered fall semesters.

BTEC 240 FUNDAMENTALS OF MARKETING

Overview of marketing theory and methods; the interrelationships with other business disciplines; the management of the product including communication, price, and distribution variables; an introduction to buyer behavior and marketing research; the importance of marketing; the interrelationship of the different phases of marketing; the differences between the marketing of goods and services; analysis of markets and distribution.

**Credit hours:** 2, **Contact:** (2), offered fall semesters.
BTEC-250  BUSINESS LAW
The legal development; courts and procedures; torts; the uniform commercial code. Contracts: offer, acceptance, consideration, rights of parties, performance, remedies. Agency: creation, principal, and agent.
Credit hours: 3, Contact: (3), offered fall semesters.

BTEC-258  COMPUTERIZED ACCOUNTING
Pre-requisite(s): BTEC 122
Perform accounting procedures and produce financial reports using commercial accounting packages such as QuickBooks and spreadsheet applications. Course also covers the use of touch control method on electronic calculators and computer keypads. Production measurements and exit speed requirement.
Credit hours: 3, Contact: (3-0), offered as needed.

CART  Culinary Arts
In cooperation with Carver Career Center

CART-101  SERVESAFE (16 HOUR COURSE)
This course is given in August for two days. This course will give the student a good knowledge on safety and sanitation practices in a professional kitchen. The subject material will be based on identification of food contaminants, working with HAACP plan, and identification and avoidance of major causes of accidents. At the end of the second day, the student will take a national certification examination.
Credit hours: 2.

CART-105  CULINARY MATH
This course will give the student a good knowledge of culinary math skills needed to be a successful professional. The subject material will be based on an understanding of US measurements and metric measurement, conversion of different measurements, with yield percent, finding costs related to the kitchen costs, converting recipe ingredients and learning kitchen ratios.
Credit hours: 2.

CART-107  CUSTOMER SERVICE/DINING ROOM SERVICE
The study of the impact of customer service, basic concepts for high quality customer service, identifying customer expectations, ensuring consistent service of value, and ensuring profit.

This course will be taught using NRAEF Manage First Program. At the end of the course, the student will take a national certification exam.
Credit hours: 2.

CART-108  HOSPITALITY MANAGEMENT
The dynamics of leadership in the hospitality and restaurant industry, goal setting, communicating effectively as a leader and a manager, managing compensation, managing terminations, motivation and employee development and teamwork in the foodservice and hospitality workplace. This course will be taught using NRAEF Manage First Program. At the end of the course, the student will take a national certification exam.
Credit hours: 2.

CART-110  FOODS
This course will give the student an introduction in basic cooking fundamentals. The subject material will be based on basic knife skills, professionalism, identification of tools and equipment, flavor and flavoring development, identification of dairy products, understanding mise en place, and principles of cooking.
Credit hours: 4.

CART-112  GENERAL BAKING
This course will give the student an introduction in basic baking fundamentals. The subject material will be based on principles of the bakeshop, quick breads, yeast breads and pies, pastries and cookies.
Credit hours: 4.

CART-115  GENERAL NUTRITION
This course will give the student an introduction in nutritional cooking fundamentals. The subject material will be based on nutrition concepts, nutrition recommendations, carbohydrates, fats and oils, protein, vitamins, water and minerals, healthy cooking and menus and recipes. This course will be taught using NRAEF ManageFirst Program. At the end of the course, the student will take a national certification exam.
Credit hours: 2.
CART-120 FOODS II
This course will give the student an introduction in basic cooking fundamentals. The subject material will be based on soups, principles of meat cookery, beef, veal, lamb, pork, poultry and game. Identification of different cuts and cooking methods of meats.
Credit hours: 4.

CART-130 FOODS III
Pre-requisite(s): CART 120
This course will give the student an introduction in basic cooking fundamentals. The subject material will be based on seafood identification and fabrication. The subject material will also include start and vegetable cookery, along with egg and breakfast cookery.
Credit hours: 4.

CART-202 INVENTORY AND PURCHASING
Pre-requisite(s): CART 105
Introduction to inventory and purchasing, the purchasing function, quality standards in purchasing, the procurement process and supplier selection and inventory control. This course will be taught using NRAEF ManageFirst Program. At the end of the course, the student will take national certification exam.
Credit hours: 2.

CART-203 INTERNATIONAL CUISINE
Most work is done in the kitchen lab. The students will learn to develop dishes working with foods and flavors from different regions in the world.
Credit hours: 2.

CART-204 HUMAN RESOURCES MANAGEMENT
Pre-requisite(s): CART 108
Building a welcoming work environment and encouraging diversity. Defining job descriptions, fining and recruiting new employees, hiring and orienting new employees, supervising and motivating employees and developing and training employees. This course will be taught using NRAEF Manage First Program, which employees. At the end of the course, students will take a national certification exam.
Credit hours: 2.

CART-205 PASTRIES AND DESSERTS
Pre-requisite(s): CART 112
Students learn about cakes, frosting, custards, creams, frozen desserts, and dessert sauces. The student will perform a number of individual dessert setup plates throughout.
Credit hours: 2.

CART-206 MENU MARKETING AND MANAGEMENT
Pre-requisite(s): CART 204
Factors that impact menu item selection, meeting nutritional needs and food preferences of customers, menu layout and design, menu pricing the alcoholic beverage menus, menu item sales performance analysis, and menu sales mix analysis. The course will be taught using NRAEF ManageFirst Program. At the end of the course, students will take a national certification exam.
Credit hours: 2.

CART-208 RESTAURANT MARKETING
Pre-requisite(s): CART 206
Introduction to marking, assessing your business situation, setting prices, planning and implementing your promotion mix, and evaluating your ROI. This course will be taught using NRAEF ManageFirst Program, which employees. At the end of the course, students will take a national certification exam.
Credit hours: 2.

CART-210 GARDE MANGER I
An introduction to cold food preparation in a professional kitchen. This course will focus on preparation and techniques for salads, salad dressings, sandwiches, hors d’oeuvres and canapés.
Credit hours: 2.

CART-220 GARDE MANGER II
Pre-requisite(s): CART 210
This course will continue the learning process from Introduction to Garde Manger. The course will also focus on Charcuterie techniques, plate presentations and buffet presentations.
Credit hours: 2.
CHEM
Chemistry
Assistant Professor: Machele Kindle

STUDENTS ARE REQUIRED TO WEAR GOGGLES IN ALL CHEMISTRY LABORATORIES.

CHEM-100 SELECTED TOPICS IN FRESHMAN CHEMISTRY
Pre-requisite(s): Permission of the department
Primarily for students who transfer course credit from other institutions that are not equivalent to a course offered by Bridgemont. Students study only the components missing from the transferred course. A student may receive credit for this course more than once to supplement different transferred courses. A thorough description of the course content is filed with the student’s permanent record when the student receives a grade for this course.
Credit hours: 1-4, Contact: (1-4, 3-6).

CHEM-110 INTRODUCTION TO CHEMISTRY
Co-requisite(s): ENGL 101
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Recommended for students whose performance on a departmental placement examination indicates need for introduction work before enrolling in other chemistry courses. Scientific terminology and concepts; chemical arithmetic; chemical symbols, formulas and equations; mole concepts; problem solving. May not count for credit toward graduation if taken after credit for another course in chemistry has been earned.
Credit hours: 2, Contact: (2-0).

CHEM-111 SURVEY OF CHEMISTRY I
Pre-requisite(s): MATH-125, MATH-126 or MATH-117 or ACT math score of 23 or higher.
Covers aspects of general chemistry including atomic structure; radioactivity; mole concept; stoichiometry; chemical bonding; states of matter; solution concentrations; acids, bases, and buffers; kinetics; equilibrium; and oxidation. Educational oriented to needs of the health sciences. (Students may not receive credit for CHEM-113, 115, or 117 and for CHEM-111. CHEM-111 and 112 cannot be used as prerequisite courses for organic chemistry.)
Credit hours: 4, Contact: (3-3), offered fall and spring semesters.

CHEM-112 SURVEY OF CHEMISTRY II
Pre-requisite(s): CHEM 111
A Continuation of CHEM-111. Covers fundamentals of organic and biological chemistry including structures and functional groups of carbon compounds; carbohydrates; lipids; amino acids, peptides, and proteins; enzymes; nucleic acids; body fluids; energy and life. (Students may not receive credit for CHEM-113, 116, or 118 and for CHEM-112. CHEM-111 and 112 cannot be used as prerequisite courses for organic chemistry. Students anticipating the possibility or likelihood of taking organic chemistry must have credit for CHEM-116 or for CHEM-118.)
Credit hours: 4, Contact: (3-3), offered spring and summer semesters.

CHEM-113 FUNDAMENTALS OF CHEMISTRY I
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
Fundamentals of inorganic, organic, and biological chemistry. Oriented toward the needs of associate degree level, health profession programs.
Credit hours: 4, Contact: (3-3), offered fall and summer semesters.

CHEM-115 FUNDAMENTALS OF CHEMISTRY I
Co-requisite(s): MATH-126 or MATH-117 or ACT math score of 23 or higher. Satisfactory performance on departmental placement examination recommended.
For students who need at least one year of college chemistry and quantitative relationships. Atomic structure; radioactivity; mole concept; stoichiometry; properties of gases, liquids, and solids; chemical bonding; acids, bases, and salts; solutions. (Students may not receive credit for CHEM-117 and for CHEM-115.)
Credit hours: 4, Contact: (3-3), offered fall and spring semesters.

CHEM-116 FUNDAMENTALS OF CHEMISTRY II
Pre-requisite(s): CHEM-115
Thermochemistry; chemical kinetics, equilibria, phase equilibria, acid-base theories, oxidation-reduction, electrochemistry, descriptive chemistry of the elements. (Students may not receive credit for CHEM-118 and for CHEM-116)
Credit hours: 4, Contact: (3-3), offered fall, spring and summer.
Bridgemont CTC  
Course Descriptions

BCTC 2012–2013 Catalog  
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CIET  
Civil Engineering Technology
Professor: Waytowich (Chair); Associate Professors: Amos, Thompson and Wingfield

CIET-114  STATICS
Pre-requisite(s): MATH-113  
Co-requisite(s): MATH-114  
Study of the fundamental principles of mechanics of rigid bodies and the application of these principles to engineering problems.  
Credit hours: 3,  Contact: (3-0), offered fall and spring semesters.

CIET-115  STRENGTH OF MATERIALS
Pre-requisite(s): CIET-114  
This course includes fundamental stress and strain relationships, torsion, shear and bending moments, stress and deflections in beams and columns, and combined stresses. Laboratory experience relates classroom theory through experiments involving tension, compression, shear, impact, and fatigue on various materials.  
Credit hours: 3,  Contact: (Both 4), offered fall and spring.

CIET-131  CONSTRUCTION MATERIALS
A study of the properties of a wide range of construction materials including aggregates, concrete, bituminous materials, steel, nonferrous metals, wood and masonry. Simple material estimates are also included. Standard lab tests are conducted with an concentration on aggregates and concrete. The course is supplemented with field trips to batch plants, quarries and/or other relevant sites.  
Credit hours: 3,  Contact: (2-2), offered fall semesters.

CIET-132  HIGHWAY MATERIALS
A study of the properties of a wide range of materials used in highway construction and additional construction materials. Topics include aggregates, concreted bituminous materials, steel, nonferrous metals, wood and masonry. Simple material estimates are also included.  
Credit hours: 2,  Contact: (2-0), offered fall semesters.

CIET-141  SURVEYING I
Co-requisite(s): MATH-114, DRET-120 or instructor permission  
Fundamental concepts of surveying and the acquisition of the data necessary for civil engineering projects. Topics include note keeping, measurement of distances, angles, and elevations; azimuth and bearing calculations; field traversing and traverse calculations and methods of topographic mapping. Use of appropriate equipment is emphasized in field labs. Use of current computer software is employed where appropriate.  
Credit hours: 3,  Contact: (2-3), offered spring semesters.

CIET-144  SURVEYING II
Pre-requisite(s): CIET-114  
The application of surveying principles in the construction of engineering works. Topics include profiles and cross-sections; construction surveys and earthwork computations; calculations involving circular and parabolic curves; geodetic and state plane coordinates; total station surveys and introduction to GPS. In the field labs, appropriate equipment and techniques are employed in the performance of control and location surveys. This subject makes extensive use of current surveying computer packages and integration with other relevant software.  
Credit hours: 3,  Contact: (3-3), offered fall semesters.

CIET-215  STRUCTURAL STEEL DESIGN
Pre-requisite(s): CIET-114.  
Co-requisite(s): CIET-115  
A practical study of the analysis and design of steel structural members used in the construction of highways, buildings, and industrial facilities including simple beams, columns, and connections.  
Credit hours: 3,  Contact: (3-3), offered fall semesters.

CIET-216  STRUCTURAL CONCRETE DESIGN
Pre-requisite(s): CIET-115  
Practical study of the analysis and design of elementary reinforced concrete structural members, including beams, floor systems, columns, footings, and retaining walls.  
Credit hours: 3,  Contact: (3-3), offered spring semesters.
CIET-222  SOILS AND FOUNDATIONS  
Pre-requisite(s): CIET-114.
Co-requisite(s): CIET-115
Origin, composition, classification of soils; fundamental soil properties and stresses in soils. Subsurface exploration. Introduction to foundation design and construction of earth structures. Field and laboratory test.
Credit hours: 3, Contact: (2-3), offered spring semesters.

CIET-230  HYDRAULICS & DRAINAGE  
Pre-requisite(s): PHYS-102 or permission of instructor.
Principles of hydrostatics; fundamental concepts of fluid flow in pipes and open channels; methods of estimating storm water runoff; sizing of culverts, storm and sanitary sewers, and open channels. Laboratory experience relates classroom theory through experiments and/or hydraulic computer software.
Credit hours: 3, Contact: (Both 4), offered fall semesters.

CIET-245  HIGHWAYS  
Pre-requisite(s): CIET-131, CIET-144, Co-requisite(s): CIET-222, CIET-230 or permission of instructor.
The content has been modified to more properly reflect the role that the AS graduate plays in highway planning, design and construction. Further, as the capstone course it is an appropriate course for assessing oral and written presentation as required for ABET accreditation.
Credit hours: 3, Contact: (Both 4), offered spring semesters.

CIET-299  CIVIL ENGINEERING TECHNOLOGY PROJECTS  
Pre-requisite(s): Consent of the advisor.
To provide for supervised independent study or projects in Civil Engineering Technology.
Credit hours: 1-4, Contact: (Var), offered as needed.

COPT  Chemical Process Technology

COPT-101  INTRODUCTION TO PROCESS TECHNOLOGY  
Introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations; plant organizations; plant process and utility systems; and the physical and mental requirements of the process technician.
Credit hours: 3, Contact: (3-0), offered as needed.

COPT-102  SAFETY, HEALTH AND ENVIRONMENT  
Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Concentration on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues. OSHA 30 hour card will be awarded if attendance requirements are met by student.
Credit hours: 3, Contact: (3-0), offered as needed.

COPT-103  QUALITY  
Study of the background and application of quality concepts. Topics include team skills, quality tools, and economics and continuous improvement.
Credit hours: 3, Contact: (3-0), offered as needed.

COPT-104  PROCESS INSTRUMENTATION  
Study of the instruments and instrument systems used in the chemical processing industry including terminology, primary variables, symbology, control loops, and basic troubleshooting.
Credit hours: 3, Contact: (3-2), offered as needed.

COPT-105  PROCESS TECHNOLOGY I-EQUIPMENT  
Co-requisite(s): COPT-104
Instruction in the use of common process equipment. Laboratory exercises include the operation and maintenance of process equipment.
Credit hours: 4, Contact: (4-2), offered as needed.

COPT-106  PROCESS TECHNOLOGY II-SYSTEMS  
Pre-requisite(s): COPT-105 and CHEM
Study of the interrelation of process equipment and process systems including related scientific principles. Laboratory exercises include operating small plants representing the following unit operations: distillation, extraction, demineralization, reactors, and waste treatment.
Credit hours: 3, Contact: (4-4), offered as needed.
COPT-107 PROCESS TECHNOLOGY III-OPERATIONS
Pre-requisite(s): COPT-106
This course combines systems into operational processes with concentration on operations under various conditions. Topics include typical duties of an operator. Laboratory exercises include the operation of a life-sized distillation unit (Process Equipment Trainer) [Live Class only]
Credit hours: 4, Contact: (4-3), offered as needed.

COPT-109 EXTERNSHIP
Pre-requisite(s): COPT-107
Coordinated projects at local business or industry.
Credit hours: 6, Contact: (6-0), offered as needed.

COPT-280 CAPSTONE
Pre-requisite(s): COPT-107
This course introduces the concept of the distributive control system (DCS). The different parts of a DCS system and the role of the DCS in manufacturing are studied. The DCS brings instrumentation, quality, safety, equipment, systems, and operations together. Particular attention is paid to alarmism interlocks, trends, and tracking of operations. Use of a simulator is part of the course.
Credit hours: 3, Contact: (2-2), offered as needed.

DENT
Dental Hygiene
Professors: Klenk (Chair) and France; Associate Professor: Mallory, Instructors and Slicer

DENT-125 DENTAL EMBRYOLOGY, HISTOLOGY & ANATOMY
Co-requisite(s): DENT 132, 141, 152; BIOL 233; CHEM 113
Introduction to the clinical, developmental and microscopic structures of the face and oral cavity; detailed study of primary and permanent dentitions including crown and root morphology, numbering systems and eruption patterns.
Credit hours: 3, Contact: (3-0), offered fall semesters.

DENT-126 HEAD & NECK ANATOMY
Pre-requisite(s): DENT-125, 132, 141, 152; BIOL-233; CHEM 113
Co-requisite(s): DENT-134, 144, 151, 153, 156; BIOL 240
A detailed study of the intraoral and extraoral structures of the head and neck region. Systems include skeletal, muscular, cardiovascular, nervous, glandular, lymphatics and anatomy of local anesthesia.
Credit hours: 2, Contact: (2-0), offered spring semesters.

DENT-132 DENTAL HYGIENE I
Pre-requisite(s): DENT-125, 141, 152; BIOL-233; CHEM-113
Introduction to the role and responsibilities of the dental hygienist in preventive dentistry and clinical practice; didactic laboratory and clinical hours are devoted to development of basic skills of assessment, treatment and evaluation. Prevention of disease transmission and medical emergency prevention and management is included. Meets freshman seminar objectives.
Credit hours: 5, Contact: (3-6), offered fall semesters.

DENT-134 DENTAL HYGIENE CLINIC II
Pre-requisite(s): DENT-125, 132, 141, 152; BIOL 233; CHEM 113
Co-requisite(s): DENT-126, 144, 151, 153, 156; BIOL 240
Nine hours of clinical practice per week with concentration on developing basic patient treatment and assessment skills.
Credit hours: 3, Contact: (0-9), offered spring semesters.
DENT-141 RADIOLOGY
Co-requisite(s): DENT-125, 132, 152; BIOL-233; CHEM 113
A study of the history, basic principles, biological effects, landmarks and interpretation and the role of radiographs in dental hygiene and dental care. Laboratory component will include instruction on intraoral and extra oral projections using digital radiographic processes.
Credit hours: 2, Contact: (1-2), offered fall semesters.

DENT-144 PERIODONTICS I
Pre-requisite(s): DENT-125,132,141,152; BIOL-233; CHEM 113
Co-requisite(s): DENT-126, 134, 151, 153, 156, BIOL-240
A study of periodontal disease and associated anatomy, etiology, and treatment modalities. Dental hygiene care planning for the periodontal patient is included.
Credit hours: 1, Contact: (1-0), offered spring semesters.

DENT-146 DENTAL MATERIALS
Pre-requisite(s): DENT-126, 134, 144, 151, 153, 156; BIOL-240
Co-requisite(s): DENT-158, 225, 235, 237, 251, 260
A study of the general composition, properties and manipulation of dental materials as they apply to current dental and dental hygiene practice. Laboratory devoted to skill development in services delivered by dental hygienists.
Credit hours: 2, Contact: (1-2), offered fall semesters.

DENT-151 NUTRITION
Pre-requisite(s): DENT-125, 132, 141, 152; BIOL 233; CHEM 113
Co-requisite(s): DENT-126, 134, 144, 153, 156; BIOL-240
A detailed study of nutrition as applied to general and oral health. Nutritional counseling and dietary evaluation will be included.
Credit hours: 2, Contact: (2-0), offered in the spring.

DENT-152 PREVENTIVE CONCEPTS
Co-requisite(s): DENT-125, 132, 141; BIOL-233; CHEM 113
A study of the etiologic factors and role of preventive strategies in periodontal and dental diseases.
Credit hours: 1, Contact: (1-0), offered fall semesters.

DENT-153 ADVANCED DENTAL HYGIENE PROCEDURES
Pre-requisite(s): DENT-125,132,141,152; BIOL-233; CHEM 113
Co-requisite(s): DENT-126,134,144,151,156; BIOL-240
Continued study of dental hygiene clinical procedures utilized in the delivery of dental hygiene care. Topics include but are not limited to; air polishing, topical anesthesia/pain control. Ultrasonic scaling advanced instrumentation, appliance care, implant maintenance, instrument sharpening and dental photography.
Credit hours: 1, Contact: (1-0), offered spring semesters.

DENT-156 PHARMACOLOGY
Pre-requisite(s): DENT-125, 132, 141, 152; BIOL 233; CHEM-113
Co-requisite(s): DENT-126, 134, 146, 154, 158; BIOL-240
A study of the drugs used in and concerned with the practice of dentistry, their classification, usage, methods of administration, and toxicology.
Credit hours: 2, Contact: (2-0), offered spring semesters.

DENT-158 DENTAL HYGIENE CARE PLANNING
Pre-requisite(s): DENT-126, 134, 144, 151, 153, 156; BIOL-240; CHEM 113
Co-requisite(s): DENT-146, 225, 235, 237, 251, 260
A study of the dental hygiene process of care and care planning for the management of patients with special needs.
Credit hours: 2, Contact: (2-0), offered fall semesters.

DENT-225 PATHOLOGY
Pre-requisite(s): DENT-126, 134, 144, 151, 153, 156; BIOL-240
Co-requisite(s): DENT-146,225,235,237,251,260
A study of general and oral pathology as related to oral disease conditions and abnormalities of the head, neck and periodontium.
Credit hours: 2, Contact: (2-0), offered fall semesters.
DENT-235 PERIODONTICS II  
Pre-requisite(s): DENT-126, 134, 151, 153, 156; BIOL-240  
Co-requisite(s): DENT-146,158,225, 237, 251,260)  
An advanced study of periodontal disease etiology and pharmacological and surgical treatment modalities. The interaction of periodontal disease and systemic health will be emphasized.  
Credit hours: 1, Contact: (1-0), offered fall semesters.

DENT-237 DENTAL HYGIENE CLINIC III  
Pre-requisite(s): DENT-126, 134, 144, 151, 153, 156; BIOL-240  
Co-requisite(s): DENT-146,158,225,235,251,260  
Twelve hours of clinical practice per week with concentration on strengthening clinical skills, with particular concentration on treatment of patients demonstrating moderate to advanced periodontal disease. Extramural clinical rotations at various area clinics/health care facilities are included.  
Credit hours: 4, Contact: (0-12), offered fall semesters.

DENT-239 DENTAL HYGIENE CLINIC IV  
Pre-requisite(s): DENT-146,158,225,235,237,251  
Co-requisite(s): DENT-240,258,260  
Fifteen hours of clinical practice per week with concentration on refining clinical skills, with particular concentration on total patient care and treatment of patients demonstrating moderate to advanced periodontal disease. Extramural clinical rotations at various area clinics/health care facilities.  
Credit hours: 5, Contact: (0-15), offered spring semesters.

DENT-240 APPLIED CONCEPTS IN CLINICAL DENTAL HYGIENE  
Pre-requisite(s): DENT-146,158,225,235,237,251  
Co-requisite(s): DENT-237,239,258  
A study of the expanded duties and topics expected of dental hygienist in today’s dental practices.  
Credit hours: 1, Contact: (1-0), offered spring semesters.

DENT-251 ANESTHESIA/PAIN CONTROL  
Pre-requisite(s): DENT-126, 134, 144, 151,153,156; BIOL-240  
Co-requisite(s): DENT-146,158,225,235,237,260  
A study of local anesthesia administration for the dental hygienist. Includes neurophysiology, pharmacology, armamentarium, complications, legal considerations and techniques for delivery of local anesthesia.  
Credit hours: 2, Contact: (2-0), offered fall semesters.

DENT-258 ETHICS & PRACTICE MANAGEMENT  
Pre-requisite(s): DENT-146,158,225,235,237,251  
Co-requisite(s): DENT-237,239,240  
A study of the ethics and legal principles involved in dental hygiene practice and preparation for employment through resume’ writing and interviewing. The course also provides a review of the role of the dental hygienist in practice management.  
Credit hours: 2, Contact: (2-0), offered spring semesters.

DENT-260 DENTAL HEALTH EDUCATION  
Pre-requisite(s): DENT-126,134,144,151,153,156; BIOL-240  
Co-requisite(s): DENT-146,158,225,235,237,251  
A study of the planning and implementation of dental health education with concentration on educational principles, methodologies and programs for specific populations.  
Credit hours: 2, Contact: (2-0), offered fall semesters.

DENT-262 COMMUNITY HEALTH  
Pre-requisite(s): DENT-146,158,225,235,237,251  
Co-requisite(s): DENT-239,240,258  
A continuation of Dental Health Education emphasizing program planning, statistical analysis and application in community health settings. Programs are conducted in local schools and other area facilities.  
Credit hours: 3, Contact: (3-3), offered spring semesters.

DENT-299 SPECIAL TOPICS IN-DENTAL HYGIENE  
Independent study of topic(s) pertinent to the profession of dental hygiene or to dental hygiene practice.  
Credit hours: 1-4, Contact: (Var) offered spring semesters.
DESL Diesel Technology

Instructors: Anderson (Coordinator), Shields, Alley (Academic Lab Manager), James Hughey (Instructor)

DESL-102 BASIC WELDING
Safety and nomenclature of the welding process. Hands-on welding utilizing 6010 and 7018 electrodes on pad of beads, lap joints, tee joints, and butt joints in all positions.
Credit hours: 1, Contact: (1-1), offered fall semesters.

DESL-103 MOBILE AIR CONDITIONING SYSTEMS
Principles of air conditioning including purging, charging, leak and performance testing.
Credit hours: 1, Contact: (1-1), offered fall semesters.

DESL-112 THEORY AND OPERATION
Co-requisite(s): ENGL 095
Fundamentals of operation and construction of two and four stroke diesel engines. All the engine components and support systems will be included.
Credit hours: 2, Contact: (Both 4), offered fall semesters.

DESL-113 DISASSEMBLY, INSPECTION AND REASSEMBLY
Pre-requisite(s): DESL 112
Complete engine overhaul; lab work includes disassembly, cleaning, inspection, measuring and determining reusable parts. Use of OEM service procedures, specifications and torque values will be stressed.
Credit hours: 2, Contact: (Both 4), offered fall semesters.

DESL-114 VALVERTRAIN COMPONENTS AND OPERATION
Pre-requisite(s): DESL 113
Includes theory and operation of all valve train components and disassembly, inspection and reassembly of the cylinder head; lab includes operation of a valve grinding machine.
Credit hours: 2, Contact: (Both 4), offered fall semesters.

DESL-115 DIESEL ENGINE ACCESSORIES
Pre-requisite(s): DESL 114
Includes theory and operation of turbochargers, superchargers, hydro mechanical and electronic diesel fuel injection system operation plus troubleshooting, timing of injection pumps and tune-up procedures.
Credit hours: 2, Contact: (Both 4), offered spring semesters.

DESL-120 SUSPENSION & STEERING
The fundamentals of the chassis, including steering geometry, steering and suspension systems, geometric center-line alignment, thrust angle alignment and all wheel alignment provides the focus of this course. Lab work includes steering and suspension repair and all wheel alignment on computerized alignment equipment, utilizing training aids and live vehicles. Safety, care and use of hand tools and shop equipment and handling of hazardous materials are taught in this course.
Credit hours: 3, Contact: (Both 3).

DESL-121 FUNDAMENTALS OF ELECTRICITY
Focuses on basic electrical theory, including Ohm’s law, simple circuits, instrument reading, AC and DC current. There will be some basic math calculations.
Credit hours: 1, Contact: (Both 2), offered fall semesters.

DESL-122 ELECTRICAL PRODUCTION, STORAGE AND USAGE
Pre-requisite(s): DESL 121
Fundamentals of battery construction and usage; covers alternators, starters and capacitors.
Credit hours: 1, Contact: (Both 2), offered fall semesters.

DESL-123 CHASSIS ELECTRICAL SYSTEMS
Pre-requisite(s): DESL 122
Use of electrical diagnostic service tools, troubleshooting, testing and repairing of chassis electrical systems. Use of electrical tools; wiring techniques.
Credit hours: 1, Contact: (Both 2), offered fall semesters.
DESL 130 INTRODUCTION TO HYDRAULICS
Students will learn the fundamental hydraulic principles through lecture and lab experiences by applying the laws of hydraulics, calculating force, pressure, and area and describing the function of pumps, valves, actuators, and motors, hydraulic conductors, and couplers. In addition, students will learn the properties of hydraulic fluids, identity graphic symbols, and perform maintenance procedures on truck hydraulic systems.
Credit hours: 4  Contact: (Both 6) hours of lab/lecture.

DESL-213 INTERNSHIP
Pre-requisite(s): Permission of department chair
Special assignment in industry to correlate with the diesel technology program. Students must have a designated industrial supervisor and faculty coordinator. Final approval will be granted by the student’s department head.
Credit hours: 1-3, Contact: (Both 2)

DESL- 231 MANUAL TRANSMISSIONS
Basic operation of clutches; repair and maintenance of heavy duty manual transmissions.
Credit hours: 1, Contact: (Both 2), offered fall semesters.

DESL-232 AUTOMATIC TRANSMISSIONS
Operation of automatic transmissions, torque converters and transfer cases.
Credit hours: 1, Contact: (Both 2), offered fall semesters.

DESL-233 DIFFERENTIAL AND DRIVE AXLES
Drive line angles, students will disassemble measure and reassemble to factory specifications.
Credit hours: 1, Contact: (Both 2), offered fall semesters.

DESL-241 HYDRAULIC BRAKES
Operation and construction of medium duty truck hydraulic brake systems. Hydraulic brake components plus repair and maintenance procedures.
Credit hours: 2, Contact: (Both 4)

DESL-242 AIR BRAKES
Operation and construction of heavy duty truck air brake systems. Air brake components and repair plus maintenance procedures.

DESL-241 HYDRAULIC BRAKES
Operation and construction of medium duty truck hydraulic brake systems. Hydraulic brake components plus repair and maintenance procedures.
Credit hours: 2, Contact: (Both 4)

DESL-251 SYSTEM PREVENTATIVE MAINTENANCE I
The foundation of this course is preventive maintenance and inspection of trucks and heavy equipment. Students will study the service and preventive maintenance practices commonly found in the trucking industry as well as heavy equipment. Students will understand the benefits of a well-planned preventive maintenance program. Upon completion of this course students should be able to do a pre-trip inspection, describe the criteria for dead lining or out-of-service tagging a vehicle. Students will have a basic understanding of inspector qualifications and record keeping requirements. Students will select the correct lubricants and tools to service a vehicle or piece of equipment. Safety, care and use of hand and shop tools to perform preventive maintenance, as well handling hazardous materials will be taught in this and all courses. Detailed preventive maintenance of each system is covered in the individual courses of this program.
Credit hours: 1, Contact: (Both 2), offered spring semesters.

DESL-252 MOBILE AIR CONDITIONING SYSTEMS
Principles of air conditioning including purging, charging, leak testing and performance testing.
Credit hours: 1, Contact: (Both 2), offered spring semesters.

DESL-253 ADVANCED ELECTRONIC ENGINE CONTROLS (3-3 5 WEEK)
Pre-requisite(s): DESL 123
In this course students will learn about electronic sensors and engine control units. Student will also learn how to use a laptop and handheld scanner to troubleshoot and diagnose electronic engine controls using the manufacturer’s software.
Credit hours: 1, Contact: (Both 2), offered spring semesters.
DDPC

Digital Design and Print Communications

Professors: Nuckols (chair), Ditchen

DDPC-111 INTRODUCTION TO GRAPHIC COMMUNICATIONS

Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
The study of the history of printing, current aspects of the industry, and career opportunities. Comparison of lithographic, flexographic, gravure, screen printing, ink-jet, toner-based, on-demand printing, variable data printing, and electronic image reproduction processes. Lab projects and demonstrations including basic typography, layout and design, page makeup, image creation, plate making, printing and finishing operations, and image and document conversion for electronic media. Credit hours: 3, Contact: (3-2, offered fall semesters.

DDPC-112 PAPER AND INK
Investigating paper manufacturing, properties and terminology, as well as paper cutting practices, paper finishes and pricing; a study of ink manufacturing, components and characteristics; Lab devoted to testing methods for papers and inks. Credit hours: 3, Contact: (2-2), offered fall semesters.

DDPC-113 INTRO. TO GRAPHIC DESIGN
An introduction to graphic design principles and practices. Emphasizes design principles and the skills and techniques applied to page layout, computer graphics, and digital imaging, leading to careers in graphic design, advertising design, computer art, or web design. Credit hours: 1, Contact: (1-3), offered fall semesters.

DDPC-115 TEXT AND TYPE
A five week course on an introduction to typography, including classification and design of fonts, and type utilities used with personal computers. Techniques used in word processing and page layout applications. Text formatting including indents, tabs, and use of style menus, and basics of design with type. Credit hours: 1, Contact: (1-3), offered fall semesters.

DDPC-116 INDESIGN I
A five week course on the introduction to basic software used to create pages and publications for printing. Topics will include document creation, importing of text and graphics, basic introduction to graphic design, and output to PostScript language devices. Credit hours: 1, Contact: (1-3), offered fall semesters.

DDPC-125 DIGITAL PHOTOGRAPHY
The course introduces students to the basics of producing digital images through hands-on activities and experiences operating a digital camera and basic imaging software to improve photos. During the class the student will define and use digital imaging terminology including file formats, identify features of different types of digital cameras, manipulate and organize images transferred from digital cameras, transfer images to computer software, and produce a variety of different digital photographs such as landscapes, portraits, action shots and product pictures. Credit hours: 1, Contact: (1-3), offered fall semesters.

DDPC-126 ELECTRONIC IMAGE CAPTURE
A five-week course using flatbed scanners and digital camera to capture images. Converting color images into grayscale, simple tone manipulation involving setting highlight shadow and unsharp masking. An overview of file formats and image resolution appropriate for traditional and electronic image publication. Credit hours: 1, Contact: (1-3), offered fall semesters.

DDPC-128 ADOBE DREAMWEAVER
This course is an overview of website structure and publication. Course participants will learn the basic navigation and functionality of Adobe Dreamweaver and have an opportunity to produce beginner work for a portfolio. Topics include navigation, basic website design, file formats and saving, tools, linking elements on the page and website flow. Credit hours: 1, Contact: (1-3), offered fall semesters.

DDPC-130 SHEETFED PRESS
Study of various offset systems principles, and characteristics; operation of small and medium size sheet-fed offset presses with concentration on multi-color work. Safety, maintenance, and quality control. Credit hours: 3, Contact: (2-3), offered spring semesters.
DDPC-131 SHEETFED PRESS
(Note: This course is no longer offered as a 4-credit course, and has been replaced by DDPC 130)

DDPC-134 ADOBE ILLUSTRATOR
A five week course in the basics of bitmap and vector graphics applications used in the printing industry. File formats, image resolutions issues, and repurposing of images will be emphasized.
Credit hours: 1, Contact: (1-3), offered spring semesters.

DDPC-135 INDESIGN II
Pre-requisite(s): DDPC 116
A five week advanced course in the use of page layout software, preflighting of files for production, digital workflow, and PostScript output issues.
Credit hours: 1, Contact: (1-3), offered spring semesters.

DDPC-136 ACROBAT AND PDF BASICS
Pre-requisite(s): DDPC 116, 135
A five week course covering the creation of Portable Document Format files using Adobe Acrobat from PostScript language files, preparation of PDFs for print, on-line placement, and multimedia aspects.
Credit hours: 1, Contact: (1-3), offered spring semesters.

DDPC-141 COLOR MODELS AND USAGE
A five week course covering color model usage for image capture, image reproduction and will include RGB, CMYK, L*A*B*, Munsell and Pantone. Physiological factors related to how humans perceive color and theories related to the use of color.
Credit hours: 1, Contact: (1-3), offered spring semesters.

DDPC-142 INTRO. TO ADOBE PHOTOSHOP
A five week course covering the use of tools and pull down menus of Adobe Photoshop. Also, image re-sizing, tone manipulation, unsharp masking, use of layers and channels to optimize color images.
Credit hours: 1, Contact: (1-3), offered spring semesters.

DDPC-143 COLOR WORKFLOW MANAGEMENT
Pre-requisite(s): DDPC 141, 142
A five-week course using ICC color profiles to control color reproduction, compensation and modification of the originals for the printing process.
Credit hours: 1, Contact: (1-3), offered spring semesters.

DDPC-145 SAFETY AND ENVIRONMENTAL ISSUES
Examination of safety and environmental issues as they pertain to the commercial and newspaper industries. Specific concentration on OSHA and EPA regulation will be covered. A research topic with report/presentation will also be required.
Credit hours: 2, Contact: (2-0), offered spring semesters.

DDPC-215 WEBFED PRESS
Pre-requisite(s): DDPC 131 or consent of chair
Imposition, web press systems, (including infeed, tension, ink, dampening, paster, safety systems), and waste control relating to commercial and newspaper web presses. Safety, maintenance and quality control.
Credit hours: 3, Contact: (2-3), offered fall semesters.

DDPC-218 ADOBE CREATIVE SUITE PROJECTS
Pre-requisite(s): DDPC-113, 115, 116, 125, 134, 135, 136, 141, 142, 143
Integration of separate Adobe Creative Suite software applications from previous courses to create projects that may be published electronically such as on the internet, or printed on a traditional substrate such as paper or fabric.
Credit hours: 3, Contact: (3-3), offered fall semesters.

DDPC-231 FLEXOGRAPHY
Pre-requisite(s): DDPC 131 or consent of chair
An introduction to all aspects of Flexographic printing that will include design, film prep, plate making, presswork and finishing.
Credit hours: 3, Contact: (2-3), offered spring semesters.

DDPC-232 PACKAGING DESIGN
Pre-requisite(s): DDPC-113, 115, 116, 134, 135, 142
Packaging is the fastest growing segment of the print communications industry. This course examines the different types of packaging such as paper and board, flexible and rigid plastics, bio-based materials, metal, and glass used for food, drugs, other consumer goods, and industrial products. Other topics include the psychology and design of packaging, corporate identity and branding issues, legal requirements,
sustainable materials, and printing and production processes.  
**Credit hours:** 3, **Contact:** (2-3), offered spring semesters.

**DDPC-242 BASICS OF PRINTING MANAGEMENT**  
**Pre-requisite(s):** 4th semester majors or approval from faculty or chair  
This course will help prepare students for employment in supervisory or management positions in the print communications industry. It covers organizational theory and practice, plant layouts and workflow, management information systems, cost centers and cost estimating, personnel management, labor relations, production control, inventory control, financial issues and budgeting, equipment purchasing, and financial assessment.  
**Credit hours:** 2, **Contact:** (2-0), offered spring semesters.

**DDPC-245 SCREEN PRINTING**  
**Pre-requisite(s):** DDPC 116 and 134 or permission of chair, 3rd Semester majors  
Concentrated use of the equipment in the area of screen reproduction; special projects and lab work to obtain higher degree of proficiency in screen printing. Two formal labs and one lecture.  
**Credit hours:** 3, **Contact:** (2-4), offered fall semesters.

**DDPC-251 PRINTING SPECIALIZATION–COLOR**  
**Pre-requisite(s):** 4th semester majors; C or higher in DDPC 217 or 218  
Advanced concepts, principles and skills of electronic color separation and related technology. Two lectures, one lab working on desktop systems.  
**Credit hours:** 3, **Contact:** (2-3), offered spring semesters.

**DDPC-255 PRINTING SPECIALIZATION–WEBFed PRESS**  
**Pre-requisite(s):** Fourth semester majors; C or higher in DDPC 216  
Concentrated use of offset web fed press equipment. Special projects will relate to both newspaper and commercial work.  
**Credit hours:** 3, **Contact:** (2-3), offered spring semesters.

**DDPC-299 SPECIAL TOPICS (1, 2, OR 3)**  
**Pre-requisite(s):** Consent of faculty and chair  
Selected studies in Digital Design & Print Communications.
DRET-202 ARCHITECTURAL DRAFTING
Pre-requisite(s): DRET-121 or permission of instructor
Functional planning and design of residences and allied structures; experiences in designing, drawing, calculation costs, and preparing specifications and presentation drawings. Concentration on construction drawings and details using current methods and software.
Credit hours: 3, Contact: (Both 5), offered fall semesters.

DRET-204 STRUCTURAL DRAFTING
Pre-requisite(s): DRET-121
Co-requisite(s): CIET 115
Techniques in preparing design and working drawings for various structures in wood, concrete, and steel. Drawings will be produced using AutoCAD. Neatness and ability to make systematic computations emphasized. Interaction and coordination of projects with CIET courses is encouraged with permission of instructor.
Credit hours: 3, Contact: (Both 5), offered spring semesters.

DRET-212 PIPING AND SHEET METAL DRAFTING
Pre-requisite(s): DRET-121
Credit hours: 3, Contact: (Both 5), offered as needed.

DRET-214 COMPUTER GRAPHICS
Pre-requisite(s): DRET-120, sDRET-121 or permission of instructor
Teaches use of the two and three dimensional graphics capability of capability of the microcomputer, using industrial CAD software.
Credit hours: 3, Contact: (2-2), offered spring semesters.

DRET-215 ADVANCED COMPUTER-AIDED DRAFTING
Pre-requisite(s): DRET-214
Course continues the development of skills in the use of computer graphics. It utilizes all skills learned in DRET-214 and further develops them by exposing students to more powerful software and equipment. Concentrates on AutoCAD’s 3D and solid modeling applications to include wire frame modeling, surface modeling, region modeling, primitives and Boolean operations.
Credit hours: 3, Contact: (2-2), offered spring semesters.

DRET-216 ENGINEERING DESIGN GRAPHICS
Pre-requisite(s): DRET-121, MEET-121, MATH-113, DRET-202, PHYS 101, PHYS 102 or consent of department head
A multi-stage design process is used to find graphic solutions to various technical problems. Topics include standard drafting practice as it relates to: sections, dimensioning, tolerancing, screw nomenclature, gears, cams and skills leading to the implementation of functional design solutions. This capstone course includes activities involving communications skills, preparing for the job market, and assessment of program outcome attainment.
Credit hours: 3, Contact: (Both 5), offered spring semesters.

DRET-284 MICROSTATION
Pre-requisite(s): DRET-214 or permission of instructor
This course will introduce the student to the basic operation of Micro Station CAD software. Some comparisons to AutoCAD will be made. Included in this course are loading existing design files; new design file creation and setup; construction and modification within design files; cell library concepts; dimensioning; and plotting.
Credit hours: 3, Contact: (2-3), offered spring semesters.

DRET-285 LAND & TOPOGRAPHIC DESIGN
Pre-requisite(s): DRET-214
Students are introduced to various topographic-related drawings and design principles utilizing specialized design software intended for this purpose. Concentration is placed on conventions and practices that are used by CAD professionals working in the civil, surveying, and mapping fields.
Credit hours: 3, Contact: (2-3).
DRET-286 PARAMETRIC MODELING  
*Pre-requisite(s): DRET-214*  
The creation of three-dimensional parametric models is used in the design process to develop solutions to design problems. Specialized design software is used to create designs and perform various analytical functions on them. Creation of engineering drawings from parametric models; assembly of components to make adaptive assemblies; and generation of presentation files for technical illustrations are studied.  
**Credit hours: 3, Contact: (2-3), offered in the fall.**

DRET-287 ILLUSTRATIONS FOR PRESENTATIONS  
*Pre-requisite(s): DRET-214*  
Concentration is placed on the creation of drawings and design solutions to be used on a presentation level. Design software is used to not only create camera-ready presentation drawings, but also explore the use of animation technology to better present design solutions.  
**Credit hours: 3, Contact: (2-3).**

DRET-288 SURVCAD  
*Pre-requisite(s): DRET-214 or permission of instructor*  
This course will introduce the student to the operation of Carlson’s SurvCAD software. Included in this course are drawing problems related to topographic, civil and mining applications. Fundamental of operating a CAD system are needed prior to taking this course.  
**Credit hours: 3, Contact: (2-3).**

DRET-289 GPS/GIS SYSTEMS  
*Pre-requisite(s): DRET 214 or permission of instructor*  
This course will cover the basics of GPS types and uses, and the basics of a GIS system. The student will learn to differentiate the differences and benefits of each of the systems and how to merge their use into a more powerful and modern-day tool for information tracking and analysis. A project will be done in a group setting to utilize the introductory topics covered for hands-on relation to their surroundings.  
**Credit hours: 3, Contact: (2-3).**

DRET-290 INTERNSHIP IN CAD  
*Pre-requisite(s): DRET 214 and permission of department Chair*  
Industry CAD work supervised by an industry representative. Work must be closely monitored by a department faculty and of a relevant nature to reflect the kind of work an entry level CAD operation would experience. Toward the end of the internship, the work will be evaluated by multiple tools, including a report completed by the student and another by the industry representative.  
**Credit hours: 1-3 hours depending on hours worked.**

DRET-299 DRAFTING AND DESIGN PROJECTS  
*Pre-requisite(s): Consent of the department head*  
Select studies in Computerized Drafting and Design Engineering Technology.  
**Credit hours: 1-3.**

**ECON**

**Economics**

*Associate Professors: Deering, Grose (Chair); Instructor: Bird*

ECON-201 PRINCIPLES OF MICROECONOMICS  
*Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better*  
*Co-requisite(s): ENGL 101*  
Introductory microeconomics analysis. Competitive behavior of firms, price determination, efficiency in production and equity in distribution.  
**Credit hours: 3, Contact: (3), offered fall semesters.**

ECON-202 PRINCIPLES OF MACROECONOMICS  
*Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better*  
*Co-requisite(s): ENGL 101*  
Introductory macroeconomic analysis; aggregate demand and supply; saving; investment; the level of employment and national income determination; monetary and fiscal policy and problems including national income accounting; business cycles; international economics including trade, comparative advantage theory, balance of payments, exchange rates.  
**Contact: (3), offered spring semesters.**
ELET  Electrical Engineering Technology  
Associate Professors: Hall (Chair), Mortensen;  
Assistant Professors: Hayton, Baltaci, Falsafi,  
and Gandee

ELET-1110  CIRCUIT ANALYSIS  
Pre-requisite(s): Instructor permission
An introduction to DC and AC circuit analysis for  
non-majors. Topics include: electrical  
fundamentals; resistors; capacitors; inductors,  
Ohm’s law Kirchhoff’s laws; sinusoidal  
waveforms; RMS and average values; phasor  
analysis; equivalent circuit analysis techniques  
for both DC and AC circuits; computer  
simulation, electronic test equipment and  
measurement techniques.  
Credit hours: 4, Contact: (3-3), Offered as needed.

ELET-1120  DC CIRCUIT ANALYSIS  
Co-requisite(s): MATH-113
An introductory course in steady-state dc circuit  
analysis. Topics include: electrical fundamentals;  
resistors; capacitors; inductors, Ohm’s Law,  
Kirchhoff’s laws; equivalent circuit analysis  
techniques; node voltage and mesh current  
analysis; source transformations; Thevenin’s and  
Norton’s theorems; maximum power transfer;  
test equipment; and measurement techniques.  
Credit hours: 4, Contact: (3-3), offered fall and spring  
semesters.

ELET-1131  DC CIRCUITS: INTRODUCTION TO  
ELECTRICITY  
Co-requisite(s): MATH 110 or MATH 113
An introduction to electrical quantities and  
components. Topics include: current; voltage;  
RMS and average values; resistance;  
conductance; Ohm’s Law; power; energy; ideal  
sources; resistors and their application to  
electrical systems.  
Credit hours: 1, Contact: (Both 1.33), offered fall  
semesters.

ELET-1132  DC CIRCUITS: BASIC DC  
Pre-requisite(s): ELET 1131
An introduction to basic circuit analysis. Topics  
include: KVL; KCL; voltage division; current  
division; and the analysis of series circuits,  
parallel circuits and series-parallel circuits using  
equivalent circuit techniques.  
Credit hours: 1, Contact: (Both 1.33), offered fall  
semesters.

ELET-1133  DC CIRCUITS: INDUCTORS AND  
CAPACITORS (2-2 5 WEEKS)  
Pre-requisite(s): ELET 1132
An introduction to capacitors, inductors and the  
transient response of RL and RC circuits. Topics  
include capacitors, inductors, behavioral  
equations; equivalent circuits; time constants,  
and the transient response of RC and RL circuits.  
Credit hours: 1, Contact: (Both 1.33), offered fall  
semesters.

ELET-1134  DC CIRCUITS: METHODS OF CIRCUIT  
ANALYSIS  
Pre-requisite(s): ELET 1132
An introduction to fundamental circuit  
theorems and network analysis techniques.  
Topics include: source transformations;  
Thevenin and Norton equivalent circuits;  
maximum power transfer; node voltage  
method; mesh current method; and  
superposition.  
Credit hours: 1, Contact: (Both 1.33), offered fall  
semesters.

ELET-1140  AC CIRCUIT ANALYSIS  
Pre-requisite(s): ELET-1120, MATH 113, MATH-114
An introduction to the sinusoidal steady-state  
analysis of electrical circuits. Topics includes:  
sinusoidal waveforms; RMS and average values;  
complex arithmetic; phasors; impedance;  
equivalent circuit analysis techniques; AC circuit  
theorems; network analysis; AC power;  
frequency response; resonance; circuit  
simulation; AC test equipment; and AC  
measurement techniques.  
Credit hours: 4, Contact: (3-3), offered fall and spring  
semesters.

ELET-1151  AC CIRCUITS: SINUSOIDS AND  
PHASORS  
Pre-requisite(s): ELET 1120 or ELET 1133
An introduction to sinusoidal steady state circuit  
analysis. Topics include: sinusoidal waveforms;  
RMS and average values; complex arithmetic;  
phasors; impedance; Ohm’s Law in sinusoidally  
excited circuits; KVL; KCL; simple series circuit  
analysis; AC test equipment; and AC  
measurement techniques.  
Credit hours: 1, Contact: (Both 1.33), offered spring  
semesters.
ELET-1152 AC CIRCUITS: BASIC AC CIRCUITS  
Pre-requisite(s): ELET 1151  
An introduction to sinusoidal steady state circuit analysis. Topics include: voltage division; current division; equivalent circuit analysis techniques; AC test equipment; and AC measurement techniques.  
Credit hours: 1, Contact: (Both 1.33), offered spring semesters.

ELET-1153 AC CIRCUITS: AC POWER AND THREE PHASE SYSTEMS  
Pre-requisite(s): ELET 1152  
An introduction to complex power and three-phase systems. Topics include complex power; apparent power; real power; reactive power; an introduction to three phase systems; three-phase analysis techniques; power in three phase systems; power factor and power factor correction.  
Credit hours: 1, Contact: (Both 1.33), offered spring semesters.

ELET-1154 AC CIRCUITS: RC, RL AND RLC CIRCUITS  
Pre-requisite(s): ELET 1152  
An introduction to the response of sinusoidally excited RC, RL and RLC circuits. Topics include: frequency response; bandwidth; Bode plots; parallel and series resonance; and computer applications.  
Credit hours: 1, Contact: (Both 1.33), offered spring semesters.

ELET-1155 AC CIRCUITS: METHODS OF CIRCUIT ANALYSIS  
Pre-requisite(s): ELET-1152, MATH 113, MATH-114  
An introduction to fundamental theorems and network analysis techniques in the phasor domain. Topics include: source transformations; Thevenin and Norton equivalent circuits; maximum power transfer; the node voltage technique; the mesh current technique and computer applications.  
Credit hours: 1, Contact: (Both 1.33), offered spring semesters.

ELET-1200 ANALOG CIRCUITS  
Pre-requisite(s): ELET 1110 or ELET 1120  
An introduction to basic electronic device theory for non-majors. Topics include: basic semiconductor theory; system response; diodes; bipolar junction transistors; field effect transistors; biasing; small signal response; amplifiers; transistor switches; and operational amplifiers.  
Credit hours: 4, Contact: (3-3), offered fall and spring semesters.

ELET-1210 ANALOG DEVICES  
Pre-requisite(s): ELET 1120, MATH 113, MATH 114  
An introduction to basic electronic device theory. Topics include: basic semiconductor theory; diodes; bipolar junction transistors, DC biasing, AC response; device modeling; circuit applications; and computer simulations.  
Credit hours: 4, Contact: (3-3), offered fall and spring semesters.

ELET-1500 FUNDAMENTALS OF RADIO COMMUNICATIONS  
Co-requisite(s): MATH 040 or ACT Math Score > 17.  
An introductory course in radio communications. Topics include basic electrical principles, radio wave fundamentals, FCC regulations and electrical safety. Upon completion, the student will be prepared to take the FCC amateur radio licensing exam.  
Credit hours: 3, Contact: (3-0), offered as needed.

ELET-1720 ALTERNATE ENERGY SYSTEMS  
Pre-requisite(s): ELET 1110, ELET 1140 or ELET 1153  
An introduction to alternative energy systems. Topics include: principles and operation of photovoltaic systems, hydroelectric systems and wind energy systems; installation; troubleshooting; costing; and cogeneration.  
Credit hours: 3, Contact: (2-3), offered as needed.

ELET-2190 ELECTRICAL CIRCUITS AND CONTROLS  
Pre-requisite(s): ELET 1110 or ELET 1120  
A survey course in electrical devices and systems for non-majors. Topics include: phases; impedances junction transistors; field effect transistors; SCRs; TRIACs; operational amplifiers; AC power; three-phase power; ac and dc motors; generators; transformers; National Electric Code; circuit fusing; conductor sizing; motor control logic; and an introduction to digital logic.  
Credit hours: 3, Contact: (2-3), offered as needed.
ELET-2220 ANALOG DEVICES II
Pre-requisite(s): ELET 1140 or ELET 1210
A continuation of ELET-1210. Topics include: multistage amplifiers; operational amplifier applications; active filters; comparators; application specific analog integrated circuits such as timers and regulators; analog/digital conversion; BJF and MOSFET switching applications; and an introduction to SCR and TRIAC devices and applications.
Credit hours: 4, Contact: (3-3), offered fall semesters.

ELET-2300 DIGITAL DEVICES
Study of basic logic elements including gates, flip-flops, counters, and registers. Topics include: Boolean algebra; logic reduction methods; and digital logic applications; state machines; computer simulation and PLD implementation of logic circuits.
Credit hours: 4, Contact: (3-3), offered fall semesters.

ELET-2400 MICROPROCESSORS
Pre-requisite(s): ELET 2300
Introduction to microprocessor architecture, programming, and interfacing. Topics include: microprocessor architectures; assembly language programming; memory interfacing; I/O interfacing; and system development tools.
Credit hours: 4, Contact: (3-3), offered as needed.

ELET-2520 RF AND ANTENNA FUNDAMENTALS
Pre-requisite(s): ELET 1140 and ELET 1210
An introduction to RF communication. Topics include: modulation; receiver and transmitter architectures; filters; system loss and gain; frequency allocation; antenna operation; polarization; propagation and RF measurement equipment.
Credit hours: 4, Contact: (3-3), offered as needed.

ELET-2610 TELECOMMUNICATIONS
Pre-requisite(s): Instructor permission
An introduction to data communications and modern telecommunication systems. Topics include: modulation; multiplexing; analog and digital transmission; data encoding; data link control; fiber optic systems; and the modern telephone system. Concentration on special service circuits and local loop design.
Credit hours: 4, Contact: (3-3), offered fall semesters.

ELET-2620 ADVANCED TELECOMMUNICATIONS
Pre-requisite(s): ELET 2610
A continuation of ELET-2610. Topics include: DS3 and optical circuits; switching concepts; FTTH; Ethernet; and cellular circuits.
Credit hours: 4, Contact: (3-3), offered as needed.

ELET-2650 FIBER OPTICS
A study of fiber optic (FO) technology. Topics include: FO theory; fiber specifications; FO components; standards; and installation considerations. Laboratory activities cover basic cable handling; terminations; splicing; test equipment; and testing methodologies.
Credit hours: 3, Contact: (Both 5), offered as needed.

ELET-2700 POWER SYSTEMS AND INDUSTRIAL DEVICES
Pre-requisite(s): ELET 1140
A study of electrical machinery and power distribution systems for commercial and industrial applications. Topics include: AC power; 3-phase fundamentals; 3-phase analysis techniques; 3-phase power; transformers; transformer testing; motors; motor control circuits; generators; fundamentals of fault analysis; over current protection devices; selective coordination; NEC, NEMA, IEC and related standards; component sizing; industrial control panels; short circuit current rating, and documentation standards.
Credit hours: 4, Contact: (3-3), offered spring semesters.

ELET-2750 SUBSTATION MAINTENANCE I
Pre-requisite(s): ELET 1140, ELET 1153 or instructor permission
A course in substation configuration, equipment, testing and maintenance procedures. Topics include: substation types and configurations; substation maintenance and safety procedures in accordance with nationally recognized standards and manufacturer’s recommendations; medium-voltage circuit breaker fundamentals; insulation resistance, contact resistance, over potential, vacuum and vacuum medium-voltage circuit breakers; medium voltage circuit breaker maintenance; switchgear arrangement, torque requirements, insulation systems; switchgear inspection and maintenance; battery types, applications, testing and maintenance; and basic over current and voltage protective relay fundamentals, testing and maintenance methods.
Credit hours: 3, Contact: (Both 5), offered as needed.
ELET-2760 SUBSTATION MAINTENANCE II
Pre-requisite(s): ELET 1140 and ELET 1153 or instructor permission
A course in substation configuration, equipment, testing and maintenance procedures. Topics include air and disconnect switch fundamentals, maintenance and testing methods; grounding fundamentals, ground resistance testing and maintenance; transformer fundamentals; transformer insulation resistance, transformer turns ratio (TTR), power/ dissipation factor, core excitation, winding resistance and insulating liquid tests; and the interpretation of test results.
Credit hours: 3, Contact: (Both 5), offered as needed.

ELET-2770 ELECTRICAL SAFETY
Pre-requisite(s): ELET 2700 or ELET 2750 or ELET 2760 or instructor permission.
A course in electrical safety hazards and procedures focusing on electrical power distribution and industrial environments. Topics include: electrical hazards and safety procedures for working on or around transmission, generation and distribution facility power systems, metal-clad switchgear, substations, motor control centers and facility electrical systems; personal protective equipment (PPE) types and maintenance; energized and de-energized work procedures such as minimum approach distances and lockout-tag out procedures; temporary and permanent grounding systems; specific equipment hazards and electrical safe work program elements.
Credit hours: 3, Contact: (Both 5), offered as needed.

ELET-2801 INDUSTRIAL ELECTRONICS: TRANSFORMERS
Pre-requisite(s): ELET 1152
A course covering the use of transformers in electrical systems with a focus on industrial power distribution. Topics include: ideal transformers; non-ideal transformers; transformer testing; transformer types and ratings; and three-phase transformers.
Credit hours: 1, Contact: (Both 1.33), offered fall semesters.

ELET-2802 INDUSTRIAL ELECTRONICS: MOTORS AND MOTOR CONTROL
Pre-requisite(s): ELET 2801
An introduction to electric motors and the design, development and trouble shooting of motor control circuits. Topics include DC motors, single and 3 phase induction motors, motor circuit protection and control components, VFDs, and motor control circuits.
Credit hours: 1, Contact: (Both 1.33), offered fall semesters.

ELET-2803 INDUSTRIAL ELECTRONICS: NATIONAL ELECTRIC CODE
Pre-requisite(s): ELET 2802
An introduction to the National Electric Code with a focus on industrial applications. Topics include: terms; wiring; branch and feeder circuits; over current protection; grounding; industrial control panels; motors; motor control circuits; transformers; component sizing; conductor sizing; and conduit sizing.
Credit hours: 1, Contact: (Both 1.33), offered fall semesters.

ELET-2811 CONTROL SYSTEMS TECHNOLOGY: SENSORS & ACTUATORS
Pre-requisite(s): ELET 2852
An introduction to the standard sensors and actuators used in industrial automation systems. Topics include: limit switches; photo-eyes; inductive and capacitive proximity sensors; encoders; RTDs; thermistors; thermocouples; process sensors; load cells; pressure sensors; solenoids; pneumatics; current loop devices; and interfacing.
Credit hours: 1, Contact: (Both 1.33) offered spring semesters.

ELET-2812 CONTROL SYSTEMS TECHNOLOGY: PROCESS CONTROL
Pre-requisite(s): ELET 2811
An introduction to industrial control systems with a focus on process dynamics and PID controllers. Topics include: obtaining and analyzing system response; the PID control algorithm; loop tuning; and applications.
Credit hours: 1, Contact: (Both 1.33), offered spring semesters.

ELET-2813 CONTROL SYSTEMS TECHNOLOGY: APPLICATIONS
Pre-requisite(s): ELET 2812
A course in the design, implementation and trouble shooting of industrial control systems. Concentration on project.
Credit hours: 1, Contact: (Both 1.33), offered spring semesters.
**ELET-2850 PROGRAMMABLE LOGIC CONTROLLERS**
An introduction to the programmable logic controller (PLC) and its industrial applications. Topics include: relay logic; PLC architectures; addressing; data types; ladder logic programming; standard programming structures; and human-machine interfaces (HMI’s). Concentration on industrial applications and standard programming practices.
**Credit hours:** 3, **Contact:** (Both 5), offered spring semesters.

**ELET-2851 PLC FUNDAMENTALS**
*Pre-requisite(s):* ELET 1120 or ELET 1132
An introduction to the fundamentals of PLC hardware and software. Topics include: relay logic; PLC architectures; addressing; data types; ladder logic programming; seals; latches; counters; and timers. Concentration on industrial applications and standard programming practices.
**Credit hours:** 1, **Contact:** (Both 1.33), offered fall semesters.

**ELET-2852 PLC INTERFACING AND HMI’S**
*Pre-requisite(s):* ELET 2851
An introduction to hardware interfacing, HMI design and HMI programming. Topics include: digital I/O; analog I/O; PLC system design and documentation; HMI design practices; HMI programming fundamentals; and fault reporting.
**Credit hours:** 1, **Contact:** (Both 1.33), offered fall semesters.

**ELET-2853 PLC APPLICATIONS**
*Pre-requisite(s):* ELET 2852
Advanced topics in industrial automation. Topics include: state machine design, implementation, and troubleshooting; distributed I/O systems; and automation system design and troubleshooting.
**Credit hours:** 1, **Contact:** (Both 1.33), offered fall semesters.

**ELET-2880 INDUSTRIAL ROBOTICS**
An introduction to the fundamental concepts of industrial robotics. Topics include: robot safety; coordinate systems; robot geometry and configuration; manipulator control; sensor systems; path control; multi-axis dynamics; program development and debugging; an introduction to industrial automation systems; and robotic work cell design and implementation.
**Credit hours:** 3, **Contact:** (Both 5), offered as needed.

**ELET-2900 BIOMEDICAL EQUIPMENT TECHNOLOGY**
*Pre-requisite(s):* ELET 1210
An introduction to the use, maintenance, and repair of biomedical equipment. Topics include: electrical safety; theory of operation and maintenance for standard biomedical equipment; imaging equipment; radiology; and nuclear medicine.
**Credit hours:** 4, **Contact:** (3-3), offered as needed.

**ELET-2950 SEMINAR**
Seminar course for graduating students. Topics include review for assessments, exit assessments and career preparation.
**Credit hours:** 1, **Contact:** (1-0), offered spring semesters.

**ELET-2980 EET PRACTICUM**
Special assignment in the electrical engineering technology field. Students must make a final presentation and submit a reflective writing assignment based on the field experience. A designated field supervisor and a faculty coordinator will oversee the field experience.
**Credit hours:** 1-3, **Contact:** Variable, offered as needed.

**ELET-2990 SPECIAL TOPICS IN ELECTRICAL ENGINEERING TECHNOLOGY**
Selected studies in Electrical Engineering Technology.
**Credit hours:** 1-3, **Contact:** Variable, offered as needed.

**ENGL**
**English**
*Associate Professor: Heather Riser*

*Placement in entry-level freshman writing courses is determined primarily by ACT or SAT scores (see below) and verified by a writing sample which will be administered during the first week of the semester.*

*Placement in entry-level freshman writing courses is determined primarily by ACT or SAT scores (see below) and verified by a writing sample which will be administered during the first week of the semester.*
ENGL-091 READING
This course is designed to improve the individual student's reading ability and to assure successful completion of their college education. This objective will be achieved through mastery of basic reading, language, and study skills.
Credit hours: 3, Contact: (3-0), offered fall semesters.

ENGL-095 BASIC COMPOSITION AND READING
Pre-requisite(s): ACT English scores of 17 or below or SAT scores of 449 or below in English. Credit not applicable to degree requirements.
Cover Standard American English grammatical and mechanical rules; emphasize writing as a process; understand and illustrate sentence structure; compose three- and five paragraph expository essays; make use of expository reading as models for understanding types of expository writing. Students must earn a C or better to advance to ENGL-101.
Credit hours: 3, Contact: (3-0), offered fall and spring semesters.

ENGL-096 WRITING LAB
Co-requisite(s): Students must have English ACT score 16/17 or Accuplacer Sentence Skills score of 82-87 to be enrolled in English 101 and English 096.
This course is designed to provide supplemental instruction for students who test into English 095 with scores at the upper level of the cut-off range, allowing them to enroll instead for English 101 (with mandatory writing lab).
Credit hours: 1.

ENGL-101 ENGLISH COMPOSITION I
Pre-requisite(s): ACT English score ≥ 18, SAT Verbal score ≥ 449, or ENGL 095 with a grade of C or better, ACT Reading score ≥ 17.
Basic expository composition and reading; the use of the dictionary and handbook; training in proofreading and editing; reading for comprehension and appreciation.
Credit hours: 3, Contact: (3-0), offered fall and spring semesters. Web availability.

ENGL-102 ENGLISH COMPOSITION II
Pre-requisite(s): ENGL 101 with a grade of C or better. Students with an ACT English score ≥ 25 or an SAT Verbal score ≥ 492 with departmental approval may opt for a freshman English sequence of ENGL-102 and any 100 + literature level course.
Concentration on the rhetorical modes; writing longer compositions; advanced reading; editing and proof-reading; the methods of the research paper; individual writing projects. A student must have satisfactorily completed the English sequence (through ENGL-102) by the end of three semesters; any student who has not passed ENGL-102 must take the proper English sequence consecutively and cannot withdraw from the course.
Credit hours: 3, Contact: (3-0), offered fall and spring semesters. Web availability.

ENGL-104 INTRO TO JOURNALISTIC WRITING
Pre-requisite(s): ENGL 101
For students interested in writing for campus publications. An introduction to the writing of human-interest stories, character sketches, profiles, news releases, and related writing.
Credit hours: 3, Contact: (2-2), offered as needed.

ENGL-202 BUSINESS AND PROFESSIONAL WRITING
Pre-requisite(s): ENGL 101 with a grade of C or better.
Principles and practices in preparation of business and technical communications, including oral and written communication. Written assignments include memos and technical reports appropriate to the student’s major. Oral communication includes evaluated presentations and principles of group communications.
Credit hours: 3, Contact: (3-0), offered fall and spring semesters. Web availability.

ENGL-231 SHORT STORY
Co-requisite(s): ENGL 101
This course is an introduction to literature through short stories (American fiction 1900-present). This course focuses on careful reading and interpretation of the short story as a distinct genre. It examines formal as well as thematic elements of the short story. The course is designed to address a wide range styles, themes, and contexts. There will be a heavy concentration on developing critical reading, word processing, and computer and writing skills.
Credit hours: 3, Contact: (3-0), offered spring semesters. Web.
ENGL- 245 MULTI CULTURAL AMERICAN LITERATURE
Pre-requisite(s): ENGL 101
This course includes a survey of American authors and poets of various ethnic backgrounds. Topics include biography, essays, poetry, and short fiction by African Americans, Asian Americans, Hispanic Americans, and Native Americans.

ENGL-293 GOVERNOR’S PORTFOLIO
Required course for students in the Board of Governors’ program who seek to petition credits based on training, and/or work experiences. Students will learn the basics of writing and assembling a portfolio.
Credit hours: 3.

ENTR Entrepreneurship
Associate Professors: Dearing, Grose (Chair); Instructor: Bird.

ENTR-101 INTRODUCTION TO ENTREPRENEURSHIP
Overview of what is involved in developing a business venture opportunity into a viable business. Includes how to organize, manage, market, and finance, plus the importance of planning.
Credit hours: 3, Contact: (3), offered fall semesters.

ENTR-110 FUNDING YOUR VENTURE
Methods of funding small business including loans, grants, angel and venture capital. Topics include loan packaging; grants: fact or fiction; Small Business Administration guaranteed loans, traditional bank loans, and micro-lending; credit, capital and collateral; and the advantages and disadvantages of each.
Credit hours: 1, Contact: (1), offered spring semesters.

ENTR-115 PRESENTING YOUR VENTURE
Techniques and methods for presenting a business venture to a lender, partners, potential funders, and customers. Marketing ideas to all possible resource partners including branding your business image.
Credit hours: 2, Contact: (2), offered spring semesters.

ENTR-120 BUSINESS PLAN DEVELOPMENT
Pre-requisite(s): ENTR 101
Importance of planning in the development and expansion of a small business. Development of a business plan as a blueprint for business development and growth.
Credit hours: 3, Contact: (3), offered spring semesters.

ENTR-125 CRITICAL THINKING
Importance of creative and critical thinking; methods and techniques of critical thinking, recognizing the difference between left and right brain thinking; and demonstration of creative thinking techniques.
Credit hours: 1, Contact: (1), offered spring semesters.

ENTR-130 OPPORTUNITIES ANALYSIS
Critically and realistically analyze business ideas for successful implementation. Topics include business research, business planning and financial planning, market demand, cost benefit analysis, knowledge and experience vs. business idea.
Credit hours: 2, Contact: (2), offered fall semesters.

ENTR-198 MENTORSHIP
Co-requisite(s): ENTR 120, BAHM 298, 295 and 287
Working one-on-one in a nurturing and supportive relationship with a cooperating professional in an entrepreneurial-based setting for the purpose of developing specific competencies, insight, self-awareness, wisdom and skills in a way that is unique to needs, personality, learning styles, expectations, and experiences of the people involved. Concentration will be on developing potential skills and competencies. Sites will vary dependent on concentration.
Contact: 1 hour, of mentoring, offered as needed.
GAME
Simulation, Gaming, and Apps Development (SGD)

GAME-111 INTRODUCTION TO SIMULATION, GAMING AND APPS DEVELOPMENT
This course introduces a brief history of video gaming and evolution, simulation, and general game development. Topics include: key development techniques, story-telling mechanics, game genres, game play, and simulation structure. Upon course completion, students should be able to demonstrate knowledge of the major aspects of simulation, game design, and development.
Credit hours: 3, Contact: (2-2), offered fall semesters.

GAME-113 INTRODUCTION TO ADOBE FLASH
This course introduces the Flash programming environment for use in simulation and game development. Topics include: general design tools, timeline usage, button creation, motion tweening, sprite-swapping, and Action Script. Before taking this course, you should have a good working knowledge of standard operating systems, should know how to use the mouse, keyboard, standard menus, and commands, and also know how to open, save, and close files. Upon course completion, students should be able to create a simple Flash game.
Credit hours: 3, Contact: (2-2), offered fall semesters.

GAME-116 INTRODUCTION TO AUDIO & VIDEO PRODUCTION
This course introduces audio and video production and their application in simulations, gaming, and apps building. Topics include techniques for recording, editing, and producing audio and video files for use in multiple digital media.
Credit hours: 3, Contact: (2-2), offered fall semesters.

GAME-120 BUILDING A GAMING COMPUTER
This course is designed for anyone interested in building a computer specifically designed for today’s resource intensive video games. Topics will include: pricing parts, popular builds, setting a motherboard and power supply, building the machine, installing the operating system, updating drivers, and finally benchmarking/optimization. Before taking this course, you should have a good working knowledge of standard operating systems and should know how to use the mouse, keyboard, standard menus, and commands, and also how to open, save, and close files. Upon course completion, students should have the confidence and know-how to build their own gaming rig.
Credit hours: 1, Contact: (1-1), offered fall semesters.

GAME-123 ADVANCED ADOBE FLASH
Pre-requisite(s): GAME 113
An advanced course using the Flash programming environment for use in simulation and game development. Concentration is placed on learning advanced Flash techniques for use in SGD. Upon completion, students should be able to create industry quality simulations, games, and apps using Adobe Flash.
Credit hours: 3, Contact: (2-2), offered spring semesters.

GAME-126 ADVANCED AUDIO & VIDEO PRODUCTION
Pre-requisite(s): GAME 116
An advanced course in audio and video production application in simulations, gaming, and apps building. Topics include advanced techniques used in producing audio and video files for use in multiple digital media.
Credit hours: 3, Contact: (2-2), offered spring semesters.

GEOG
Geography

GEOG-102 WORLD REGIONS
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
World geography and its influence on economy; life, political structure, and culture of peoples; significance of major geographical regions; geography as it relates to world history and contemporary problems.
Credit hours: 3, Contact: (3-0).
GNET
General Engineering Technology

GNET-108 BASIC COMPUTER APPLICATIONS
Co-requisite(s): MATH-040 or one unit each of high school geometry and algebra and ACT math score of 19 or more.
(BAHM-100 & BAHM-260, BAHM-262 and BAHM-267 helpful for students with less than one year of high school keyboarding experience, or students that have limited computer experience.)
The course is designed to prepare students to apply microcomputer software applications to the solution, reporting, and presentation of findings associated with their technical studies. Students will use basic office productivity software to perform basic technical document and presentation preparation and delivery, charting, sorting and filtering lists of information, import and export of data and file formats, unit conversion, data analysis and statistics, curve fitting and trending, and the solution of single equations. Applications from all fields of technology will be used as a basis for problem solutions.
Credit hours: 3, Contact: (2-2), offered fall and spring.

GNET-111 PUBLIC SPEAKING FOR TECHNOLOGY
Co-requisite(s): ENGL-101
An introduction to public speaking in a technical context with an concentration on using presentation software as a foundation for effective speeches and presentations. Presentations will focus on technical talks and issues of concern in the modern workplace environmental. Topics will focus on preparing the student to understand and appreciate diversity among people as well as working professionally in an ethical manner.
Credit hours: 1, Contact: (Both 1.5), offered fall and spring.

GNET-112 ETHICS AND PROFESSIONAL BEHAVIOR
This material was covered briefly in CIET 245 Highways (Capstone course) but time does not permit an adequate coverage to meet the requirements of ethics and professionalism needed for ABET accreditation.
Credit hours: 1

GNET-212 ETHICS AND PROFESSIONAL BEHAVIOR
Pre-requisites: Final year standing
The course provides the student with an overview of ethical and professional behavior while working in the field of engineering technology. A typical code of ethics and rules of professional conduct are covered and concentration is placed on the employee’s obligations to the employer and the client. Students are required to participate in profession activities and to document this involvement.
Credit hours: 1, Contact: 1 hour of lecture, offered fall and spring.

GNET-299 ENGINEERING TECHNOLOGY PROJECTS
Pre-requisite(s): Consent of the Advisor
To provide for supervised independent study or projects in Engineering Technology.
Credit hours: 1-4.

GNST
General Studies

GNST-100 FRESHMAN SEMINAR
(Required or all first time freshmen)
An overview of college regulations and orientation to college life including but not limited to: IDs, emails, student Banner self-service account (The Bridge), GPA, library, study skills, time and stress management, test taking/anxiety techniques, utilizing college facilities, personal finance (including credit card debt), available services (e.g. tutoring, disability, health). Department specific topics including but not limited to: program requirements, career exploration, GECs, community service, diversity, resumes, pre-registration, certifications (e.g. CPR) vaccinations, PPE requirements.
Credit hours: 0, Contact: (1-0), offered fall and spring semesters.

GNST-102 CAREER EXPLORATION
Exploration of personal values, attitudes, interests, aptitudes and skills, and the application of these variables toward work and career plans. Discussion of emerging workforce opportunities and requirements. Stresses career planning and goal setting.
Credit hours: 2, Contact: (2-0), offered fall and spring semesters.
GNST-103  COLLEGE TRANSITION
Pre-requisite(s): Students selected by participating high school; signed participation agreement
College transition is a college success and orientation course designed to develop confidence and improve chances of student success and retention. This course will provide students with active participation in the assessment and development of abilities in line with college expectations including an orientation to college services and activities, learning and test taking skills, using traditional and electronic resources, problem solving, people skills, self-management skills, and career/life planning strategies.
Contact: 3 hours.

GNST-104  TRANSITIONAL MATH AND ENGLISH
Pre-requisite(s): GNST-103
Transitional Math and English is a course designed for the College Transition program serving high school students to improve chances of student success and retention. This course will provide students with appropriate developmental math and English skills during high school and may include instruction on web-based learning skills.
Credit hours: 3, Contact: (3-0).

GNST-250  GOVERNOR’S CAPSTONE
A review of ethics, resume writing, volunteerism and community service, and a capstone of the Governor’s AAS program.
Contact: (1-3).

GREN
Sustainable Technology

GREN-101  INTRODUCTION TO SUSTAINABILITY
This course is based on the concepts presented in The Riverside Sustainability Awareness Program. It is a survey course which introduces the participant to the many topics of the Triple Bottom Line of Sustainability. The economic, societal, and environmental impacts of the human species on the planet are discussed and the Nine Opportunities for Sustainability are presented as a potential solution to those impacts.
Credit hours: 3, Contact: (3-0).

GREN-102  ENVIRONMENTAL SCIENCE I
Students will learn the fundamentals of environmental science including the basic elements of chemistry, biology, and ecology; review historical and current environmental legislation; learn to recognize environmental hazards; and learn how to identify their role in environmental protection.
Credit hours: 4, Contact: (3-3).

GREN-198  ETHICS IN TECHNOLOGY
Students will learn how to balance the issues associated with the use of new technologies. Focused on the technology associated with “green jobs”, the class examines the balancing act of doing the right thing with the issues created by changing an existing process (i.e. cost changes, legal ramifications, altering work procedures, etc.)
Credit hours: 1, Contact: (1-0).

GREN-201  ENVIRONMENTAL SCIENCE II
Introduction to placement of built structures on environment, impact of site selection and sustainable methods suggested in site development. Student will compare standard methods of site development with sustainable methods, how to employ sustainable conservation methods and how lack of proper methods impacts the natural environment. Study of manmade structures impact on natural environment. Concentration on pollution control prevention, development density, green areas, brownfield development and regulations involved for each.
Credit hours: 4, Contact: (3-3).

GREN-203  SUSTAINABILITY IN BUSINESS
The operation of a business involves many facets of management, from human resources to materials. This course will briefly study the history of business since the industrial revolution and the tremendous amount of waste produced. With that as a foundation, an entirely different approach will be studied to implement sustainable practices that affect the bottom line (people, profits and the planet), or social responsibility, economic success and environmental stewardship.
Credit hours: 3, Contact: (3-0), offered spring semesters.
GREN-204 GREEN COMMUNITIES
Study of communities employing sustainable practices, from recycling efforts to renewable energy. How communities can implement and provide environmentally friendly services, options for grants and assistance and impact of returns on investments. Will involve guest lecturers. Students expected to complete project related to sustainability for a local community.
Credit hours: 4, Contact: (3-3).

GREN-221 GREEN CONSTRUCTION TECHNOLOGY I
Students will learn the various construction techniques and materials associated with sustainable construction methods. Use of passive and active solar energy, sustainably harvested wood products, geothermal heating and cooling, and recycling and reuse of “grey water” are topics included.
Credit hours: 3, Contact: (3-0).

GREN-222 GREEN CONSTRUCTION TECHNOLOGY II
Continuation of GREN 221, with concentration on methods employed by Green Advantage and Leadership in Energy and Environmental Design (LEED). While not necessary to be in the process of certification from either body, completion of this course will inform and familiarize student of the benefits of both.
Credit hours: 3, Contact: (3-0).

HIST-179 HISTORY TO 1500
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
Comparative history of Africa, Asia, and Europe from earliest times until 1500. Political, economic, social and religious developments with concentration on patterns of authority, the individual, nature, and society.
Credit hours: 3, Contact: (3-0), offered fall semesters.

HIST-180 HISTORY SINCE 1500
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
Comparative history of Africa, Asia, and Europe 1500 to the present. Political, economic, and social developments with concentration on pattern of authority, the individual, nature, society, and the impact of the West.
Credit hours: 3, Contact: (3-0), offered spring semesters.

HIST-152 UNITED STATES HISTORY TO 1865
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
Colonial period; beginnings of the American institutions; American Revolution; formation of the national government; westward movement; political, and economic ferment in early 1800’s; slavery and sectional conflict.
Credit hours: 3, Contact: (3-0), offered fall semesters.

HIST-153 UNITED STATES HISTORY SINCE 1865
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
Problems following Civil War; industrial, transportation changes; the U.S. as a new world power; and cultural developments; two world wars; from isolationism to internationalism.
Credit hours: 3, Contact: (3-0), offered spring semesters.

HIST-250 WEST VIRGINIA HISTORY
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
Historical foundations and development of West Virginia, with particular concentration upon the growth of the government, the economy, and the traditions of the state.
Credit hours: 3, Contact: (3-0).

HIST-277 REVOLUTIONS IN SCIENCE AND TECHNOLOGY
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
Examines particular periods of intensified change in science and technology, to develop general understanding of scientific and technical change. Episodes may include the Scientific, Industrial, Darwinian, or other revolutions.
Credit hours: 3, Contact: (3-0).
HWAY-101 TECHNICIAN ORIENTATION  
**Pre-requisite(s):** ENGL 091  
This course is comprised of a one-day workshop held on campus and an 8-week online course. The purpose of this course is to introduce the new student to the college and to familiarize them with the processes needed to be successful and productive students. The course will also include an overview of the West Virginia Division of Highways organization.  
**Credit hours:** 1, **Contact:** (1-0), offered spring and fall semesters. Web-based course.

HWAY-102 HEAVY CONSTRUCTION METHODS I  
**Pre-requisite(s):** HWAY 104; HWAY 103, or permission of Program Coordinator  
This course will deal with the earthwork involved in the construction of the highway subgrade. The focus will be on earthwork operations and equipment. Topics include soil characteristics, lab and field controls, determination of highway earthwork quantities, and estimating equipment production rates.  
**Credit hours:** 3, **Contact:** (3-0), offered even fall semesters. Web-based course.

HWAY-103 CONSTRUCTION INSPECTION I  
**Pre-requisite(s):** HWAY 101, or permission of Program Coordinator  
This course will provide the construction inspector with an overview of the fundamentals in bridge and highway inspection. It deals with the role of the inspector and introduces aspects of record keeping and required reports, material quantity calculations and payment, and other related topics. The current edition of the WVDOH Construction Manual will be used as a primary resource.  
**Credit hours:** 2, **Contact:** (3-0), offered odd semesters. Web-based course.

HWAY-104 PLANS AND SPECIFICATIONS  
**Pre-requisite(s):** HWAY 101, or permission of Program Coordinator  
This course is intended to enable the technician to interpret and understand plans and specifications used in highway construction. It will involve a comprehensive coverage of the most current edition of the Standard Specifications for Roads and Bridges with supplemental, and the WVDOH Standard Details books.  
**Credit hours:** 3, **Contact:** (3-0), offered odd fall semesters. Web-based course.

HWAY-105 WORK ZONE TRAFFIC CONTROL  
**Pre-requisite(s):** HWAY 101, or permission of Program Coordinator  
The purpose of this course is to familiarize the student with National and State requirements for highway safety and efficiency by providing for the orderly movement of all road users on streets and highways throughout the Nation and State.  
**Credit hours:** 3, **Contact:** (3-0), offered even spring semesters. Web-based course.

HWAY-106 ETHICS AND PROFESSIONALISM  
**Pre-requisite(s):** HWAY 101, or permission of Program Coordinator  
This course will provide the Highway Engineering Technician an overview of the topics of Ethics, Professionalism, and Risk Management. Investigation into ethical issues and decision making within the technical field. Procedures for professionalism while working in the transportation industry will be included. Risk management assessment covering standard practices and expectations for the student to apply if placed in questionable or hazardous situations. History, theory, and current situations will bring awareness to the student of just how Ethics, Professionalism, and Risk Management fit into the work/life commitment.  
**Credit hours:** 3, **Contact:** (3-0), even spring semesters. Web-based course.

HWAY-107 EROSION AND SEDIMENT CONTROL  
**Pre-requisite(s):** HWAY 203, Construction Inspection 2 and MATH 030 or higher.  
This course introduces the student to the basic concepts and fundamental theories of temporary erosion and sediment control features. Design, construction, and maintenance of the sediment control plan and NPDES permitting requirements will be included. Concentration will be on local, state, and federal regulations for erosion and sediment control.  
**Credit hours:** 3, **Contact:** (3-0), offered even fall semesters. Web-based course.
HWAY-120 GEOLGY FOR TECHNICIANS
A basic geology course that deals with the structure of Earth and the nature and classification of earth materials, the course emphasizes the dynamic processes that shape the earth, and the results of those processes. Topics include rocks and minerals, weathering, the hydrologic cycle, erosion, deposition, mountain building, metamorphism, volcanism, and earthquakes. Also included is a study of topographic maps
**Credit hours:** 2, **Contact:** (2-0), offered fall semesters. Web based course.

HWAY-121 HIGHWAY SURVEYING
**Pre-requisite(s):** MATH 110 or higher, or permission of instructor
This course deals with the surveying operations associated with highway construction. Topics include mathematics of basic construction surveying, basic surveying equipment, the techniques employed to obtain acceptable elevations, linear and angular measurements and the proper format for field notes and related calculations. Concentration is placed on location surveys conducted to establish and maintain grade for highway construction projects. Lecture portions of the course will be web-based. Lab portion of the course will consist of hands-on use of surveying equipment.
**Credit hours:** 3, **Contact:** (2-2), offered even fall semesters.

HWAY-201 SCHEDULING ANALYSIS
**Pre-requisite(s):** HWAY 203
The purpose of this course is to introduce the student to the basic concepts and fundamentals in using construction scheduling to reduce contract delays and claims. While this course will introduce scheduling software, it is not the intent to provide specific instruction on how to use the specific software.
**Credit hours:** 2, **Contact:** (3-0). Web-based course.

HWAY-202 HEAVY CONSTRUCTION METHODS II
**Pre-requisite(s):** HWAY-102, MATH-110
A course on construction methods, placement of materials and assembly of components used in highway structures and drainage systems. Construction safety and aspects of construction management will be included.
**Credit hours:** 3, **Contact:** (3-0), offered odd spring semesters. Web-based course.

HWAY-203 CONSTRUCTION INSPECTION II
**Pre-requisite(s):** HWAY 103
This course is a continuation of HWAY-103. Concentration will be placed on proper documentation of records and reports, material quantity calculations and payment, and other related topics in accordance with WVDOH requirements. The current WVDOH Construction Manual will be used as a primary resource.
**Credit hours:** 3, **Contact:** (3-0), offered even spring semesters. Web-based course.

HWAY-204 PROJECT FINALS
**Pre-requisite(s):** HWAY 203, HWAY 205
The purpose of this course is to introduce the student to the requirements of closing out a construction project with the WVDOH. Review of policies and procedures required by the contractor, the inspector, and the finals personnel.
**Credit hours:** 3, **Contact:** (3-0). Web based course.

HWAY-205 PROJECT RECORDING SYSTEM
**Pre-requisite(s):** HWAY 103, HWAY 104
This course will provide the student with exposure to the recording of documentation on a WVDOH construction project using the Project Recording System. Analysis and input of Supervisor and Inspector Daily Reports, Supplemental forms, in addition to change order and payment estimates will be reviewed.
**Credit hours:** 3, **Contact:** (3-0).

HWAY-299 SPECIAL TOPICS: HET (COURSE HOURS VARY)
This course is used to transfer credit from other institutions or training programs within a specialized field of study that is applicable to the Highway Engineering Technician Degree. This course may be substituted into the curriculum when certain learning outcomes have been obtained and documented. This course may be substituted as an elective course based on application to the degree.
**Credit hours:** Var, **Contact:** (Variable).
DOH-101 AGGREGATE INSPECTOR, AGGREGATE LAB
Pre-requisite(s): HWAY-103, or permission of instructor
This course provides an overview of the fundamental principles, physical properties, and testing procedures of aggregates as a construction material. This course will serve as a review and reference for the Contractor, Producer, and State Personnel preparing to take the Aggregate Inspector Written and Practical Certification Exams. This course consists of a week-long course, a written exam, a period of practical test practice, and a practical exam. Credit for this course will be awarded upon successful passage of both the written and practical exams within the time frame designated by the WVDOH Materials Section Material Procedures. Credit hours: 3, Contact: (2-2), offered spring semesters.

DOH-102 COMPACTION INSPECTOR, COMPACTION LAB
Pre-requisite(s): HWAY-103, or permission of instructor
This course will provide an overview of the fundamental principles and physical properties of soils as a construction material, and proper practices for using compaction testing equipment in the field. This course will serve as a review and reference for the Contractor, Producer, and State Personnel preparing to take the Compaction Inspector Written and Practical Certification Exams. This course consists of a week-long course, a written exam, a period of practical test practice, and a practical exam. Credit for this course will be awarded upon successful passage of both the written and practical exams within the time frame designated by the WVDOH Materials Section Material Procedures. Credit hours: 3, Contact: (2-2), offered spring semesters.

DOH-201 HMA TECHNICIAN, HMA LAB
Pre-requisite(s): DOH 101, and MATH 030 or higher, or permission of instructor
This course will provide an overview of the fundamental principles, physical properties, and testing procedures for asphalt as a construction material. This course will serve as a review and reference for the Contractor, Producer, and State Personnel preparing to take the Hot Mix Asphalt Technician Written and Practical Certification Exams. This course consists of a week-long course, a written exam, a period of practical test practice, and a practical exam. Credit for this course will be awarded upon successful passage of both the written and practical exams within the time frame designated by the WVDOH Materials Section Material Procedures. Credit hours: 3, Contact: (1-2), offered spring semesters.

DOH-202 PCC TECHNICIAN
Pre-requisite(s): DOH 101, DOH 203, and MATH 030 (or higher), or permission of instructor
This course will provide an overview of the fundamental principles, and physical properties of concrete mix design. This course will serve as a review and reference for the Contractor, Producer, and State Personnel preparing to take the Portland Cement Concrete Technician Written Certification Exam. This course consists of a week-long course, and a written exam. Credit for this course will be awarded upon successful passage of the written exam within the time frame designated by the WVDOH Materials Section Material Procedures. Credit hours: 2, Contact: (2-0), offered spring semesters.

DOH-203 PCC INSPECTOR, PCC LAB
Pre-requisite(s): DOH 101, and MATH 030 (or higher), or permission of instructor.
This course will provide an overview of the fundamental principles, and physical properties of concrete as a construction material. This course will serve as a review and reference for the Contractor, Producer, and State Personnel preparing to take the Portland Cement Concrete Inspector Written and Practical Certification Exams. This course consists of a partial weeklong course, a written exam, a period of practical test practice, and a practical exam. Credit for this course will be awarded upon successful passage of both the written and practical exams within the time frame designated by the WVDOH Materials Section Material Procedures. INDT-Industrial Technology Credit hours: 3, Contact: (2-2), offered spring semesters.
INDT-100  INTRODUCTION TO TECHNOLOGY
This course is a survey of current Technology in the areas of communications, manufacturing and materials, construction, energy, power and transportation systems. Tools, machinery and equipment related to these systems will be used to further the students’ knowledge and skills.  
Credit hours: 3, Contact: (2-3), offered as needed.

INDT-102  INDUSTRIAL SAFETY
Pre-requisite(s): ENGL 091
Topics covered in this course will include: Manual handling and material storage; mechanical injuries; industrial environmental hazards-solvents, particulate, noise, radiation, toxicology, and ergonomics, etc.; monitoring instruments; protective devices; industrial hygiene programs and safety practice in the use of basic hand and machine tools, with reference to OSHA, and other regulatory safety regulations. OSHA 30 hour’s general industry safety and health course completion cards will be issued based on course attendance.  
Credit hours: 3, Contact: (3-0).

INDT-110  40-HOUR SURFACE APPRENTICE CLASS
Curriculum will consist of instruction in Equipment and Job Safety, Federal and State Mining Laws, First Aid, Blasting, Welding, Prep Plant and Tipple Safety, Fire Prevention and Controls, Hazardous Chemicals, Personal Protective Equipment, Conveyor-Belt Safety, Substance Abuse, Lock-Out/Tag-Out Procedures, Mine Emergency Plan, Mining Terms and Definitions. At the completion of the class a test will be given by a State Mine Inspector.  
Credit hours: 2, Contact: (40 hours total), offered as needed.

INDT-111  80-HOUR UNDERGROUND APPRENTICE CLASS
Curriculum will consist of instruction in Equipment and Job Safety, Federal and State Mining Laws, Roof and Rib Control, Pinch-Point Safety, Mine Gas Detection, Self-Rescuer Training, First Aid, Blasting, Welding, Prep Plant and Tipple Safety, Fire Prevention and Controls, Hazardous Chemical, Personal Protective Equipment, Conveyor-Belt Safety, Substance Abuse, Lock-Out/Tag-Out Procedures, Mine Emergency Plan, Mine Fires and Explosions, Ventilation and Controls, and Mining Terms and Definitions. At the completion of the class a test will be given by a State Mine Inspector.  
Credit hours: 4, Contact: (80 hours total), offered as needed.

INDT-210  ESTIMATING
Pre-requisite(s): BAHM-260 or GNET-108, GREN-221
Provides students the skills to estimate the costs of the various activities of a construction project. Issues to be considered include contract documents, the bid award process, types of estimates, breakdown of a project, elements of the estimate, quantity take-off techniques, estimating labor, material and equipment costs, use of “experience” tables and databases, adjustments for overhead, profit and contingencies, and assembling the estimate. Considerable use will be made of spreadsheets and industry standard estimating software package.
Credit hours: 3, Contact: (Both 6).

INDT-212  PROJECT MANAGEMENT
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better  
Co-requisite(s): ENGL 101
The primary focus of this course is the analysis and management techniques used to implement a successful project. Topics include: project planning, project scheduling and staffing, and project control; project administration, economic analysis, and reporting procedures; and material and labor cost estimating. Project management software will be introduced, a project will be analyzed, and an in-depth project report will be generated and presented.  
Credit hours: 3, Contact: (2-3).

INDT-220  CONSTRUCTION TECHNOLOGY
Pre-requisite(s): Permission of Instructor
A broad coverage of current and standard methods of construction using wood, steel, masonry, and concrete. Requirements for energy efficiency of heating, plumbing, and air conditioning are included. Concentration is on residential, light commercial and industrial construction.
Credit hours: 2, Contact: (2-0).
INDT-256 CAD/CAM SYSTEMS
Pre-requisite(s): (MEET-121, DRET 214)
Utilization of skills developed in drafting and manufacturing courses to take advantage of AutoCAD LISP capability to build Numeric Control (NC) code directly from a CAD drawing. Students develop skills in the use of NC programmer software that can develop NC code and download through a post processor for operation of NC equipment. Various arrangements and applications of these systems are studied.
Credit hours: 3, Contact: (2-3).

INDT-257 PDMS
Pre-requisite(s): DRET 121, DRET 214
This course is designed to familiarize students with 3-D modeling using Piping/Process Instrumentation Diagrams and converting them into a graphical database environment using an advanced design and management software, PDMS by AVENA.
Credit hours: 3, Contact: (3-2), offered fall semesters.

INDT-290 INTERNSHIP IN BST
Pre-requisite(s): Permission of department chair
Industry work in the field of Building Construction, supervised by an industry designee/mentor. Work must be closely monitored by a department faculty and of a relevant nature to reflect work that might be done by a supervisor or technician in that field. Toward the end of the internship, the student will complete a report that serves to evaluate his/her work.
Credit hours: 1-3 hours depending on hours worked.

INFT Information Technology
Associate Professors: Hall (Chair), Mortensen; Assistant Professors: Hayton, Baltaci, Falsafi, and Gandee

INFT-1100 COMPUTER ARCHITECTURE AND TROUBLESHOOTING
Pre-requisite(s): ENGL 091
An introduction to current computer hardware, operating systems and system troubleshooting. Topics include computer components and subsystems; the BIOS system; bus technologies; peripherals; data storage devices; an introduction to operating systems; device drivers; file systems; permissions; monitoring and management; operating system installation; troubleshooting and upgrading; security fundamentals; and networking fundamentals.
This course is designed to prepare students for Comp TIA A+ certification examinations.
Credit hours: 4, Contact: (Both 6), offered fall semesters.

INFT-1110 COMPUTER HARDWARE SYSTEMS
An introduction to current computer hardware and system troubleshooting. Topics include power supplies; processors; memory; chipsets; motherboards; the BIOS system; system buses; cabling standards; peripherals; data storage devices; an introduction to operating systems; device drivers; safety; and maintenance. This course, in conjunction with INFT 1110, is designed to prepare students for Comp TIA A+ certification examinations.
Credit hours: 3, Contact: (Both 5), offered as needed.

INFT-1120 COMPUTER OPERATING SYSTEMS
Pre-requisite(s): INFT-1110 or Instructor’s permission
An introduction to current computer operating systems and system troubleshooting. Topics included: a survey of modern operating systems; operating system fundamentals; file systems; permissions; device drivers; monitoring and management; operating system installation; troubleshooting and upgrading; security fundamentals; networking fundamentals; client/server networking; and peer-to-peer networking. This course, in conjunction with INFT 1110, is designed to prepare students for Comp TIA A+ certification examinations.
Credit hours: 3, Contact: (Both 5), offered as needed.

INFT-1210 NETWORK OPERATING SYSTEMS
Pre-requisite(s): INFT-1110 or A+ Certification or Instructor’s Permission
An introductory course covering the implementation; configuration and administration of network servers designed to prepare students for the CompTIA Server+ certification exam. Topics include server system hardware; server peripherals; data storage; installation, configuration and deployment of both Windows and *nix network operating systems (NOS); NOS security; NOS administration; server roles; virtualization; best practices; system backup; disaster recovery and system troubleshooting.
Credit hours: 3, Contact: (Both 5), offered spring semesters.
INFT-1300  NETWORK SYSTEMS  
**Pre-requisite(s):** ENGL 091

A comprehensive survey of modern networking designed to prepare students for the Comp TIA Network+ certification exam. Topics include: networking protocols; IPv4; IPv6; standard ports; addressing technologies; addressing schemes; routing protocols; network media; physical network topology; wiring standards; WAN technologies; LAN technologies; wireless networking; network devices; advanced switch features; OSI model; network management and monitoring; network performance optimization; network tools and troubleshooting; and network security.

**Credit hours:** 3,  
**Contact:** (Both 5).

INFT-1310  NETWORKING I  
**Pre-requisite(s):** ENGL 091

An introduction to networking fundamentals. Topics include: fundamentals of computer hardware and operating systems; standard networking terminology, network components topologies and protocols; local area networks (LANs); and wide area networks (WANs). This course is the first of a four part series designed to prepare students for the Cisco Certified Network Associate (CCNA) certification.

**Credit hours:** 4,  
**Contact:** (Both 6), offered as needed.

INFT-1320  NETWORKING II  
**Pre-requisite(s):** INFT-1310

An introduction to networking fundamentals with a focus on medium size business and ISP related topics. Topics include: Internet standards, hierarchy, services and connectivity; sub netting; network address translation; routing protocols; network design; equipment selection and configuration; IT technician processes; and troubleshooting. This course is the second of a four part series designed to prepare students for the Cisco Certified Network Associate (CCNA) certification.

**Credit hours:** 4,  
**Contact:** (Both 6).

INFT-2250  FUNDAMENTALS OF UNIX  
**Pre-requisite(s):** Instructor permission

An introduction to UNIX like operating systems and basic system administration. Topics include: a survey of nix* operating systems; installation and configuration of nix* systems; files systems; disk partitioning strategies; basic commands and the command line; shells; shell scripting; *nix file structure; file system permission; system security; system boot fundamentals and initialization files; software installation and the configuration of network services.

**Credit hours:** 3,  
**Contact:** (Both 5).

INFT- 2280 WEB SERVER ADMINISTRATION  
**Pre-requisite(s):** INFT-1210 or Instructor permission

A study of the configuration and administration of web services; and modern methods for the design of web sites. Topics include: web page design; site layout; accessibility; navigation; cascading style sheets; scripting; current HTML standards; current web design and content creation tools; utilities; web site maintenance; security and e-commerce issues.

**Credit hours:** 4,  
**Contact:** (Both 6), offered spring semesters.

INFT-2310  NETWORKING III  
**Pre-requisite(s):** INFT-1320

A study of routing and switching with a focus on enterprise related issues. Topics include: introduction to classless routing; single area OSPF; EIGRP; switching concepts; switches; switch configuration; spanning-tree protocol; virtual LANS; VLAN Trunking Protocol; and troubleshooting. This course is the third of a four part series designed to prepare students for the Cisco Certified Network Associate (CCNA) certification exam.

**Credit hours:** 4,  
**Contact:** (Both 6).

INFT-2320  NETWORKING IV  
**Pre-requisite(s):** ELET-2310

A course focusing on the design and support of small enterprise LANs and WANs. Topics include: determining system requirements; determining equipment and protocols; designing a network topology; prototyping; design validation; and creating design proposals. This course is the fourth of a four part series designed to prepare students for the Cisco Certified Network Associate (CCNA) certification exam.

**Credit hours:** 4,  
**Contact:** (Both 6), offered spring semesters.
INFT-2350  FUNDAMENTALS OF WIRELESS LANS
Pre-requisite(s): INFT-2310 or Instructor Permission
An introductory course in Wireless LANs that focuses on the design, planning, implementation, operation, and troubleshooting of wireless networks. Topics include: an overview of wireless technologies; requirements analysis; site surveys; wireless security; and the design, operation and troubleshooting of wireless networks.
Credit hours: 4, Contact: (Both 6), offered as needed.

INFT-2410  NETWORKING V
Pre-requisite(s): INFT-2310, CCNA certification or instructor permission
A course in implementing, monitoring, and maintaining routing services in an enterprise network. Topics include designing, configuring, and verifying the implementation of complex enterprise LANs and WANs; routing protocols in IPv4 and IPv6 environments; and configuring secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills. The ELET 2410, ELET 2420 and ELET 2430 course sequence prepares students for the CCNP certification exam.
Credit hours: 4, Contact: (Both 6), offered as needed.

INFT-2420  NETWORKING VI
Pre-requisite(s): INFT-2410 or instructor permission
A course in implementing, monitoring, and maintaining switching in converged enterprise campus networks. Topics include designing, configuring and verifying the implementation of complex enterprise switching solutions; and the secure integration of VLANs, VLANs, voice and video into campus networks. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills. The ELET-2410, ELET-2420 and ELET-2430 course sequence prepares students for the CCNP certification exam.
Credit hours: 4, Contact: (Both 6), offered as needed.

INFT-2500  SECURITY FUNDAMENTALS
Pre-requisite(s): INFT-1100, INFT-1310 or Instructor’s Permission
An introduction to network security designed to prepare students for the CompTIA Security+ certification exam. Topics include: system level security threats; operating system hardening; application security; security applications; network security and network security threats; using network design elements to enhance network security; network security tools; wireless security threats; wireless security hardening; access control methods; authentication models, security audits; security assessment tools; fundamentals of cryptography; encrypted network protocols; public key cryptography; and organizational security practices.
Credit hours: 3, Contact: (Both 5), offered fall semesters.

INFT-2520  NETWORK SECURITY
Pre-requisite(s): INFT-2310 and INFT-2500, CCNA certification or instructor permission
An introduction to network security principles, tools and configurations. Topics include network threats; mitigation techniques; fundamentals of network security; securing network device administration and configuration; applying authentication, authorization and accounting; applying intrusion prevention systems; VPNs; and firewalls. This course prepares students for the Cisco CCNA Security certification exam.
Credit hours: 4, Contact: (Both 6), offered spring semesters.
INFT-2620 COMPUTER FORENSICS  
**Pre-requisite(s):** INFT-1100, 2500 or instructor’s permission  
A study of the collection, preservation and analysis of digital data for recovery, system evaluation and evidentiary purposes. Topics include: data recovery in a variety of OS environments; intrusion detection, damage assessment, metadata; computer investigations; crime scene processing; evidence acquisition; evidence management and expert witnessing.  
**Credit hours:** 4, **Contact:** (Both 6), offered spring semesters.

INFT-2600 DISASTER RECOVERY  
**Pre-requisite(s):** INFT-2500 or Instructor permission  
This course presents methods to identify vulnerabilities and takes appropriate countermeasures to prevent or mitigate failure risks for an organization. Topics include: fundamentals of disaster recovery and high availability principles; high availability architectural elements for hardware, operating systems, middleware and network infrastructure elements; designing high availability systems; and developing, implementing and testing a disaster recovery plan.  
**Credit hours:** 3, **Contact:** (Both 5), offered fall semesters.

INFT-2800 INTRODUCTION TO DATABASE SYSTEMS  
An introduction to the properties and design principles of relational databases. Topics include database terms, entity relationship modeling, relational table design and normalization, Structured Query Language (SQL), and the database life cycle. Laboratory work emphasizes database design and implementation.  
**Credit hours:** 3, **Contact:** (Both 5), offered fall semesters.

INFT-2950 SEMINAR  
**Pre-requisite(s):** Department chair permission  
Seminar course for graduating students. Topics include review for assessments, exit assessments and career preparation.  
**Credit hours:** 1, **Contact:** (1-0), offered spring semesters.

INFT-2980 INFORMATION TECHNOLOGY PRACTICUM  
**Pre-requisite(s):** Department chair permission  
Special assignment in the Information Technology field. Students must make a final presentation and submit a reflective writing assignment based on the field experience. A designated field supervisor and a faculty coordinator will oversee the field experience.  
**Contact:** (1-3), offered as needed.

INFT-2990 SPECIAL TOPICS IN INFORMATION TECHNOLOGY  
**Pre-requisite(s):** Department chair permission  
Selected studies in Information Technology.  
**Contact:** (1-4), offered as needed.

ISPT  
**Information Systems and Programming Technology**  
Associate Professors: Hall (Chair), Mortensen; Assistant Professors: Baltaci, Falsafi, and Hayton,

ISPT-2140 JAVA PROGRAMMING  
**Pre-requisite(s):** Instructor permission  
An introduction to the Java Programming language. Topics include; language syntax; object oriented design and programming, classes, and methods; class libraries; Java compilation tools; and Java development environments. Laboratory activities focus on developing both stand-alone applications and applets.  
**Credit hours:** 3 **Contact:** (Both 5), offered as needed.

ISPT-2180 VISUAL BASIC PROGRAMMING  
**Co-requisite(s):** MATH-113 OR MATH-110  
An introduction to computer programming using the Visual Basic programming language. Topics include: data types; variable declarations; expressions and operators; decisions; looping; subroutines; and functions; files; arrays; object-oriented programming; and interface design using standard controls. Concentration on problem solving and program structure.  
**Credit hours:** 3 **Contact:** (2-2), offered fall semesters.
MATH
Mathematics
Dean Suzette Breeden; Professor: Donna “Beth” Cercone; Assistant Professor: Pamela Lopez (Chair)

Note: Students cannot receive credit for a math course with a lower number than the number of the last math course passed. This applies through MATH-117. Exceptions, however, can be made when specialized courses are required.

MATH-020 PRE-ALGEBRA
Pre-requisite(s): ACTmath score of 0-13
Operations on integers, signed numbers, fractions, and decimals; percents; geometric formulas; introduction to Real Numbers; ratio and proportions; introduction to exponents and polynomials. Credit not applicable toward degree requirements.
Credit hours: 3, Contact: (3-1), offered fall and spring semesters.

MATH-030 ELEMENTARY ALGEBRA
Pre-requisite(s): ACT math score of 14-16, or a “C” or better in MATH-020
Addition and multiplication of polynomials; integral exponents; graphing linear equations; linear inequalities; solving systems of linear equations; real number operations; solving linear equations. Credit not applicable toward degree requirements.
Credit hours: 3, Contact: (3-1), offered fall and spring semesters. Web availability.

MATH-040 INTERMEDIATE ALGEBRA
Pre-requisite(s): ACT math score of 17-18 or a “C” or better in MATH-020
Radical expressions; radical, rational, and quadratic equations; factoring; rational expressions; absolute value equations and inequalities; solving systems by determinants. Credit not applicable toward degree requirements.
Credit hours: 3, Contact: (3-1), offered fall and spring semesters. Web availability.

MATH-045 INTRODUCTION TO FINITE MATH
Pre-requisite(s): ACT math score of 17-18 or a “C” or better in MATH-030 in a degree program that requires MATH-124 Finite Math.
The purpose of this course is to give the student the background necessary for MATH-124. Topics to be covered include Cartesian coordinate system, linear equations, functions and systems, matrices, inequalities, business formulas, sets, permutations and combinations, and probability. (Credit not applicable toward degree requirements.)
Credit hours: 1, Contact: (1-0), offered fall and spring semesters.

MATH-041 INTRODUCTION TO TRIGONOMETRY
Co-requisite(s): MATH-040
The purpose of this course is to give the student the background necessary for MATH-114 or MATH-128. The course is designed to give students an introduction to trigonometry.
Topics to be covered include trig functions, the values of trig functions for any angle, and right triangles and the trig functions. (Credit not applicable toward degree requirements.)
Credit hours: 1, Contact: (1-0), offered fall and spring semesters.

MATH-110 TECHNICAL MATH
Pre-requisite(s): ACT math score of 19 or higher or a grade of C or better in MATH 030
Topics for this course include fractions, decimals, ratios and proportions, measurement, basic algebra concepts, basic geometry and trigonometric concepts.
Credit hours: 3, Contact: (3-0), offered fall and spring semesters.

MATH-113 TECHNICAL ALGEBRA
Pre-requisite(s): “ C” or higher in MATH-040 or one unit each of high school geometry and algebra and an ACT math score of 19 or more
Fundamental Algebraic operations; functions and graphs; systems of linear equations; factoring; quadratic equations; exponents and radicals; higher degree equations; determinants; inequalities; systems of nonlinear equations; equations in quadratic form and equations with radicals.
Credit hours: 3, Contact: (3-0), offered fall and spring semesters.
MATH-114  TECHNICAL TRIGONOMETRY
Pre-requisite(s): “C” or higher in MATH-040 and MATH-041, or one unit each of high school geometry and algebra and ACT math score of 19 or more
Analytical trigonometry; right and oblique triangles; vectors and vector algebra; radian measure; applications of radian measures; calculator solutions to triangles; formulas; identities; trigonometric equations; logarithms; graph of trigonometric functions and complex numbers.
Credit hours: 3, Contact: (3-0), offered fall and spring semesters.

MATH-117  TECHNICAL CALCULUS
Pre-requisite(s): “C” or higher in MATH-113 and MATH 114; or “C” or higher in MATH-125 and MATH-128; or a “C” or higher in MATH-126 and MATH-128
Linear functions; conic sections; differentiation and integration of basic forms; some applications of derivatives. (This course may not be used as credit toward a math major or minor).
Credit hours: 3, Contact: (3-0), offered fall and spring semesters.

MATH-121  INTRODUCTORY CONCEPTS OF MATHEMATICS
Pre-requisite(s): “C” or better in MATH-040 or ACT math score of 19 or more and 1 unit of high school algebra
Designed for non-science majors who do not need the techniques of mathematics for other coursework in their program. Topics in modern mathematics.
Credit hours: 3, Contact: (3-0), offered fall semesters.

MATH-126  COLLEGE ALGEBRA
Pre-requisite(s): ACT math score of 19 or higher or a “C” or better in MATH-040
Polynomials and rational expressions; exponents and radicals; equations and inequalities; systems of equations; relations and functions; matrices and determinants; theory of polynomial equations.
Credit hours: 3, Contact: (3-0).

MCDC
Medicaid Specialist
Associate Professor: Grose (Chair)

MCDC-101  FOUNDATIONS OF MEDICAID
Introductory overview of Medicaid. Topics include eligibility, benefits, administration, providers, and funding.
Credit hours: 3, Contact: (3-0), offered as needed. Web.

MCDC-110  MEDICAID AND THE HEALTHCARE PROVIDER
Medicaid provider enrollment and participation requirements, the different types of Medicaid providers, and the billing process for Medicaid.
Credit hours: 3, Contact: (3-0), offered as needed. Web.

MCDC-120  OVERVIEW OF STATE MEDICAID ADMINISTRATION
Overview of state Medicaid Administration. Topics covered include variations in provider network management, types of health management, key data elements, claims processing, data management, reporting requirements, Center for Medicaid Services (CMS) organizational structure and its relationships with state and national offices, appeals process and types of appeals, core functionality of Medicaid Management Information System (MMIS), Medicaid Information Technology Architecture (MITA) business process.
Credit hours: 3, Contact: (3-0), offered as needed. Web.

MCDC-130  INTRO TO MEDICAID PROGRAM INTEGRITY
Details program integrity relating to Medicaid. Topics include type of prevention, detection and penalties of fraud and abuse, Office of Inspector General file, and Surveillance Utilization Reporting System (SURS) and professional ethical issues and compliance.
Credit hours: 2, Contact: (2-0), offered as needed. Web.

MCDC-140  TOPICS IN HEALTHCARE AND HEALTHCARE TECHNOLOGY TRENDS
Surveys trends and ramifications of trends in the healthcare industry and technology as it relates to Medicaid topics; will change are necessary.
Credit hours: 3, Contact: (3-0), offered as needed. Web.
MCDC-150  INTRO TO MEDICAID SECURITY
Introduces privacy and security concerns relating to Medicaid. Topics include Health Information Portability and Accountability Act (HIPAA), Protected Health Information (PHI), Data Management, Need-to-Know concept, standard security protection agreements, ramifications of security breaches.
Credit hours: 1, Contact: (1-0), offered as needed. Web.

MEET
Mechanical Engineering Technology
Professor: Isaacs PE (Chair), Assistant Professor: Mustafa

MEET-121  MANUFACTURING PROCESSES I
Co-requisite(s): DRET-120; or MATH-040/041 or ACT math score 18
An introductory course combining the machine tool field with the welding and casting fields. A basic working knowledge of the terminology and processes used in both machine tools and welding fields. Laboratory experience on lathes, grinders, milling machines, shapers, and drills in the machine tool area; and welding and casting. Special projects are produced in both lab and class.
Credit hours: 3, Contact: (2-3), offered fall and spring semesters.

MEET-122  MANUFACTURING PROCESSES II
Pre-requisite(s): MEET-121, DRET 120
Co-requisite(s): MATH-113
An advanced course in the production and manufacturing systems, process capability, quality control; Computer Numerical Control machines, casting processes, milling machines, ferrous and non-ferrous metallurgy, heat and surface treatment of metals, inspection, and safety are also covered. Special class and lab projects incorporate production operations.
Credit hours: 3, Contact: (2-3), offered fall semesters.

MEET-225  MECHANICAL DESIGN I
Pre-requisite(s): DRET-120, MATH-113, MATH-114, MEET 121 or permission of instructor
Co-requisite(s): CIET-115
A course in mechanical component terminology, specification, and integration. The following will be covered; couplings, clearance and interference fits, V-Belts, HTD drives, keys and keyways, sprocket drive systems, gears, and bearings.
Credit hours: 3, Contact: (2-2), offered fall semesters.

MEET-226  MECHANICAL DESIGN II
Pre-requisite(s): MEET-225, DRET-121, CIET-115, MEET 240 [or MEET 243,245]
The primary focus of this course is system integration. Design projects will be assigned throughout and oral presentations will be required. This course also covers the following: centrifugal pumps, eccentric loading, bolts and fasteners, welded connections, sleeve bearings, mechanical seals, alignment, economic analysis, maintainability, and other related topics.
Credit hours: 3, Contact: (2-2), offered spring semesters.

MEET-240  FLUID POWER
Pre-requisite(s): MATH 114, Meet 121
An applied hydraulics course with special concentration on factory or industrial hydraulic systems. Introduction to fluid mechanics, and mobile equipment and mining machinery. Subject matter includes types of hydraulic pumps and motors, cylinders, directional valves, sequence and counterbalance valves, volume controls, pressure-reducing valves, specifications for piping and filtration, etc. Selected computer application software is introduced.
Credit hours: 4, Contact: (3-3), offered fall semesters.

MEET-241  PRINCIPLES OF FLUID POWER
Pre-requisite(s): MATH 113 or MATH 110
An introduction to fluid power with concentration industrial hydraulics. Physical properties of hydraulic fluid, concepts of fluid flow and power transformations are introduced. Hydraulic symbols, unit conversions and circuit reading will be covered.
Credit hours: 1, Contact: (1-0), offered fall semesters.

MEET-242  COMPONENTS OF FLUID POWER
Pre-requisite(s): MEET 241
A course introducing industrial hydraulic components and fluid transport devices. The course further investigates fluid flow and power. Introduces volumetric and mechanical efficiencies as well as friction with in a system.
Credit hours: 1, Contact: (1-0), offered fall semesters.
MEET-243 HYDRAULIC CIRCUIT DESIGN
Pre-requisite(s): MEET 242
A course in practical hydraulics. This course will explore concepts involved in maintaining hydraulic circuits. Common hydraulic problems will be discussed along with troubleshooting techniques.
Credit hours: 1, Contact: (1-0).

MEET-245 FLUID POWER LABORATORY
Co-requisite(s): MEET 241
A laboratory experience designed to complement a study in hydraulics. Various theoretical and practical labs will be conducted. Written reports and skills tests will be used to evaluate lab performance.
Credit hours: 1, Contact: (0-3), offered fall semesters.

MEET-247 FUNDAMENTALS OF FLUID POWER
Co-requisite(s): MATH 110
An introduction to fluid power concentrating on industrial pneumatics and hydraulics. Physical properties of hydraulic fluid, concepts of fluid flow and power transformations, hydraulic and pneumatic symbols, unit conversions and circuit reading.
Credit hours: 1, Contact: (Both 5), offered fall semesters.

MEET-248 APPLICATIONS OF FLUID POWER
Co-requisite(s): MATH 110
A course introducing industrial pneumatic hydraulic components and fluid transport devices. Fluid flow and power, volumetric, system operation, evaluation, maintenance and mechanical efficiencies as well as friction with in a system.
Credit hours: 2, Contact: (Both 4), offered spring semesters.

MEET-250 CLIMATE CONTROL
Pre-requisite(s): MATH-113, PHYS-201
This course begins with an overview of fundamental concepts of thermodynamics including energy equations, gas laws energy cycles, and vapor cycles. The course then moves to heating, cooling, and ventilation fundamentals including the design of heating and cooling installations. Humidity calculations using psychometric charts, electrical control systems, solar heating, and design fundamentals are also covered. Selected computer application software is introduced.
Credit hours: 4, Contact: (3-3), offered spring semesters.

MEET-280 MECHANICAL MAINTENANCE PRINCIPLES
Pre-requisite(s): MATH 110 or MATH 113; MEET 121; MEET 270; MEET 271; MEET 272
This course covers a wide range of mechanical maintenance topics. The assortment of concepts includes topics such as: NDT (vibration analysis, oil analysis, thermography), alignment, rigging, lifting, lifting Devices, maintenance management and troubleshooting.
Credit hours: 3, Contact: (2-3), offered spring semesters.

MEET-299 MECHANICAL ENGINEERING TECHNOLOGY PROJECTS
Pre-requisite(s): Consent of the Advisor
To provide for supervised independent study or projects in Mechanical Engineering Technology.
Credit hours: 1-4, offered as needed.

MILS
Military Service

MILS-INTRODUCTION TO MILITARY SERVICE
This course prepares future service member for military service. Topics include history of the US military, military branch history, basic first aid, land navigation, military protocol and procedures, the military education benefits, military transcripts and personal finance.
Credit hours: 3

MUSC
Music

MUSC-142 SURVEY OF MUSIC
A discussion of well-known musicians and musical compositions from classic and jazz idioms; elements of music notation, musical instruments, jazz artists, experimentation with creative aspects of music.
Credit hours: 3, Contact: 3-0, offered fall and spring semesters.
## PHSC  
**Physical Science**  
*Assistant Professor: Machele Kindle*

### PHSC-105 PHYSICAL SCIENCE I  
**Pre-requisite(s):** ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better.  
**Co-requisite(s):** ENGL 101  
Current theories and concepts of physical science; fundamental laws and concepts of physics, chemistry, astronomy, and geology.  
**Credit hours:** 4, **Contact:** (3-3).

### PHSC-106 PHYSICAL SCIENCE II  
**Pre-requisite(s):** PHSC-105  
Continuation of PHSC-105.  
**Credit hours:** 4, **Contact:** (3-3).

## PHYS  
**Physics**  
*Assistant Professor: Machele Kindle*

### PHYS-101 INTRODUCTORY PHYSICS I  
**Pre-requisite(s):** ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better  
**MATH 113 or MATH 126, MATH 114.**  
**Co-requisite(s):** ENGL 101  
Mechanics; properties of solids, liquids and gases; properties of heat; wave motion, including sound and applications.  
**Credit hours:** 4, **Contact:** (3-3), offered fall and spring semesters.

### PHYS-102 INTRODUCTORY PHYSICS II  
**Pre-requisite(s):** ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better  
**MATH 113 or MATH 126, MATH 114.**  
**Co-requisite(s):** ENGL 101  
Continuation of PHYS-101. Electricity and magnetism; basic electronics; properties of light; lenses and mirrors; optical phenomena; introduction to modern physics.  
**Credit hours:** 4, **Contact:** (3-3), offered spring semesters.

## POLS  
**Political Science**

### POLS -102 AMERICAN FEDERAL GOVERNMENT  
**Pre-requisite(s):** ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better  
**Co-requisite(s):** ENGL 101  
U.S. government under the Constitution; power and duties of the executive, legislative, and judicial branches; relationships between federal, state and local governments; expansion of federal power; federal agencies; foreign affairs.  
**Credit hours:** 3, **Contact:** (3-0), offered spring semesters.

## PSYC  
**Psychology**

### PSYC-101 INTRODUCTION TO PSYCHOLOGY  
**Pre-requisite(s):** ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better  
**Co-requisite(s):** ENGL 101  
Introduction to the scientific study of human and animal behavior; origins, growth, and development of behavior; language; conditioning and learning; states of awareness, emotion; behavior disorders and treatment; psychology.  
**Credit hours:** 3, **Contact:** (3-0), offered fall and spring semesters.

### PSYC-241 LIFE-SPAN DEVELOPMENT  
**Pre-requisite(s):** ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better  
**Co-requisite(s):** ENGL 101  
This course examines developmental change over the entire human life span. Based on psychological theory and research, it includes practical application. Concentration is on normal physical, cognitive, and socioemotional growth. Developmental change is charted and described. Underlying psychological processes and biological and environmental influences are analyzed.  
**Credit hours:** 3, **Contact:** (3-0), offered spring semesters. **Web availability.**
PSYC-281 INTRODUCTION TO ABNORMAL PSYCHOLOGY
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
Introduction to major categories of behavior disorders, etiology, prevention, and treatment.
Credit hours: 3, Contact: (3-0).

RESP Respiratory Therapy
Instructors: Carver Career and Technical Education Center faculty.

RESP-101, 102, 103, 201, 202, CLINICAL ROTATIONS
Clinical rotations provide opportunities for students to apply theory and skills in the work environment. Clinical rotations must be completed in sequence.
Credit hours: 0, Offered fall and spring in sequence.

RESP-105 PATIENT ASSESSMENT
A modular course designed to begin learning the terminology, diagnostics, and techniques used by the respiratory therapist. Preparatory information is covered to begin assessment and treatment of the acute or chronically impaired patient.
Credit hours: 7, Contact: (6-3), offered fall semesters.

RESP-107 CP PHARMACOLOGY
Pre-requisite(s): RESP-105
Course designed to instruct the student in the physiology of pharmaceuticals used by the advanced level respiratory therapist. The pharmaceutical, pharmacokinetic, and pharmacodynamics phases of therapy are studied in depth along with the autonomic nervous system. Drug classifications are studied as they pertain to the respiratory patient. Calculation of intravenous medications and gram/solution strength will be covered.
Credit hours: 3, Contact: (3-0), offered fall semesters.

RESP-111 RESPIRATORY SKILLS I
Pre-requisite(s): RESP-105
The theory and application of respiratory therapy equipment and techniques being used in the health care setting today. Modalities to be covered include: Basic Life Support (CPR); Respiratory Math and Physics; Gas Administration Devices and Therapy; Aerosol and Humidity Therapy.
Credit hours: 5, Contact: (4-3), offered fall semesters.

RESP-112 RESPIRATORY SKILLS II
Pre-requisite(s): RESP-111
A continuation of RT Skills I in studying the theory and application of respiratory therapy equipment and techniques being used in health care. Modalities to be covered include: Airway Management; Infection Control and Microbiology; Lung Inflation Therapy.
Credit hours: 3, Contact: (2-3), offered spring semesters.

RESP-115 PATHOLOGY
Pre-requisite(s): RESP-105, 111
The course covers etiology and symptoms of various diseases encountered by the respiratory therapist. Concentration is on assessment and critical thinking skills during the treatment of both acute and chronic illness.
Credit hours: 3, Contact: (3-0), offered spring semesters.

RESP-205 NEONATES/PEDIATRICS
Pre-requisite(s): RESP-220
Special topics that relate to the treatment of the pediatric and neonatal infant. Assessment, therapy, and ventilatory differences will be stressed.
Credit hours: 4, Contact: (3-3), offered fall semesters.

RESP-207 ALTERNATE HEALTH CARE
Pre-requisite(s): RESP-220, 210
Attention is given to the continuum of health care outside the acute hospital setting. Areas include DME companies, home care, skilled nursing units, and rehabilitation programs. Medicare and Medicaid regulations concerning reimbursement will be introduced to increase awareness of the legal and ethical considerations involved for the licensed respiratory therapist.
Credit hours: 3, Contact: (3-0), offered spring semesters.

RESP-209 CLINICAL SIMULATIONS
Pre-requisite(s): RESP-221, 210
Information gathering and decision making training to prepare the student for the national board exams. The course is a compilation of the therapist’s training acquired from all previous work.
Credit hours: 2, Contact: (1-3), offered spring semesters.
RESP-210 CARDIOPULMONARY DIAGNOSTICS I
Pre-requisite(s): RESP-220
An in-depth study of laboratory results and hemodynamics as they relate to the assessment and treatment of the cardiopulmonary patient.
Credit hours: 3, Contact: (2-3), offered fall semesters.

RESP-211 CARDIOPULMONARY DIAGNOSTICS II
Pre-requisite(s): RESP-210
A continuation of Cardiopulmonary Diagnostics I as an in-depth study of chest x-rays, EKG, and pulmonary function testing is highlighted. Also how they relate to the overall assessment and treatment of the cardiopulmonary patient. Critical thinking skills are emphasized.
Credit hours: 3, Contact: (2-3), offered spring semesters.

RESP-215 REVIEW SEMINAR
Pre-requisite(s): RESP-205, 211, 209
The capstone course in respiratory care presented by Kettering National Seminars. The review covers respiratory care from beginning to end to prepare the student for the national board exam.
Credit hours: 2, Contact: (1-3), web availability.

RESP-217 PROFESSIONAL ISSUES
Pre-requisite(s): RESP-221, 210
Legal and ethical issues involved in respiratory care. Course will also cover professional behavior and characteristics and job seeking skills.
Credit hours: 3, Contact: (3-0), offered spring semesters.

RESP-220 MECHANICAL VENTILATION I
Pre-requisite(s): RESP-112, 115
Current modes of ventilation, types of ventilators, and mathematical calculations involved in their physiologic use. Application based on laboratory results and assessment techniques will be emphasized.
Credit hours: 3, Contact: (2-2), offered summer semesters.

RESP-221 MECHANICAL VENTILATION II
Pre-requisite(s): RESP-220
Advanced techniques of ventilator support. Concentration on assessment and care of the ventilator patient throughout the continuum of care.
Credit hours: 5, Contact: (4-3), offered fall semesters.

SOCA
Sociology

SOCA-101 PRINCIPLES OF SOCIOLOGY
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
Sociological principles and human Society; comparison of cultures; the family, groups, classes, castes, races, and nations; human ecology; the community; education and religion; conflict and cooperation; change.
Credit hours: 3, Contact: (3-0), web availability.

SOCA-105 INTRODUCTION TO ANTHROPOLOGY
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
Essentials of human evolution and prehistory with a concentration on the varieties of language and cultures found among peoples of the world.
Credit hours: 3, Contact: (3-0).

SOCA-107 SOCIAL PROBLEMS
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
Causes of disorganization in modern Society life. Concentration on research findings derived from studies of contemporary American Society.
Credit hours: 3, Contact: (3-0), offered fall semesters. Web availability.

SOCA-221 FAMILIES AND SOCIETY
Pre-requisite(s): ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better
Co-requisite(s): ENGL 101
Historical comparative approach to changing structures and functions of the family. Effect of economic, demographic, and cultural changes on relationships, gender, roles, marriage, childcare, variations by socioeconomic status, race, ethnicity, gender, sexual orientation.
Credit hours: 3, Contact: (3-0), offered spring semesters. Web availability.
SOCA-230 WORLD RELIGIONS  
**Pre-requisite(s):** ACT English score of 18 or higher or English 101 or ENGL 095 with a C or better  
**Co-requisite(s):** ENGL 101  
Introduction to major religious traditions of the world. Through lectures, speakers, assigned readings, field trips, and occasional videos students will gain a broad basis knowledge of the major religions.  
**Credit hours:** 3, **Contact:** (3-0).

SOCA- 249 DIVERSITY IN THE WORKPLACE  
Designed to prepare the student to understand and appreciate differences among people. Linking this knowledge to the workplace will make this course both informative and practical.  
**Credit hours:** 1, offered fall semesters.

VETT  
Veterinary Technology  
*Veterinary Technology courses taught at Carver Career & Technical Education Center.*

VETT-101 INTRO TO VETERINARY TECHNOLOGY  
**Pre-requisite(s):** Accepted into program  
This is an introductory course with focus on history, laws and ethics, business and hospital management, and client relations and education. The lab will focus on husbandry, restraint, handling, drug administration, and phlebotomy.  
**Credit hours:** 3, **Contact:** (2-2), offered fall semesters.

VETT-102 VETERINARY PARASITOLOGY  
An introduction to common internal and external parasites, life cycles, treatment, and prevention. Laboratory will discuss identification techniques.  
**Credit hours:** 3, **Contact:** (2-2), offered fall semesters.

VETT-103 ANIMAL SCIENCE  
This course will familiarize students with common breeds of dogs, cats, horses, and cattle. Also, breeding behaviors.  
**Credit hours:** 3, **Contact:** (3-0), offered fall semesters.

VETT-105 VETERINARY MEDICAL TERMINOLOGY  
This course introduces the vocabulary, abbreviations, and symbols used in the language of veterinary medicine. Concentration is placed on building medical terms using prefixes, suffixes, or word roots. Upon completion students should be able to pronounce, spell, and define accepted veterinary medical terms.  
**Credit hours:** 2, **Contact:** (2-0).

VETT-111 SURGICAL TECHNIQUES & NURSING  
In this course students will learn the basic principles of radiology, anesthesia, dental prophylactics, and surgical techniques. Emergency care, nursing care, wound management, bandaging, and instrumentation will also be covered.  
**Credit hours:** 5, **Contact:** (3-4), offered spring semesters.

VETT-112 VETERINARY PHARMACOLOGY I  
**Pre-requisite(s):** VETT-101, 102, 103  
This course is an introduction into pharmacology. It will include drug laws, calculations, classifications, drug uses, and drug administration. Common drugs for diseases covered in VETT-113 will also be discussed.  
**Credit hours:** 2, **Contact:** (2-0), offered spring semesters.

VETT-113 COMPANION ANIMAL DISEASES I  
**Pre-requisite(s):** VETT-101, 102, 103  
Study of the most commonly encountered diseases in veterinary medicine. Etiology, pathogenesis, zoonosis, history and clinical signs, diagnosis, treatment, and prevention will be discussed.  
**Credit hours:** 2, **Contact:** (2-0), offered spring semesters.

VETT-114 LABORATORY ANIMAL  
**Pre-requisite(s):** VETT-101, 102, 103  
This course will cover common laboratory animals’ care, handling, and restraint, as well as treatment, diagnosis and drug administration.  
**Credit hours:** 3, **Contact:** (2-2), offered spring semesters.

VETT-201 VETERINARY PATHOLOGY  
**Pre-requisite(s):** VETT-219 & 221  
This course is designed to acquaint students with equipment and techniques used in veterinary laboratories. The different areas that will be discussed include hematology, lab safety, urinalysis, blood chemistries, cytology and serology.  
**Credit hours:** 4, **Contact:** (2-4), offered fall semesters.
VETT-202 LARGE ANIMAL HEALTH & DISEASES  
Pre-requisite(s): VETT 219 & 221  
The students will learn restraint and drug administration of common farm animals. They will also cover care, handling, and common diseases. This class will travel to local farms for practical experience.  
Credit hours: 3, Contact: (2-2), offered fall semesters.

VETT-213 VETERINARY PHARMACOLOGY II  
This course is a continuation of VETT-112. Common drugs for the diseases discussed in VETT-213 will be covered.  
Credit hours: 3, Contact: (2-2), offered fall semesters.

VETT-213 COMPANION ANIMAL DISEASES II  
Pre-requisite(s): VETT-113  
This course is a continuation of VETT-113.  
Credit hours: 2, Contact: (2-0), offered fall semesters.

VETT-219 SEMINAR I  
Pre-requisite(s): VETT-111, 112, 113, 114  
This course is taken in conjunction with VETT-221. Students will keep a weekly journal and will present one case study from their preceptor.  
Credit hours: 1, Contact: (1-0), offered summer semesters.

VETT-220 SEMINAR II  
Pre-requisite(s): VETT-201, 202, 212, 213  
This course is taken in conjunction with VETT-222. Students will keep a weekly journal and 3 case studies will be prepared. Also, students will learn interview techniques and be required to write a resume.  
Credit hours: 2, Contact: (2-0), offered spring semesters.

VETT-221 PRECEPTORSHIPS I (OJT) 4  
Pre-requisite(s): VETT-111, 112, 113, 114  
The student will get on the job training at a local veterinary facility.  
Credit hours: 4, Contact: (0-12), offered summer semesters.

VETT-222 PRECEPTORSHIP II  
This is an extensive external practicum where the student will function as a member of the veterinary team.  
Credit hours: 4, Contact: (0-12), offered summer semesters.

WELD  
Welding  
Instructor: Johnson

WELD-100 BASIC INTRODUCTION TO CUTTING, GOUGING AND WELDING  
A basic welding course designed for the non-welding student. Introductory topics include: basic construction safety requirements, common hand tool usage, common power tool usage, basic oxyfuel, plasma & carbon arc cutting, gouging procedures, basic SMAW/stick usage and GMAW/MIG usage.  
Credit hours: 3, Contact: (Both 5).

WELD-101 BASIC OXYFUEL, PLASMA AND CARBON ARC CUTTING AND GOUGING  
Co-requisite(s): ENGL 091  
Basic construction safety requirements, how to safely inspect and operate common hand and power tools, and basic oxyfuel, plasma, and carbon arc cutting and gouging procedures.  
Credit hours: 3, Contact: (Both 6).

WELD-110 BASIC SMAW  
Pre-requisite(s): WELD-101  
Nomenclature and set up procedures for the SMAW welding process. Hands on welding experience using E6010 and E7018 electrodes welding on pads in each of the four welding positions. They will then transition to the five joints in each of the four positions.  
Credit hours: 3, Contact: (Both 6).

WELD-111 INTERMEDIATE SMAW  
Pre-requisite(s): WELD-110  
This is a continuation of WELD 110. Welding each joint in the four positions with transition into bevel plate in all positions.  
Credit hours: 3, Contact: (Both 6).

WELD-120 BASIC GTAW  
Pre-requisite(s): WELD-101  
This course consists of GTAW welding each of the five types of joints in the four welding positions. Students who progress through this will then start GTAW on pipe in multiple positions.  
Credit hours: 3, Contact: (Both 6).
WELD-121 ADVANCED GTAW  
**Pre-requisite(s):** WELD-120  
Bevel plate certification in all positions with the gas tungsten arc process according to the code.  
**Credit hours:** 3.

WELD-130 BASIC FCAW  
**Pre-requisite(s):** WELD-101  
Students will learn safety, nomenclature and set up procedures for FCAW equipment. Students will weld primarily utilizing E70 solid wire and gas on pads and in each of the four welding positions. They will then transition to the five joints in each position.  
**Credit hours:** 3,  **Contact:** (Both 6)

WELD-131 ADVANCED FCAW  
**Pre-requisite(s):** WELD-130  
Bevel plate certification in all positions with the flux core arc welding process according to the AWS code.  
**Credit hours:** 3.

WELD-140 BASIC GMAW  
**Pre-requisite(s):** WELD-101  
Students will learn safety, nomenclature and set up procedures for GMAW equipment. They will get hands on welding primarily utilizing E70 solid wire, with gas, welding on pads and in each of the four welding positions. They will then transition to the five joints in each position.  
**Credit hours:** 3,  **Contact:** (Both 6).

WELD-141 ADVANCED GMAW  
**Pre-requisite(s):** WELD-140  
Bevel plate certification in all positions with the gas metal arc welding process according to the AWS code.  
**Credit hours:** 3.

WELD-150 WELD SYMBOLS AND DETAIL DRAWINGS  
Industrial blueprints, welding symbols, metal shapes, their abbreviations, and weld detail prints. Students will learn to draw various detail drawings, read prints, weld procedures and determine their bill of material.  
**Credit hours:** 3.

WELD-200 INTERNSHIP  
Special assignment in industry to correlate with the Welding Technology program. Students must have a designated industrial supervisor and faculty coordinator. Final approval will be granted by the student’s department head.  
**Credit hours:** 2-6.

WELD-201 METALLURGY  
The study of ferrous and non-ferrous metals, their properties, composition, manufacture, weld preparation, weld-ability, heat treatment (before and after welding), and proper storage.  
**Credit hours:** 3.

WELD-202 FAB SHOP  
**Pre-requisite(s):** Welding students in their final semester  
This course is designed to introduce the student into a work environment depicting the actual day-to-day operations of a fabrication shop. The student will incorporate the skills and knowledge acquired to gain experience that is required to enter the workforce successfully.  
**Credit hours:** 3.

WELD-211 ADVANCED SMAW  
**Pre-requisite(s):** WELD-111  
Bevel plate certification with a shielded metal arc welding process according to AWS code.  
**Credit hours:** 3.

WELD-215 CODE SMAW  
**Pre-requisite(s):** WELD-101 AND WELD-211  
Students will prepare for American Welding Society (AWS) certification by welding 1 inch plate in all positions with concentration on vertical and overhead. Certification will be vertical and overhead, 1-inch plate with backing strip.  
**Credit hours:** 3,  **Contact:** (Both 6).

WELD-251 INTRODUCTION TO WELD THEORY  
Students will learn to use the basics of welding theory in various area(s) of welding and will communicate in writing, using the technical terminology commonly used in the welding industry for inspection.  
**Credit hours:** 3,  **Contact:** (3-0).

WELD-256 CODE GMAW  
**Pre-requisite(s):** WELD-101 AND WELD-140  
Students will prepare for American Welding Society (AWS) certification by welding 3/8 inch plate in all positions with concentration on vertical and overhead. Certification will be 3/8” plate with backing strip in vertical and overhead positions.  
**Credit hours:** 3,  **Contact:** (Both 6).
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Admissions Counselor
Misi Lair, A.S.
Project Coordinator

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Registrar
Jordan Atha, B.S
Program Specialist

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Tammy Bibbee, M.A.
Director of Retention Services
Georgie Ferrell, A.S.
Professional Tutor

EXTENDED LEARNING

Connie Fox, M.S.
Dean of Extended Learning
Laura Little, Ed.D.
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Chief Banner Officer

FINANCIAL AID

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Director
Bonnie Edwards, B.S, B.A
Assistant Director

HUMAN RESOURCES

Gene Lopez, B.A.
Director
Debra Radar, B.S.
Human Resources Manager

INFORMATION TECHNOLOGY

Thomas Minnich, M.S., CCNA, CCAI
Director/CIO
Adam Ferrell, A.S.
IT Technician
Jason Fields, A.S.
IT Technician
### PHYSICAL PLANT

George Hypes  
Maintenance Supervisor  
Edward Kennedy  
*Maintenance Campus Service Worker*

### SOCIAL JUSTICE

Jennifer McIntosh  
*Executive Officer, WVU*

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Jeanne Smith, M.A.

### OFFICE OF DISABILITY SERVICES

Jill Hess, M.A.  
*Disability Counselor*

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Pat Hunt, Ed.D.  
*CFO*

Cathy Aquino, B.S.  
*Business Manager*

John Powell  
*Director of Purchasing*

Rita Atha, B.A.  
*Accounting Assistant II*

Melanie Whittington, B.S  
*Accounting Assistant II/Payroll/Cashier*

Jamie Booth, B.B.A.  
*Financial Accounting Reporting Manager*

### WORKFORCE DEVELOPMENT

Matt Earnest, M.S.  
*Executive Director of Workforce Development*

Carol Coleman, A.S.  
*Administrative Assistant*

Kelly Jo Drey, M.A.  
*Director of Bridgemont Sustainability Institute*

Rebecca Prokity, M.B.A  
*Instructional Specialist*

Kim Knapp, M.S.  
*Instructional Specialist*

Holly Clark  
*Assistant Professional/ Instructional Specialist*

Leigh Crystal

### INSTRUCTIONAL SPECIALISTS

Jamie Durant  
*Instructional Specialist*

Kassie Parish  
*Instructional Specialist/Dental Assistant*

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Beverly Jo Harris, Ed.D.  
*President*

Kristin Mallory, Ed.D.  
*Vice President for Academic and Student Affairs*

Alicia Syner, A.S.  
*Executive Secretary to the President*

Natalie Price, B.S.  
*Administrative Associate to the Vice President*

### BRIDGEMONT STAFF

Kay Cook  
*Academic Lab Manager, Digital Design & Print Communications*

Maynard Linville  
*Academic Lab Manager, Mechanical Engineering Technology*

Shellie Oden  
*Administrative Secretary, BAHM, Civil, Engineering Technologies, Welding*

Andrea Petry  
*Administrative Secretary, Dental Hygiene & General Studies*

Tina Spaulding, A.S.  
*Administrative Secretary, Dean of Extended Learning & Engineering Technologies*

Cathy Stevenson  
*Administrative Secretary, Information Desk*

Samantha Sorrell  
*Administrative Assistant, Digital Design, Marketing, Diesel*

Krystal Wattie-Tounkara, M.S.  
*Student Advocate, IPASS*

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*Chair*

Amanda McClellan, B.S.  
*Vice Chair*

Tammy Dearing, M.B.A.  
*Scribe*

### ACADEMIC LEADERS
FACULTY
(Date listed is the year the individual joined the faculty.)

Alley, Bradley
Academic Lab Manager, Diesel Technology
(2012)

Amos, Robert, P.E., M.S.
West Virginia University
Associate Professor of Civil Engineering
Technology (2010)

Anderson, Anthony, A.A.S.
Bridgemont Community and Technical College
Instructor/Program Director
(2008)

Breeden, Suzette, M.S.
Marshall University
Associate Professor of Mathematics
(2000)

Cercone, Donna E., M.A.
Tennessee Tech University
Professor of Developmental & Technical
Mathematics
(2002)

Dearing, Tammy, M.B.A.
Auburn University Montgomery

Associate Professor of Business and Health
Management
(2009)

Ditchen, Michael, Ed.D.
West Virginia University
Professor of Digital Design and Print
Communications
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France, Melissa C., M.S., R.D.H.
West Virginia College of Graduate Studies
Professor of Dental Hygiene
(1996)

Gandee, Neil, B.S.
West Virginia University Institute of Technology
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Grose, Kelly, M.S.
Mountain State University
Associate Professor and Chair of Business and
Health Management
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Hall Richard, M.S.
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Johnson, Christina, M.S.
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Johnson, Ronald,
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Marshall University, Professor Emeritus (1981-2002)
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(1960-1996)
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North Carolina State University, Professor Emeritus of Engineering Technology and Industrial Technology (1990-2006)
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