This catalog is for information purposes only and is not considered a binding contract between Kanawha Valley Community and Technical College and its students. KVCTC reserves the right to make changes in fees, course offerings, curricula, graduation requirements, and policies and procedures governing academics and student life.

Affirmative action statement
Kanawha Valley Community and Technical College is an equal opportunity/affirmative action institution that does not discriminate against any person because of race, sex, age, color, religion, disability, national or ethnic origin.

This policy extends to all Kanawha Valley Community and Technical College activities related to the management of its educational, financial and business affairs. It affects all employment practices including but not limited to, recruitment, hiring, transfer, promotion, training, compensation, benefits, layoff and termination.
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ACCREDITATIONS

Kanawha Valley Community and Technical College is accredited by the Higher Learning Commission of the North Central Association of Schools and Colleges.

The Higher Learning Commission
North Central Association of Schools and Colleges
30 North LaSalle Street, Suite 2400
Chicago, IL  60602-2504
800.621.7440 phone
www.ncahlc.org

The associate degree in Nuclear Medicine Technology is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology of the American Medical Association.

The associate degree in Nursing is accredited by the National League for Nursing Accreditation Committee.

National League for Nursing Accrediting Commission, Inc.
Dr. Sharon Tanner, RN
Chief Executive Officer
National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
sjtanner@lnac.org

West Virginia Board of Examiners for Registered Professional Nurses
101 Dee Drive, Suite 102
Charleston, WV  25311-1620
Laura.S.Rhodes@wv.gov
ADMINISTRATORS AND FACULTY
2012-2013

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Vice President for Academic Affairs Cynthia Kelley, Ph.D.
Vice President of Workforce & Economic Development Laura McCullough, M.S.
Vice President for Student Services Susan M. Gardner, Ph.D.

KVCTC DIRECTORS
Director, Continuing Education and Community Service Kim Sovine, M.S.
Director, Professional Development Linda Nielsen, M.S.
Director, Computer Operations Jason Stark
Director, Admissions Michelle Wicks, M.A.
Associate Director, Financial Aid Carla Blankenbuehler, M.A.
Registrar Roy Simmons, Ed.S.

KVCTC DIVISION DEANS
Allied Health and Human Services Angela Wilmink, RN, M.S.N., FNP
Business Studies Megan Lorenz, M.S.
Science and Technology Ronald Rogillio, M.B.A.
Non-Traditional Studies/General Education Kim Lovinski, M.A.
Developmental Education Calisa Pierce, Ed.S., M.A.

KVCTC ACADEMIC PROGRAM DIRECTORS

**Associate Degrees**

Accounting Megan Lorenz, M.S.
Administrative Professional Technology Lori Tate, M.S.
Applied Process Technology James Boley, M.Ed.
Board of Governors A.A.S. Judy Whipkey, M.S.
Community Behavioral Health Technology Morri Dabney, M.S.
Computers and Information Technology Brandon Walker, M.S.
Criminal Justice Deborah McDaniel, M.S., M.A.
Early Childhood Education Kim Sovine, M.S.
Emergency Medical Services Louis Robinson, R.B.A.
English Kim Lovinski, M.A.
Finance Megan Lorenz, M.S.
Gerontology Patricia Perdue, M.A.
Hospitality Management Austin O’Connor, M.S.
Management Adrienne Galloway, M.B.A.
Marketing Jeff Finch, M.B.A.
Math Leanna Preston, M.S.
Nuclear Medicine Technology Mark Rucker, A.A.S-NMT, R.B.A., CMNT
Nursing Berton Kent Wilson, M.S.N., RN, CLNC
Occupational Development Kim Sovine, M.S.
Paralegal Studies Craig Giffin, J.D.
Patient Care Technology Angela Wilmink, RN, M.S.N., FNP
Power Plant Technology Ronald Rogillio, M.B.A.
Sustainable Building Technology Ronald Rogillio, M.B.A. (interim)
Technical Studies Ronald Rogillio, M.B.A.
Associate in Arts Bertlela Montgomery, M.A.
Associate in Science Bertlela Montgomery, M.A.
Certificates of Applied Science

- Accounting: Megan Lorenz, M.S.
- Advertising: Jeff Finch, M.B.A.
- Banking and Finance: Megan Lorenz, M.S.
- Chemical Operations: Jim Boley, R.B.A.
- Community Behavioral Health Technology: Morri Dabney, M.S.
- Emergency Medical Services: Louis Robinson, R.B.A.
- Entrepreneurship: Adrienne Galloway, M.B.A.
- Gerontology: Patricia Perdue, M.A.
- Occupational Development: Kim Sovine, M.A.
- Paraprofessional Educator: Bertlela Montgomery, M.A.
- Patient Care Technology: Angela Wilmink, RN, M.S.N., FNP
- Pre-Engineering: Desa Gobovic, D.Sc.
- Sales: Jeff Finch, M.B.A.
- Sustainable Building Technology: Ronald Rogillio, M.B.A. (interim)
- Technical Studies: Ronald Rogillio, M.B.A.

FACULTY

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Applied Process Technology: Bill Kroesser, Ph.D.
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Charles Pomeroy, M.S.
Business: Donna Hastings, M.S.
Jack Skeens, M.B.A.
Thomas Hilgartner, M.A.
Humanities: Christine Roth, M.A.
Melanie Walters, M.A.
Math: Beth Timmons, M.A.
Karen McNeer, M.S.
Wilma Lane, M.S.
Brenda Durham, M.S.

Nuclear Medicine Technology: Alicia Tucker, A.A.S.
Nursing: Angela (Nikki) Watts, CNMT
Amy Casto, RN, MSN, FNP-BC
Beverly Farrow, Ph.D.
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Cristi Menking-Hoggatt, M.S.N.
Deanna Lane, RN
Bobbi Taylor, RN, M.S.N., FNP-BC
Rhonda White, M.S.N.
Angela Wilmink, RN, M.S.N., FNP
Leah Wells, RN, M.S.N.
Liesa Kyer, RN-FA, B.S.N., MHA
Rebecca Donohoe, M.S.N., CFNP
Psychology: Lana Andreanoe, M.S.
Power Plant Technology: Don Schmidt, M.S.
MISSION, VISION, VALUES AND GOALS STATEMENTS

MISSION STATEMENT
Kanawha Valley Community and Technical College promotes student success, stimulates economic development and improves communities by providing access to quality developmental, career-technical, transfer and workforce education.

VISION STATEMENT
Kanawha Valley Community and Technical College will be the college of opportunity for a diverse population of learners.

VALUES STATEMENT
Faculty, staff, and administrators share a common set of values which guide Kanawha Valley Community and Technical College in fulfilling its mission. These values influence our action, guide our decisions, mold our policies and determine our strategic planning and action.

*Kanawha Valley Community and Technical College demonstrates these values:*

**Opportunity**  Serving a diverse student population through associate degrees, certificates and skill sets, as well as continuing education and lifelong learning.

**Communication**  Free, open and responsible exchange of ideas.

**Access**  Open admission and delivery of education and services supporting the potential for achievement.

**Excellence**  Commitment to integrity and high standards in teaching, learning and service.

**Accountability**  Efficient and effective management of human and financial resources that generates public trust.

GOALS STATEMENT
Kanawha Valley Community and Technical College will:
1. **Provide high quality developmental, career-technical, transfer and workforce education to a diverse student population.**
2. **Maintain student-centered learning environments and support services.**
3. **Develop cooperative community-based partnerships which contribute to educational, economic, cultural and social enrichment.**
4. **Attract and retain highly qualified faculty, staff and administrators and provide opportunities for personal and professional development.**
5. **Assess student learning and institutional effectiveness as part of an overall program of planning and improvement.**
HISTORY OF KVCTC

In more than a half-century evolutionary journey, the Kanawha Valley Community and Technical College has developed from its seminal beginning in 1953 as the tentative associate degree offerings of West Virginia State College to a vibrant, independent community and technical college serving the state’s largest metropolitan area. Today, KVCTC provides a broad spectrum of associate degrees, certificates, industry certifications, skill sets, continuing education, community services, employee training, developmental and transfer education. The following narrative provides a brief history of how this unique institution was created.

Creating a New Community and Technical College

In the beginning of this century, the West Virginia Legislature passed legislation that would begin the process of creating a system of independent Community and Technical Colleges. This process would conclude with the passage of House Bill 3215 in 2008 which created Kanawha Valley Community and Technical College as a new institution with a distinct Board of Governors.

Kanawha Valley Community and Technical College’s Accreditation History

The college received initial accreditation from the Higher Learning Commission of the North Central Association of Schools and Colleges in 2004. Two of the College’s academic programs have attained additional accreditation by professional bodies:

• the Nuclear Medicine Technology Program accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology; and,

• the Nursing Program by the National League for Nursing Accrediting Commission, Inc. and the West Virginia Board of Professional Nursing.

Distinctive Programs

Kanawha Valley Community and Technical College offers 24 associate degree programs, 18 certificate programs, and a variety of skill sets. The College offers customized credit and non-credit training for business and industry through its Workforce and Economic Development Division. KVCTC has an extensive off-campus network of workplace-based training sites throughout its service region of Kanawha, Putnam, and Clay counties.
PROGRAMS AND SERVICES

Kanawha Valley Community and Technical College delivers the following programs and services:

1. **Transfer** — Under the transfer function are the Associate in Arts and Associate in Science degrees for students who wish to secure an associate degree before transferring into a four-year or bachelor’s degree program. The college transfer programs include freshman and sophomore courses in arts and sciences and preprofessional programs that meet standards acceptable for transfer to baccalaureate degree programs. These programs are of equal grade and quality to those provided in four-year degree-granting institutions to facilitate the transfer of students from the Community and Technical College to four-year colleges and universities.

2. **Career preparation** — Under the career preparation function are skill sets, certificate and two-year Associate in Applied Science degrees in a particular discipline that prepare students for a job. Designed to meet the increasing demand for technicians, professional workers, and skilled crafts people, these programs may include preparation for business, engineering, health, medical, industrial, service, and other technical and occupational fields. The curricula are planned primarily to meet the need for a skilled workforce in the region served by KVCTC.

3. **Workforce and Economic Development** — Preparing a skilled labor force is a priority and focus of KVCTC Workforce and Economic Development Division (KVCTC WEDD). KVCTC WEDD delivers workforce development by aligning education and training with employer needs and economic development initiatives.

4. **Basic skills and developmental education** — These programs are designed to develop reading, math, and English skills. Courses are offered every semester and during the summer. Students who are striving for academic excellence may also choose to enroll in these courses.

5. **Continuing education** — Continuing education provides organized learning activities designed to meet the educational needs and goals of individuals whose primary concern is not that of a degree seeking student. Continuing education utilizes a variety of delivery systems to extend programs and services to audiences from government, business, industry, organized labor, other agencies, and the general public.

6. **Community service** — KVCTC works with community organizations that can benefit from liaison with higher education and seeks opportunities with business and industry to encourage economic development.

In planning and maintaining associate degree curricula, KVCTC has an advisory committee for each academic program. The committees review degree requirements and courses on a regular basis to ensure that they are kept up to date with new technology and entry-level requirements in the job market.

In addition to associate degrees, KVCTC participates in many local, state, and federal programs such as projects for single parents and homemakers, activities to reduce sex bias and sex stereotyping, projects related to assisting academically disadvantaged and handicapped students, research, and many others.

KVCTC offers many off-campus courses, conferences, institutes, workshops, and short courses to companies, businesses, government agencies, human service organizations, and labor unions for professional development of employees and members, and members of special constituencies.

Additionally, KVCTC has articulation and cooperative agreements with several educational and state agencies.
Saturday, June 30
Deadline to Submit Financial Aid Paperwork
(Anything turned in after this date will still be processed. However, students are responsible for the first payment by the respective due date.)
Deadline for Work Study Applications

Tuesday, August 7
Last day for payment for early registered students

Monday, August 13
Faculty return & In-service

Wednesday, August 15 & Thursday, August 16
New Student Orientation & Registration

Friday, August 17
Late registration and advising for new and returning students (advisors available all day)
Deadline for admissions applications for fall enrollment

Monday, August 20
Classes begin

Monday, August 20
Add/Drop & Late registration ($25 fee applies)

Thursday, August 23
Last day for readmission and financial aid appeals

Friday, August 24
Last day to add/drop for fall semester
End of 100% refund
Last day for late registration ($25 fee applies)

Monday, August 27
First day of work for Work Study students

Monday, September 3
Labor Day holiday (College closed)

Friday, October 5
Final 40% of tuition and fees due for installment plan
Last day to apply for December graduation
Midterm grades due to Registrar via MyKVCTC

Tuesday, October 23
End of pro-rated refund period for total withdrawal

Friday, October 26
Last day to withdraw with a grade of W

Tuesday, October 30 & Wednesday, October 31
Early Registration for Spring 2013 for Veterans and students with 40+ credit hours

Thursday, November 1
Open Registration for spring 2013 for all returning/continuing students

Friday, November 16
Last day of work for Work Study students
December graduation audit paperwork due to Registrar from faculty

Monday, November 19 - Friday, November 23
Fall break

Friday, November 30
Deadline to Submit Financial Aid Paperwork for Spring 2013
(Anything turned in after this date will still be processed. However, students are responsible for the first payment by the respective due date.)

Friday, December 7 - Thursday, December 13
Final exams

Friday, December 14
Grades for graduates due to the Registrar via MyKVCTC by 12:00 p.m.

Monday, December 17
All final grades due to Registrar via MyKVCTC by 12:00 p.m.

Sunday, December 23
Final grades available to students via MyKVCTC
**KANAWHA VALLEY COMMUNITY AND TECHNICAL COLLEGE**  
**ACADEMIC CALENDAR**  
**SPRING 2013**

**Friday, January 4**  
Last day for payment for early registered students

**Monday, January 7**  
Faculty return & In-service

**Wednesday, January 9 & Thursday, January 10**  
New Student Orientation & Advising

**Friday, January 11**  
Late registration & advising for new and returning students (advisors available all day)  
Deadline for admission applications for spring enrollment

**Monday, January 14**  
Classes begin  
Late registration ($25 fee applies)

**Thursday, January 17**  
Last day for readmission and financial aid appeal

**Friday, January 18**  
Last day for Add/Drop  
End of 100% refund  
Last day for late registration ($25 fee applies)

**Monday, January 21**  
Martin Luther King, Jr. holiday (College Closed)

**Tuesday, January 22**  
First day for Work Study students

**Friday, February 22**  
Final 40% of tuition and fees due for installment plan  
Last day to apply for May graduation

**Friday, March 1**  
Midterm grades due to Registrar via MyKVCTC

**Monday, March 11 - Friday, March 15**  
Spring break

**Tuesday, March 19**  
End of pro-rated refund period for total withdrawal

**Friday, March 22**  
Last day to withdraw with a grade of W

**Friday, March 29**  
May graduation audit papers due to Registrar from faculty

**Tuesday, April 2 & Wednesday, April 3**  
Early registration for Summer/Fall 2013 for Veterans and continuing students with 40+ Credit Hours

**Thursday, April 4**  
Open registration for Summer/Fall 2013 for all returning/continuing students

**Tuesday, April 30**  
Last day of work for Work Study students  
Deadline to submit all financial aid paperwork for Summer 2013 (Anything turned in after this date will still be processed. However, students are responsible for the first payment by the respective due date.)  
Last day to apply for August graduation

**Friday, May 3 - Thursday, May 9**  
Final exams

**Monday, May 6**  
Caps and gowns available through Division of Student Services

**Friday, May 10**  
Grades for graduates due to Registrar via MyKVCTC by 12:00 p.m.  
Commencement rehearsal

**Sunday, May 12**  
Commencement

**Monday, May 13**  
All grades due to Registrar via MyKVCTC by 12:00 p.m.

**Friday, May 17**  
Spring 2013 grades available to students via MyKVCTC
DEGREE OFFERINGS

ASSOCIATE IN APPLIED SCIENCE DEGREES
1. Accounting*
   a. 2+2 (Marshall University)
   b. 2+2 (West Virginia State University)
2. Administrative Professional Technology
   a. Executive Concentration
   b. Legal Concentration
   c. Medical Concentration
3. Applied Process Technology
4. Board of Governors
5. Community Behavioral Health Technology*
   a. Addictions Concentration
   b. Autism Intervention and Education Concentration
   c. Youth Development Specialist Concentration
6. Computers & Information Technology
   a. Computer Forensics Concentration
   b. MIS Concentration (2+2 Marshall University)
   c. Networking Concentration
   d. Software Developer Concentration
   e. Web Design Concentration
7. Criminal Justice
8. Early Childhood Education*
   a. 2+2 (Marshall University)
9. Emergency Medical Services
10. Finance
    a. 2+2 (Marshall University)
    b. 2+2 (West Virginia State University)
    c. Banking Concentration
11. Gerontology
12. Hospitality Management
    a. Hotel & Restaurant Concentration
13. Management*
    a. 2+2 (Marshall University)
    b. 2+2 (West Virginia State University)
    c. Entrepreneurship Concentration
    d. Fashion Merchandising Concentration
    e. Occupational Specialty Concentration
14. Marketing*
    a. 2+2 (Marshall University)
    b. 2+2 (West Virginia State University)
15. Nuclear Medicine Technology
16. Nursing*
    a. LPN to RN
17. Occupational Development
18. Paralegal Studies
19. Patient Care Technology
    a. Addictions Concentration
    b. Gerontology Concentration
20. Power Plant Technology*
    a. Process Technology Concentration
21. Sustainable Building Technology
22. Technical Studies

*These programs also offer a general, or traditional, program.

ASSOCIATE IN ARTS DEGREE
23. General Education

ASSOCIATE IN SCIENCE DEGREES
24. General Education

CERTIFICATES OF APPLIED SCIENCE
1. Accounting
2. Advertising
3. Banking and Finance
4. Chemical Operations
5. Community Behavioral Health Technology
6. CBHT - Addictions
7. CBHT - Autism Intervention and Education
8. CBHT - Youth Development Specialist
9. Emergency Medical Services
10. Entrepreneurship
11. Gerontology
12. Occupational Development
13. Paraprofessional Education
14. Patient Care Technology
15. Pre-Engineering
16. Sales
17. Sustainable Building Technology
18. Technical Studies

SKILL SETS
1. American Sign Language
   a. Basic Interpreter
   b. Communicator
   c. Advanced Communicator
   d. Specialist
2. Autism Intervention and Education I
3. Autism Intervention and Education II
4. Chemical Operations
5. Gaming
   a. Blackjack
   b. Craps
   c. Poker
   d. Roulette
6. Gerontology
7. Home Performance
8. Land Professional
9. Medical Coding
10. MS Office Specialist: Word, Excel, PowerPoint
11. Peer Support Specialist
12. Psychiatric Rehabilitation
13. Transportation Security Administration

Advanced Skill Sets
1. Early Childhood Education - Pre-Kindergarten
2. Early Childhood Education - Childcare
For each associate degree program at KVCTC, there is instruction in the required major courses. However, there is also instruction in general education, a common set of student learning outcomes.

This general education requirement is designed to ensure students have those proficiencies that promote lifelong learning and that are needed on the job, at home, and in the community in order to be successful. These general education student learning outcomes relate to those skills, behaviors and attitudes that employers say are needed to be successful in chosen careers. Employers from the community maintain that this expertise is not just important in obtaining a job, but is critical to keeping a job and advancing or seeking promotions. Specifically, the general education requirement focuses on the areas of communication, critical thinking, working collaboratively with diverse groups, information literacy through appropriate technology, and problem solving.

The goal of the KVCTC general education program is to provide opportunities and support needed to develop the skills, behaviors and attitudes that will enable the student to be successful as they matriculate through their higher education to graduate with the credentials needed to be employed in their chosen field. The core curriculum, which affords all students a common learning experience, provides opportunities through classes, labs and field experiences to advance student learning. In addition to being addressed by the general education courses from the core curriculum, each KVCTC program and discipline integrates these general education student learning outcomes into the major courses. It should also be noted that involvement in co-curricular activities and work experiences can contribute to the development of these skills, attitudes and behaviors.

KVCTC continues to collaborate with other state institutions of higher learning to facilitate a smooth transfer of core curriculum courses, taken for associate programs, to be accepted as general education courses for baccalaureate programs. **Students should inform their program advisor of their possible intent to continue with a bachelor degree program after completion of their associate degree program.** This will help the student and advisor select core curriculum course options that provide the smoothest transfer from associate programs to bachelor degree programs because other institutions of higher learning also have general education requirements that must be met.

KVCTC’s core curriculum for associate in applied science degrees consists of a minimum of 15 credit hours. The associate in science and associate in arts degrees are transfer degrees, and those programs’ requirements consist of one-half to three-fourths core curriculum courses that provide opportunities to develop the specific skills, behaviors and attitudes related to the general education learning outcomes.

The core curriculum courses providing opportunities to promote attainment of these general education learning outcomes are already included in the sequence of courses for each program. Each associate degree program includes core curriculum courses in the following areas:

<table>
<thead>
<tr>
<th>Core Curriculum Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>All programs will choose at least <strong>one</strong> course from each category</td>
<td></td>
</tr>
<tr>
<td>1. Written and/or Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>2. Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>3. Natural Science</td>
<td>3–4</td>
</tr>
<tr>
<td>4. Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

For A.A.S. Programs  
Total Credit Hours: at least 15

For A.S. Programs  
Total Credit Hours: at least 24

For A.A. Programs  
Total Credit Hours: at least 24

(College 102, 103 and 104 are required in most programs and are required for all students with a composite ACT score of 19 or below.)
The General Education Program at KVCTC includes a common set of student learning outcomes that are specifically designed for community college students to enable them to live effectively, work productively, and learn continuously. The KVCTC core curriculum provides a common learning experience for all students in associate degree programs and provides opportunities for attainment of the following general education student learning outcomes:

Upon graduating from KVCTC, the student will:
1. Communicate articulately in speech and writing, incorporating appropriate technology.
2. Think critically about issues, theory, and application.
3. Use effective human relationship skills to work in a diverse society and function positively in a team environment.
4. As an information literate individual, know what information needed and access it through appropriate technology, evaluate sources of information, and use information ethically and effectively.
5. Solve problems, manipulate and interpret data, and communicate findings for practical situations in a logical manner, using computational skills, scientific method of inquiry, scientific knowledge, and appropriate technology.

KVCTC Documentation of General Education Student Learning Outcomes

KVCTC uses a portfolio process to document attainment of general education learning outcomes. The primary goal of the portfolio process is to document and enhance student learning at KVCTC. Students will select examples of evidence that demonstrate they have met the expected student learning outcomes for general education. The portfolio is where students will collect completed assignments and other products from co-curricular, work, or community experiences. Then, they will organize the evidence along with written reflection papers detailing how this evidence connects with the expected learning outcome and future benefits.

KVCTC students will be made aware of the general education student learning outcomes during their first semester at the college and will also be introduced to the required portfolio process to document the outcomes at the same time. For example, during their College 102 course, students are given all requirements for the portfolio process and will have opportunities to practice preparing portfolio documents, selecting examples of evidence, and writing reflection papers. Students not enrolled in College 102 will be introduced to general education by their advisors, and all students will have available to them the assistance of their advisors to produce and maintain a portfolio throughout their academic program, containing various examples of evidence that document general education outcomes. The submission of the portfolio is a requirement for each major capstone course. Prior to the student's graduation, the completed portfolio will be submitted by the student to his/her capstone course instructor, who will forward the portfolio to the General Education Committee for review.

At the end of each fall and spring semesters, the KVCTC General Education Committee convenes a panel of KVCTC faculty, staff, and administrators, along with external reviewers from the community, to review the portfolios. Data collected during these reviews of student portfolios will be analyzed and the findings reported. Each student will receive feedback on his/her portfolio submitted, and each program will receive an aggregate report of their program. This analysis is intended to provide information to the college as to what areas of the general education program might need improvement. Then, as appropriate, the General Education Committee will formulate recommendations to improve the attainment of general education student learning outcomes at KVCTC.
DEVELOPMENTAL EDUCATION DIVISION

Mission
The KVCTC Developmental Education Division provides opportunities and support to develop the skills, behaviors, and attitudes needed for students to successfully demonstrate the competencies of college level courses and personal leadership, as well as to achieve their personal goals.

Student Goals
The KVCTC Developmental Education Division students will:
• Meet the entry-level requirements of next-level college courses.
• Attain the entry-level General Education outcomes.
• Gain the skills, behaviors, and attitudes that facilitate lifelong learning.
• Meet the competencies of the technology skills identified as needed for the 21st century.
• Engage in learning.
• Demonstrate personal leadership.

PLACEMENT GUIDELINES FOR ENGLISH COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT</th>
<th>SAT</th>
<th>ACCUPLACER</th>
<th>Compass</th>
<th>Prerequisites for continuing students</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 065</td>
<td>0-16 Reading</td>
<td>0-410 Critical Reading</td>
<td>0-78 Reading Comprehension</td>
<td>0-74 Reading</td>
<td></td>
</tr>
<tr>
<td>ENG 085</td>
<td>0-17 English</td>
<td>0-440 Writing</td>
<td>0-87 Sentence Skills</td>
<td>0-70 English Skills</td>
<td></td>
</tr>
<tr>
<td>ENG 095</td>
<td>0-16 Reading and 0-17 English</td>
<td>0-410 Critical Reading and 0-440 Writing</td>
<td>0-78 Reading Comprehension and 0-87 Sentence Skills</td>
<td>0-74 Reading and 0-70 English Skills</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>17+ Reading and 18+ English</td>
<td>420 Critical Reading and 450 Writing</td>
<td>79+ Reading Comprehension and 88+ Sentence Skills</td>
<td>C or better in ENG 085</td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td></td>
<td></td>
<td></td>
<td>Passing grade in ENG 101</td>
<td></td>
</tr>
<tr>
<td>ENG 120</td>
<td></td>
<td></td>
<td></td>
<td>Passing grade in ENG 101</td>
<td></td>
</tr>
<tr>
<td>ENG 205</td>
<td></td>
<td></td>
<td></td>
<td>Passing grade in ENG 102</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
Placement in ENG 065 and ENG 085 is REQUIRED for students who test into the ranges specified. Students who place into both ENG 065 and ENG 085 should take them both during the first semester in college. ENG 095 is equivalent to ENG 065 and ENG 085.
## PLACEMENT GUIDELINES FOR MATH COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT</th>
<th>SAT</th>
<th>ACCUPLACER</th>
<th>Compass</th>
<th>Prerequisites for continuing students</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 065</td>
<td>0-15 Math</td>
<td>200-400 Math</td>
<td>0-84 Arithmetic</td>
<td>0-58 Pre-Algebra</td>
<td></td>
</tr>
<tr>
<td>MAT 085</td>
<td>16-18 Math</td>
<td>410-450 Math</td>
<td>0-83 Elementary Algebra</td>
<td>0-35 Algebra</td>
<td>C or better in MAT 065</td>
</tr>
<tr>
<td>MAT 110</td>
<td>19+ Math</td>
<td>460+ Math</td>
<td>85+ Arithmetic and 84+ Elementary Algebra</td>
<td>59+ Pre-Algebra and 36+ Algebra</td>
<td>C or better in MAT 085</td>
</tr>
<tr>
<td>MAT 120</td>
<td>23+ Math</td>
<td>530+ Math</td>
<td>108+ Elementary Algebra</td>
<td></td>
<td>C or better MAT 110</td>
</tr>
<tr>
<td>MAT 130</td>
<td>19+ Math</td>
<td>460+ Math</td>
<td>85+ Arithmetic and 84+ Elementary Algebra</td>
<td>59+ Pre-Algebra and 36+ Algebra</td>
<td>C or better in MAT 085</td>
</tr>
<tr>
<td>MAT 131</td>
<td>21+ Math</td>
<td>500+ Math</td>
<td>108+ Elementary Algebra</td>
<td></td>
<td>C or better in MAT 130</td>
</tr>
<tr>
<td>MAT 140</td>
<td>19+ Math</td>
<td>460+ Math</td>
<td>85+ Arithmetic and 84+ Elementary Algebra</td>
<td>59+ Pre-Algebra and 36+ Algebra</td>
<td>C or better in MAT 085</td>
</tr>
<tr>
<td>BST 104</td>
<td>19+ Math</td>
<td>460+ Math</td>
<td>85+ Arithmetic and 84+ Elementary Algebra</td>
<td>59+ Pre-Algebra and 36+ Algebra</td>
<td>C or better in MAT 085</td>
</tr>
</tbody>
</table>

Notes: Placement in MAT 065 and MAT 085 is REQUIRED for students who test into the ranges specified. MAT 110 is recommended for students who need to continue on with algebra or need it for a prerequisite for another course – while math credit for KVCTC, it may not transfer as math credit to other institutions. MAT 120 is primarily to fulfill requirements for 2+2 programs and for those in science-related majors. MAT 120 is on the HEPC core course transfer agreement. MAT 130 and 131 were developed for technical programs. MAT 130 and MAT 110 can be substituted for one another. MAT 131 is a technical trigonometry course and is not comparable to another course. MAT 130 and MAT 131 are on the HEPC core course transfer agreement. MAT 140 is recommended for students who are in a degree program that only requires one math course. This is a terminal course and is not a prerequisite for any other math course. MAT 140 is on the HEPC core course transfer agreement.

## TUTORING AND TESTING

### Student Success Center
The Student Success Center (SSC) is located in room 031 and is for any KVCTC student experiencing one or more college stressor, such as selection of a major/career, difficult class assignments and challenging exams, under-developed study skills, conflicts between school and work, and bad habits that are resistant to change.

The goal of the SSC is to assist students in becoming more independent, self-confident and efficient learners while also improving their academic performance and likelihood of program completion and graduation.

Tutors are scheduled and ready to provide assistance with English, math, and other college courses. Placement testing for math and English is available year round. College Survival Skills in literature, training and workshops are conducted whenever students express a need and desire to improve their college survival know-how.

Contact Director John Rogers at jrogers@kvctc.edu for more information.

### Adult Education Learning Center
The Adult Education Learning Center (AELC) provides assistance with skill-building in the areas of math, reading, and language arts. We administer assessments to help students gauge their own strengths and weaknesses. In the AELC, students gain proficiency in critical reading, thinking, writing and computation for college-level coursework and tests such as the GED, ACCUPLACER, ACT, ASVAB, KAPLAN Nursing Entrance Test, and PPST.

The AELC also helps students to deal with test anxiety, develop better study habits, manage time more effectively, set short-term goals in order to achieve long-term objectives, and become independent learners. Students can also find help with career exploration and career pathway building. Contact Elizabeth Jarrett at ejarrett@kvctc.edu for more information.
HONOR SOCIETIES

**Phi Theta Kappa**
Phi Theta Kappa Society, with more than 1,200 chapters in the United States and abroad, is the only internationally acclaimed honor society serving two-year colleges offering associate degree programs. Since its founding by a group of Missouri community college presidents in 1918, Phi Theta Kappa has sought to recognize and encourage scholarship among associate degree students. To achieve this purpose, the Society has developed opportunities for leadership, fellowship, and service as well as provided an intellectual climate for continued academic excellence.

The Phi Theta Kappa Society in the Community and Technical College was founded during the 1991-92 school year. During its first year, the chapter received a five-star rating, the highest possible. In addition, it receives annual regional, national, and international awards for its contributions to community service and leadership and for its members' scholastic performance.

**Phi Beta Lambda**
Future Business Leaders of America - Phi Beta Lambda is the oldest and largest national organization for students preparing for careers in business. Members gain the competitive edge for career success. More than a quarter of a million students participate in this dynamic leadership organization. Members compete in various business categories each spring at the state level and may be eligible to compete nationally.

**Sigma Tau Nu**
The purpose of Sigma Tau Nu is to recognize outstanding academic achievement in the associate degree of nursing, foster a commitment to the nursing profession and recognize exemplary contributions toward the advancement of professional nursing.
ADMISSIONS POLICIES

Kanawha Valley Community and Technical College adheres to an open admissions policy. It is the intent of this policy that area residents shall have access to higher educational opportunities commensurate with their interests and abilities.

General Admissions Information
Persons seeking admission should contact the Division of Student Services, Room 012 Ground Floor, or call 304.205.6700 for application information. You may also visit our website to complete an online application for admission at www.kvctc.edu.

Applicants who have either a high school diploma or a GED are eligible for regular (degree-seeking) admission. Applicants who have neither a high school diploma nor a GED may be admitted on a conditional basis but will be evaluated at the end of each semester. See the section on Conditional Admission. Individuals may also enroll as a non-degree seeking student to take courses for personal or professional enrichment.

Being admitted to KVCTC does not guarantee acceptance into all associate or certificate programs. Some programs have additional admission requirements. See the section on Programs with Specific Admissions Requirements for more information.

To receive financial aid, individuals must be admitted as a degree-seeking student and have official high school transcripts or GED scores on file with the Division of Student Services. Students, particularly those entering college directly from high school, are strongly encouraged to complete the ACT or SAT I assessment. These and/or the other state approved test scores, such as ACCUPLACER, are required for placement into math and English courses.

Degree-Seeking Admissions Requirements
Persons interested in applying for Certificate (one-year) or Associate (two-year) Degree programs must submit the following documents to the Division of Student Services:

1. A completed Kanawha Valley Community and Technical College Application.
2. An official high school transcript or GED score report.
3. Official transcripts of all previous college work. Note: Other institutions must mail transcripts directly to KVCTC, Division of Student Services.
4. ACT/SAT or other placement test (ACCUPLACER, ASSET or COMPASS) scores are required for placement in math and English.

Provisional admission may be granted to degree-seeking students whose admission, readmission, or transfer admission documentation is incomplete by the time classes begin. When records arrive, if they indicate a student does not meet regular degree-seeking admissions requirements, the registration will either be voided or the student may receive conditional admission. If records are not received by the Division of Student Services by the designated time, the registration will be voided. If the registration is voided, there will be no refund of fees.

Conditional Admission
Conditional admission may be granted to students that have neither a high school diploma nor a GED, where institutional officials have determined that the student has the potential to successfully complete college work. Conditionally admitted students:

1. Must be 18 years of age or older.
2. Will be evaluated at the end of each semester of enrollment.
3. Must successfully complete all developmental courses.
4. Must pass the GED and be in good academic standing before being admitted as a regular degree-seeking student.

Conditionally admitted students may be allowed to complete a maximum of 12 credit hours per semester. Conditionally admitted students are not eligible for financial aid.
Non-Degree Seeking Admission Requirements

Individuals that wish to enroll at KVCTC to take credit classes for personal enrichment, job improvement, or for reasons other than seeking a degree, may enroll as a non-degree student. Non-degree applicants must submit the following document to the Division of Student Services:

1. A completed Kanawha Valley Community and Technical College Application.

Non-degree students who wish to change to degree status must complete the necessary forms in the Division of Student Services and also submit the following documents:

1. An official high school transcript or GED score report.
2. Official transcripts of all previous college work. Note: Other institutions must mail transcripts directly to KVCTC, Division of Student Services.
3. ACT/SAT or Placement Test (ACCUPLACER) required for placement in math and English.

Readmission Due to Non-Attendance

Persons seeking readmission because of discontinued studies by not enrolling for one or more academic semesters must complete a readmission application in the Division of Student Services. Students with a cumulative GPA below 2.00 will be required to meet with the Vice President of Academic Affairs prior to registering for any courses offered by KVCTC. If you have attended another institution(s) during your absence from KVCTC, you will now be considered a transfer student. Please follow the instructions listed under “Transfer Students” below. Readmitted students may be required to meet academic standards which have changed during their absence.

Readmission Due to Academic Reasons

Persons who were required to discontinue their studies due to academic reasons and are now seeking readmission must submit a readmission application to the Academic Affairs Office with complete academic records and a narrative as indicated on the application. The student must schedule a meeting with the Vice President for Academic Affairs after submitting this information where a decision on readmission will be made and the conditions of readmission if appropriate.

Transfer Students

Students may transfer to KVCTC from other accredited postsecondary institutions. Transfer students must meet KVCTC’s admission requirements. The transfer student must submit:

1. A completed Kanawha Valley Community and Technical College Application.
2. Official transcripts of all previous college work. Note: Other institutions must mail transcripts directly to KVCTC, Division of Student Services.
3. An official high school transcript or GED score report for transfer applicants with less than 30 credit hours of college work.
4. ACT, SAT I scores, or other state-approved placement test scores are required for transfer applicants with less than 30 semester hours of college credit and for those who have not successfully completed the first level of college math and English courses in their program.

KVCTC reserves the right to suspend or expel any students who do not reveal previous college records and/or who misrepresent the truth on any admissions document.

The institution abides by the West Virginia Council for Community and Technical College Education Series 17: Rules and Policies for Transferability of Credits and Grades at West Virginia Public Colleges and Universities.

Credits and grades for college-level courses completed at regionally accredited institutions of higher education are transferable to Kanawha Valley Community and Technical College. Credits and grades are recorded on the KVCTC transcript with equivalents noted when applicable.
**Transient Students**
Students enrolled at another postsecondary institution wishing to enroll in courses at KVCTC may be admitted as transient students. The transient student must submit:

1. A completed Kanawha Valley Community and Technical College Application.
2. A completed Transient Approval Form from their home institution.

Kanawha Valley Community and Technical College students who wish to enroll at another institution as a transient student must complete a KVCTC Transient Approval Form with signature approval from their advisor, the Vice President for Academic Affairs and the Vice President for Student Services.

**Early Entrance High School Students**
High school students with junior or senior standing may enroll in courses at KVCTC provided they meet course prerequisites and the following requirements:

1. Completion of a consent form signed by the high school principal or counselor and parent.
2. Submit a completed Kanawha Valley Community and Technical College Application.
3. The student must have a 3.00 (B) average or be recommended by a counselor or a principal.
4. Juniors may enroll in no more than four credit hours per semester unless otherwise approved by the Vice President of Academic Affairs or his/her designee.
5. Seniors may enroll in no more than seven credit hours per semester unless otherwise approved by the Vice President of Academic Affairs or his/her designee.
6. Early entry students must meet prerequisites for courses, which may include ACT, SAT I scores, or other state approved placement test scores.

**Placement Testing**
All new KVCTC degree-seeking students who have never taken the ACT or SAT test, have ACT/SAT scores more than five years old or who have not completed more than 30 credit hours at another college will be required to take the ACCUPLACER placement exam. The purpose of the exam is to determine your best course placement in both math and English. The ACCUPLACER must be taken prior to registering for classes.

The ACCUPLACER exam is offered on campus at the KVCTC Student Success Center, Room 031 on the ground floor. The first testing session is offered free of charge. For more information, please contact the Student Success Center.
PROGRAMS WITH SPECIFIC ADMISSIONS REQUIREMENTS

Associate in Applied Science in Nursing
All persons seeking admission to the A.A.S. Degree Program in Nursing:

1. Must be fully admitted to KVCTC. This includes the submission of ACT or SAT I scores and official high school and/or college transcripts or GED scores to the Admissions Office.
2. Must also submit a Nursing Program application to the Nursing Program by January 31 preceding the fall admissions. These applications are available on the website, www.kvctc.edu. Official copies of transcripts must accompany application to the Nursing Program.
3. Must take the Kaplan Nursing Admissions Test and score at or above the nationally-normed averages in Math, Reading, Science, Writing, Critical Thinking and composite scores.

High School Applicants (or those with less than 12 college credit hours):

1. Must have a minimum of a 3.0 High School grade point average (GPA) or GED with 45 on all sub-scores.
2. Must have a minimum ACT composite score of 21 with a minimum score of 19 in all sub-scores or 1000 SAT I with 490 verbal and 480 math sub-scores.

College Applicants (with 12 or more credit hours):

1. Must have a minimum of a 2.75 cumulative GPA on all previous college credits.
2. Must be eligible for English 110 and Math 140.

Students should be aware that clinical agencies require students to pass a criminal background check and drug screen in order to have learning experiences in their facilities. Additionally, the West Virginia State Board of Examiners for Registered Professional Nurses requires graduates to be “of good moral character,” according to Chapter 30 of the West Virginia Code, in order to take the NCLEX licensing exam. This will require a criminal and traffic violation check. Other additional admission requirements, such as a screening interview, may be required.

Pre-Nursing
Persons seeking admission to the A.A.S. in Nursing Program but have not met the requirements must complete 12 hours or more from the Pre-Nursing curriculum.

<table>
<thead>
<tr>
<th>Recommended First Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BST 240 Fundamentals of Business Computer Technologies OR CIT 106 Introduction to Computers and Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140 Mathematical Reasoning OR MAT 110 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BIO 285 Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>PSY 210 Life Span Development</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 286 Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 295 Nutrition/Diet Therapy</td>
<td>3</td>
</tr>
<tr>
<td>BIO 290 Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II OR COM 100 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

Students are advised to contact Jennifer Jones at jdjones@kvctc.edu if they have any questions about the pre-nursing curriculum.
**Associate in Applied Science in Nuclear Medicine Technology**

Persons seeking admission to the Nuclear Medicine Technology Program:

1. Schedule an appointment with either the Program Director, at mrucker@kvctc.edu.
2. Must be fully admitted to KVCTC. This includes the submission of ACT or SAT I scores and official high school and/or college transcripts or GED scores to the Admissions Office.
3. Application to the program must be made prior to November 1st. The student must have achieved a minimum cumulative GPA of 2.5 and completed 12 credit hours or more of college-level courses, including College Algebra (three credit hours) and Human Anatomy with lab (four credit hours).
4. Screening interviews for admission to the program for eligible students will take place during January. During this screening interview, the committee will evaluate and accept students for the upcoming academic year. Accepted students will enroll and begin core Nuclear Medicine Technology coursework the following summer semester.
5. Students should check with the Program Director for technical standards and be aware that the clinical affiliates require students to pass a background check and drug screen in order to participate in their didactic and clinical training. Additionally, persons who are convicted of a misdemeanor or felony may not be eligible to sit for the national certification/registration, which is required for employment in the field of Nuclear Medicine. If you have questions concerning this, please contact the NMTCB at 404.315.1739 or the ARRT at 651.687.0048 for more information.

**Associate in Applied Science in Emergency Medical Services**

All persons seeking admission to the Emergency Medical Services Program:

1. EMT Certification.
2. Completion of BIO 270 Human Biology.
TITLE 133
PROCEDURAL RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION
SERIES 25
RESIDENCY CLASSIFICATION FOR ADMISSION AND FEE PURPOSES

Section 1. General
1.1. Scope - Rule regarding residency classification of students for admission and fee purposes.

1.2. Authority - W. Va. Code §§18B-1-7 and 18B-10

1.3. Filing Date - July 2, 2002

1.4. Effective Date - August 1, 2002

1.5. Repeal of Former Rule - Repeals and replaces Title 128, Series 34 and Title 133, Series 34

Section 2. Classification for Admission and Fee Purposes
2.1. Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the President. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person’s true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.

2.2. If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.

2.3. The previous determination of a student’s domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

Section 3. Residence Determined by Domicile
3.1. Domicile within the state means adoption of the state as the fixed permanent home and involves personal presence within the state with no intent on the part of the applicant or, in the case of a dependent student, the applicant’s parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this State for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve months of continued presence within the state prior to the date of registration: Provided, that such twelve months presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than twelve months’ presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver’s license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or on the parents’ health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.
Section 4. Dependency Status

4.1. A dependent student is one who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

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

Section 5. Change of Residence

5.1. A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established domicile in West Virginia with the intention of making the permanent home in this State. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in Section 3 of these rules. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

Section 6. Military

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

6.2. Persons assigned to full-time active military service in West Virginia and residing in the state shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Section 7. Aliens

7.1. An alien who is in the United States on a resident visa or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia as defined in Section 3 of these rules, may be eligible for in-state residency classification: Provided, that person is in the state for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Section 3 of these rules. Any person holding a student or other temporary visa cannot be classified as an in-state student.

Section 8. Former Domicile

8.1. A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 3 of these rules, regarding proof of domicile and intent to remain permanently in West Virginia.
Section 9. Appeal Process

9.1. Each institution shall establish procedures which provide opportunities for students to appeal residency classification decisions with which they disagree. The decisions of the designated institutional official charged with the determination of residency classification may be appealed in accordance with appropriate procedures established by the president of the institution. At a minimum, such procedures shall provide that:

9.1.1. An institutional committee on residency appeals will be established to receive and act on appeals of residency decisions made by the designated institutional official charged with making residency determinations.

9.1.1.1 The institutional committee on residency shall be comprised of members of the institutional community, including faculty and at least three, in any event an odd number. The student representative(s) shall be appointed by the president of the institution student government association while the faculty representatives shall be selected by the campus-wide representative faculty organization.

9.1.1.2. The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals. If the appellant cannot appear when the committee convenes a meeting, the appellant has the option of allowing committee members to make a decision on the basis of the written materials pertaining to the appeal or waiting until the next committee meeting.

9.1.2. The residency appeal procedures will include provisions for appeal of the decision of the institutional committee on residency appeals to the president of the institution.

9.1.3. Residency appeals shall end at the institutional level.

Compliance with Military Selective Service Act
State law provides that a male person who has attained the age of 18 years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix §451, et seq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship, or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act. Selective Service Act registration information should be available at all U.S. Postal Service facilities and may be available at some high schools. The Selective Service System also provides information through a web site at: www.sss.gov.

Attendance
Punctual, regular attendance in all classes is required. Should an absence occur, it is the student’s responsibility to contact the professor. Individual faculty members may have additional specific policies regarding class attendance, missed assignments, and missed examinations. These specific policies will be presented to students with the syllabus at the beginning of the semester and will be on file in department offices. It is not uncommon for final grades to be adversely affected by excessive absences.
REGISTRATION PROCEDURES
Students may register for the first time after receiving a letter of acceptance from the college, taking all required placement tests and attending an orientation session. First time college students and transfer students enrolling in KVCTC for the first time may register by attending one of the scheduled New Student Orientation and Registration sessions. A number of sessions are scheduled prior to the start of each semester. All NEW students are required to attend one of these sessions.

Continuing and readmitted students may register online for the following semester during scheduled periods each semester. Online registration begins in November for spring semester and in April for fall and summer semesters. Continuing and readmitted students are urged to register during these early dates to be assured of the best selection of courses and times.

Registration after classes begin is subject to a late registration fee of $25. No credit is given for a course in which a student is not duly registered.

Registration Process
NEW STUDENTS — Attendance at one of the Orientation and Registration sessions is mandatory for all new KVCTC students. For more information about these sessions or to sign up, visit www.kvctc.edu. The average time to complete the orientation and registration process is four hours. During these sessions students obtain student ID cards, activate student email addresses, learn more about services at KVCTC and purchase books for the semester. This is also the time when new students meet with their advisor and REGISTER for their courses.

CURRENT & RETURNING STUDENTS — Returning students should register via MyKVCTC or in person at the Division of Student Services located on the ground floor in room 012 AFTER consulting with their advisor about their course schedule. Students must be advised prior to registration and receive a PIN required for registration. Advisors are the only individuals who can give a student their registration PIN. A scheduling worksheet (registration form) is required for KVCTC students registering via the Division of Student Services. This worksheet also serves as the add/drop form for students wishing to make changes to their schedules.

Veterans Affairs
All individuals initiating the use of their GI educational benefits should contact the Division of Student Services.

Academic Load
Usually, a full-time student may enroll for 12 to 19 credit hours of course work. Students who have an institutional GPA of 3.25 or who make the Dean's List for two successive semesters may take up to 21 hours with permission of the Division Deans or the Vice President for Academic Affairs. Continuing full-time students on academic probation are limited to a maximum of 14 semester hours.

During the summer session, the normal course load permitted is one class during a three-week session and two classes during a six- or nine-week session. Students cannot exceed nine credit hours during the entire summer. Students on academic probation may carry only one class at a time during summer school. Six hours is considered full-time.

Schedule Changes and Withdrawals
Students may change their schedules (add courses, drop courses, change sections of courses) within a specified period each term.

When adding or dropping a class or withdrawing from college, a student is responsible for obtaining and filing a completed Registration Worksheet or Withdrawal Form (in the event of a complete withdrawal from classes) with appropriate approval signatures with the Division of Student Services. Filing this completed form with the Division of Student Services is the only official procedure for changing a student schedule. Courses are not added simply by attending nor are they dropped by ceasing to attend class. Students must properly complete all necessary forms and steps in the add/drop procedure. Failure to do so may adversely affect grades and/or financial aid eligibility. A W grade is given when a student has properly withdrawn prior to completion of 70% of the semester.
**Academic Withdrawal Policy**

While it is the student’s responsibility to drop classes, KVCTC may administratively withdraw a student from a course, within the first two weeks of classes, if the student fails to meet the prerequisite or other requirements as indicated by the KVCTC catalog.

Theses prerequisites may include:

1. Completion of prior coursework
2. Passing of qualifying examinations
3. Admission to, or special requirements of, special programs
4. Completion of prior coursework with a required minimum grade

Such an administrative withdrawal may be initiated only by the Vice President for Academic Affairs, upon the instructor and Division Dean’s recommendation. Students should be aware that they will be responsible for any impact that may have on their financial aid.

**Courses by Special Arrangement**

Students of superior scholarship may enroll in certain courses by special arrangement without the formality of class attendance if there should be no opportunity to enroll normally in the course before graduation. Such registration is subject to the following policy guidelines:

1. The student must read the regular assignments, take all examinations, write all papers, meet with the instructor on a regular basis, and meet other requirements normally expected of students in the course.
2. The student must register for the course by arrangement. Record of such arrangements must be approved by the Vice President for Academic Affairs.
3. The course must be one required for the student’s degree. Electives cannot be taken by arrangement.
4. No more than one course (maximum of four credit hours) can be taken by arrangement in one semester, and no more than two courses (maximum of eight credit hours) should be taken by arrangement in the last year prior to graduation.
5. The instructor must be willing to offer the course by arrangement and must be one who has taught or is scheduled to teach the course.

At the time of registration, a special form must be completed and signed by the instructor, the Division Dean, Program Director or Vice President for Academic Affairs.

**Auditing Courses**

The purpose of auditing a course is to gain knowledge in a particular area of interest without receiving a grade for the course. Persons wishing to audit classes may do so under the following conditions:

1. An audited course carries no credit. It will be recorded on the transcript with a grade of AUD.
2. Priority for registration will be given to students to be enrolled for credit.
3. Courses in the student’s major may not be audited.
4. A student will be charged regular tuition and fees for an audited course.
5. Audited courses do not count toward graduation.
6. Students choosing to audit courses may change to a graded enrollment status, or from a graded enrollment status to audit status, only during the registration and drop/add periods.
7. The auditor has all the privileges of a student taking a course for credit. He/she may do regularly assigned readings, participate in discussions, and submit papers. The instructor may allow the auditor to take examinations; however, no grades will be submitted to the Registrar.
8. After auditing a course, if a student finds the course is needed for graduation, he/she may request permission to the Division Dean or the Vice President for Academic Affairs to enroll in or test-out of the course.
9. After having audited a course, a student may not test-out of or enroll in any lower level courses covering similar subject matter, without special permission from the Division Dean and Vice President for Academic Affairs.
GRADES AND GRADING SYSTEM
Using the guidelines and policies contained in this section of the catalog, the professor for each course establishes how grades will be calculated. The syllabus for each course will explain the method of arriving at the grade for that course. Students should anticipate variations in method as they take classes from different faculty members.

The West Virginia Higher Education Policy Commission has approved and adopted the following uniform grading system for all state colleges and for certification purposes for all teacher preparation institutions:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Below Average, Lowest</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
</tr>
<tr>
<td>K</td>
<td>Credit for CLEP, Test-Out, or Experiential Learning</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>NC</td>
<td>Non-credit Course</td>
</tr>
</tbody>
</table>

Grading Policy Concerning Withdrawal from a Course
The student is responsible for securing, completing, and filing a withdrawal form from the Division of Student Services.

W is a grade given when a student has properly withdrawn before the deadline listed in the Academic Calendar, which is included in this catalog and on the college website.

Guidelines for Request of Incomplete Grade
An incomplete (I grade) may be given when a student is unable to complete some of the course assignments, in cases when the student cannot sit for the final exam because of illness, and/or other reasons considered beyond the student’s control.

The request for an I grade is initiated by the student. To be eligible, the student must have completed at least 80% of the coursework. The instructor indicates what is to be completed and the time period – up to one semester – when the work must be completed. Approval by the Division Dean and Vice President for Academic Affairs must be secured by the instructor before an I grade can be given. When the work missed is satisfactorily completed, the final grade for the class will be assigned by the instructor, who will file a grade change form. The grade and the form are approved by the appropriate Division Dean and Vice President for Academic Affairs and then forwarded to the Division of Student Services.

A student must complete the requirements for the course in which the I grade was received within the next full semester or the I grade will automatically be changed to a grade of F.

Please note: The time period to complete the coursework can be extended beyond one semester only in the case of extenuating circumstances AND only with the approval of the Instructor, Division Dean and the Vice President for Academic Affairs.

Final Examinations
In addition to examinations given during the semester, final examinations in all subjects are to be given in the final examination period at the end of each semester or part of term. An alternative arrangement must be approved by the Division Dean.

Grade Reports
At the end of the seventh week of each semester, mid-term grades are posted for students to view in MyKVCTC. Mid-term grades lower than a C will be posted. All developmental education course grades will also be posted. Final grades are reported by faculty via MyKVCTC and are available to students via MyKVCTC.
Quality Points and Grade Point Average
The grade point average is computed on all work for which the student has registered except for the courses with grades of P, AUD, W, or K, and is based on the following quality point values for each semester hour of credit. Developmental courses indicated by A., B., C., D., and F. are not calculated into the GPA for graduation. However, they are included in calculation for Financial Aid and Satisfactory Academic Progress.

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Point Equivalent</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

To calculate the Grade Point Average (GPA) for the current semester, multiply the quality point value for each grade received times the number of credits for that course. Determine the GPA by dividing the total graded classes into the total quality points.

To calculate the cumulative GPA for graduation, multiply the quality points for the grade in every course taken by the number of credits in each course. Determine the GPA by dividing total graded classes into total quality points.

Students having a GPA of less than 2.00 will have a quality point deficiency. To calculate the extent of the deficiency, multiply the total number of credits attempted by two. That total is the number of quality points required to have a C average. Then subtract the quality points actually earned from the total required to have C average. The difference is the quality point deficiency.

Repeating D and F Grades
Students who receive D or F grades early in their college careers may have such grades disregarded in calculating their GPA when the courses are repeated under the following conditions:

1. D or F must have been earned no later than the semester or summer term when the student attempts his/her 60th credit hour.
2. The course may be repeated any time prior to graduation. A D/F Course Repeat Form is to be filed with the Division of Student Services at the time the student takes the course the second time.
3. The grade received on the second attempt will be used in calculating the student’s GPA. While the first grade will continue to appear on the transcript, it will not be used in calculating the GPA.
4. According to Series 22, the second grade will count.

Discretionary Academic Forgiveness
Consistent with the Community and Technical College System of WV Title 135 Procedural Rule, Series 22 Sections 4 and 5, Kanawha Valley Community and Technical College (KVCTC) will extend to students academic forgiveness related to grade-point averages required for graduation under the following listed conditions. (This policy pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensing boards, external agencies, or the West Virginia Board of Education).

A student who has grades of F and/or D may petition the Registrar to disregard the grades for the purpose of computation of the cumulative grade-point average under the following conditions:

1. Only F and/or D grades from courses taken at least four years prior to the request may be disregarded for grade-point computation. (Student must choose to keep all D grades or have all eligible D grades forgiven.)
2. When F and/or D grades are disregarded for grade-point average computation, these grades will not be deleted from the student's permanent record (transcript).
3. Once a D grade is disregarded for purposes of grade-point average computation, the credit earned is also disregarded.
4. The student requesting academic forgiveness must not have been enrolled in any college or university on a full-time basis (12 or more credit hours) during any semester or term in the previous four years. If the student has enrolled on a part-time basis (less than 12 credit hours) during the specified four years, the student must have earned at least a C grade-point average (2.00) in all course work attempted.
5. Only an enrolled student may apply for academic forgiveness through a signed, written form obtained from the Division of Student Services. The student must certify that he/she has not been enrolled as a full-time student in any college or university for four consecutive years prior to the request.
6. To apply for academic forgiveness, the student must submit a written request to the Registrar in the Division of Student Services by the end of his or her returning semester. The request must identify the non-enrollment period and whether the student wishes to have all D's and/or F's exempt from GPA calculation. The KVCTC Registrar verifies the information and accepts, modifies or rejects the student's request. In instances where a student requests and gains academic forgiveness from one college or university and then transfers to another institution, the receiving institution is not bound by the prior institution's decision to disregard grades for grade point average calculation.

Note: Students who receive forgiveness may be eligible for graduation with honors. Grades which have been forgiven on the academic record will not be used in calculating an overall grade point average or to make the determination of honors for graduation.

**Challenges of Final Grades**

Students are encouraged to discuss questions about final grades with their instructors, especially with regard to possible errors in calculation or transcription. These discussions are not considered to be appeals. Challenges of final grades are made to the programs/departments in which the grade was given and must follow the Academic Appeal Policy, as specified in this catalog. It is the student's responsibility to follow the appeal process at all stages. The final grade can be appealed 30 business days after posting of grades.

**EARNING CREDIT**

**Transfer of Credit**

The follow are conditions under which transfer credit at KVCTC is reviewed and awarded:

1. Transfer credits are only awarded from United States post-secondary institutions that are accredited by one of the six Regional Institutional Accrediting Organizations: Middle States Associations of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, New England Association of Schools and Colleges, Inc., Southern Association of Colleges and Schools, and Western Association of Schools and Colleges. Transfer credit is not awarded from unaccredited institutions or from institutions who are accredited by national accrediting organizations.

2. Any college credit earned from a non-US institution must be evaluated by an evaluation service that is a member of National Association of Credit Evaluation Services (N.A.C.E.S). A listing of the member evaluation services and additional information can be obtained by visiting www.naces.org/members.htm.

3. KVCTC accepts coursework through associations, business, government, military, police academy and industry that have been evaluated for college credit by American Council on Education (ACE) http://www.acenet.edu.

4. KVCTC accepts the Advanced Placement (AP) exam in certain subject areas with a score of 3, 4 or 5 and College Level Examination Program (CLEP) with passing score.

5. Students must have official transcripts from other institutions sent to the Division of Student Services for purposes of admission. All transcripts are then reviewed for transfer of credit to KVCTC. It is the student's responsibility to contact ALL previous institutions and arrange to have final, official transcripts sent to KVCTC that reflect all course work completed. This must be done prior to the second semester of attendance at KVCTC.

6. Only credit courses with a grade of D or higher will transfer. KVCTC does not accept grades below a D as acceptable transfer credit.

7. Equivalent developmental credits in reading, writing and mathematics will be transferred for the determination of appropriate college-level placement.

8. Transfer grades become part of the overall grade point average but do not calculate into the institutional grade point average used for calculation of Dean's list, President's list or honors at the time of graduation.

9. KVCTC reserves the right to examine all transfer credits to determine obsolescence of content.

10. Irrespective of the number of credits, transferred students will normally be required to complete at least 25% of their academic program credits at KVCTC.

**Credits Taken Elsewhere**

Students in good academic standing may, with prior approval of the Division Dean of the major and the Vice President for Academic Affairs, take courses as a transient student at other accredited institutions to apply to degree requirements.
Credit by Examination
Regularly enrolled students may apply to receive credit by examination in certain courses offered by the college. Credit by examination is available by either of two processes:

1. CLEP – College Level Examination Program, if available
2. In-House exams prepared by faculty of the College

Procedures for Taking Credit by Examination
CLEP Testing – CLEP testing is administered through Academic Affairs. A list of courses for which testing is available is available in the Academic Affairs office. Interested students should inquire in Academic Affairs. If a student meets the specified passing score on the exam, credit will be applied to his or her transcript and recorded grade will be K.

Several rules must be observed:

1. Students must register to take a CLEP exam within the time period specified.
2. If a student fails to pass the exam, the student will be required to wait six months before testing again.

In-House Examinations
If a student is interested in pursuing the in-house examination option, he/she should discuss the matter with and secure permission from the Dean of the division where the course is housed. Not all courses are eligible for in-house examinations. A list of courses for which examination may be given is available for review in the Academic Affairs office. An application for In-House Examination Credit will be completed with the Division Dean’s approval prior to testing and fees must be paid to the Cashier prior to testing. Cost for the in-house exams will be $25 per credit hour. With permission given, a student would then make arrangements with the Exam Administrator/Assigned Instructor of the course to take the exam. Students will present the application for In-House Examination with the stamped receipt of payment to Exam Administrator/Assigned Instructor at the time of the exam. Upon completion of the exam and meeting the specified passing score, a Credit Equivalency form will be completed by the Exam Administrator/Assigned Instructor and signed by the Division Dean and Vice President for Academic Affairs. This form will be forwarded to the Registrar for posting to the student’s transcript with a grade recorded as a K. In-House Examinations will be given during a traditional academic year, fall and spring semesters, and must be administered by the last day of class in a given semester.

Several rules must be observed:

1. Application forms for credit by examination must be completed and fees paid before the examinations may be given.
2. A student may attempt to take an in-house examination in any individual course only once.
3. Students may not attempt credit by examination in courses for which they are already registered. Additionally, students may not attempt an in-house examination in courses which they have already completed and for which they have grades on their transcripts.
4. Students must be aware that credit by examination does not become a part of their academic load for the semester and that not all institutions will accept K grades.

Course Substitution/Waiver
It is the student’s responsibility to ensure that a course substitution/waiver, approved by his or her Program Director, Division Dean, and Vice President of Academic Affairs be on file in the Division of Student Services office.

Credit by Advanced Placement
Credit is granted to high school students who make appropriate scores on Advanced Placement Examinations of the College Board. (Appropriate scores refer to the national criteria recommended for college credit by the College Entrance Examination Board.)

Credit for Validated Programs of External Agencies
Credit will be awarded for certain educational programs conducted by business, industry, government, organized professions, and other legitimate agencies. Awarding of such credit must meet standards determined by the faculty and administration of KVCTC.
Credit for Experiential Learning through Portfolio Review

Academic credit may be granted through portfolio review for work or life experiences that are equivalent to course work which meets the requirements for the degree program in which a student is enrolled. Request for portfolio review may be made only after successful completion of 12 credit hours of college level work at KVCTC and/or a regionally accredited higher education institution. A minimum of three credit hours from KVCTC is required. Students interested in receiving credit in this manner should consult with the Program Director for the program in which the course is offered.

Students enrolled in Board of Governors Associate in Applied Science degree program have the opportunity as adult learners to utilize credit for prior learning experiences via licenses, certificates, military credit and other non-collegiate sources while assuring maximum credit transferability. The student will pay a $300 portfolio review fee and follow portfolio guidelines provided by the Board of Governors Program Director. The student will be assessed an additional transcript posting fee of $10 per credit granted.

For students enrolled in programs outside the Board of Governors A.A.S., submission of a portfolio for credit earned in this manner cannot exceed 12 hours and does not count toward residency requirements. If the initial request is approved, students submit a portfolio, prepared in accordance with the Portfolio and Preparation Guidelines (available from most academic program offices) to the appropriate Program Director. There is a nonrefundable portfolio assessment fee of $25 per credit hour submitted by portfolio and, if credit is awarded, a $10 per credit transcript posting fee. If the portfolio is approved for credit, students receive a special grade which denotes equivalency credit on their transcripts. For more information, students may contact the Academic Affairs Office.

EDGE CREDITS

EDGE stands for Earn a Degree–Graduate Early and allows students to earn community and technical college credit in West Virginia while still in high school or a career-technical center. The EDGE courses are generally the courses found in the skilled pathways. By successfully completing an EDGE course or career cluster of courses, students are able to transfer credits to an associate degree program and establish a college transcript at Kanawha Valley Community and Technical College. Students must complete the EDGE transcript form and submit it for college credit after the course is completed. Students must enroll at KVCTC to take advantage of the EDGE credit. EDGE credit will be applied to the A.A.S. in Technical Studies degree program.

ACADEMIC STANDING

General
A student’s academic status is computed at the end of each semester.

Part-Time Students
A part-time student may be placed on Academic Probation at the end of his/her first semester of enrollment. Academic Probation may be imposed after a part-time student completes ten semester hours and “suspension” may be imposed after 19 semester hours have been attempted. A part-time student may be dismissed only after having attempted 24 semester hours.

Full-Time Students
A. Good Standing - For a full-time student who enters KVCTC in good standing, his/her status will remain Good Standing so long as each semester’s GPA is at least 2.00.

B. Academic Probation - If, in any semester, the student’s cumulative GPA falls below 2.00, the student is placed on Academic Probation. Such a student must consult with his/her academic advisor and may register for no more than 14 credit hours in the next semester of enrollment. Academic Probation will appear on the student’s permanent academic record. A student on Academic Probation who returns to a cumulative GPA of 2.00 will return to Good Standing. If, during any semester, the cumulative GPA is below 2.00, the student returns to Academic Probation with its limitations on enrollment.

C. Academic Suspension - A student on Academic Probation who fails to achieve a semester GPA of 2.01 or higher will be suspended for one semester. A suspended student is not eligible to attend KVCTC in his/her regular curriculum during a period of suspension, nor will credits earned at other schools during this period be accepted in transfer.

D. Readmitted After Suspension Semester - The decision to allow a student to readmit is at the discretion of the Vice President for Academic Affairs. A suspended student is restricted in his/her selection of courses as assigned by the Vice President for Academic Affairs. Under this program, the student may enroll in a maximum of 14 credit hours per semester.
E. Second Academic Suspension - If a student is readmitted after Academic Suspension he/she will be placed on Academic Probation. If the student fails to obtain a semester GPA of 2.01, he/she is placed on a Second Academic Suspension. He/she must fulfill the suspension period of one year and may then request readmission to KVCTC. A suspended student is not eligible to attend KVCTC in his/her regular curriculum during a period of suspension nor will credits earned at other schools during this period be accepted in transfer.

Dean's List
Full-time students carrying a minimum of 12 semester hours and earning a grade point average of 3.25 or better are eligible to be placed on the Dean's List. No application is necessary; qualified students will automatically have their names appear on the Dean's List.

President's List
Full-time students carrying a minimum of 12 semester hours and earning a grade point average of 4.00 are eligible to be placed on the President's List. No application is necessary; qualified students will automatically have their names appear on the President's List.

Assessment of Student Academic Achievement
KVCTC is committed to providing quality educational opportunities and experiences for every student. While grades are one measure of student performance, grades do not provide the institution with the necessary data to ascertain the areas of curriculum that are strong and areas that need improvement. Therefore students attending KVCTC must participate in periodic assessment activities as directed by the College. Student assessment will normally occur at two critical times in the student's college career: 1) upon entering the institution for course placement and for gathering baseline data, and 2) prior to graduation. Assessment data may be collected at additional times at the discretion of the institution.

To assess student academic achievement, KVCTC requires all students graduating with an associate degree to complete a nationally recognized assessment to determine if graduates or applicants have acquired the competencies needed to be successful in a particular job.

To assess student academic achievement, KVCTC has established an assessment program. The components of the assessment program include the following:
1. General education core curriculum: Portfolio and nationally recognized assessment.
2. Graduate and follow-up: Surveys mailed to graduates and employers to determine relevance of KVCTC education in the workplace.
3. Nationally recognized degree- or career-based exam.

Degree Requirements for Graduation
Students are responsible for knowing and fulfilling requirements for graduation. Accordingly they should carefully read the catalog and curriculum requirements. KVCTC cannot assume responsibility for failure of students to fulfill catalog and curriculum requirements.

A student must follow the catalog for the year which he/she entered the institution and/or program of study as it pertains to the program requirements required for graduation. If a student has not attended the institution for two consecutive semesters, excluding summer sessions, he/she will follow the catalog with applicable program requirements that pertains to the semester in which he/she returns. There may be exceptions to this policy for admissions requirements for certain programs.

If questions arise about requirements, students should consult with the appropriate Division Dean, Program Director or the Registrar several semesters prior to graduation. With reasonable notice, KVCTC may modify degree requirements.

To be recommended for graduation, a student must satisfy all of the pertinent requirements stated in this catalog, including the following:
1. A cumulative grade point average of 2.00 (C average) on all course work attempted with the exception of developmental courses.
2. A cumulative grade point average of 2.00 in major courses.
3. Completion of the total number of hours required in the curriculum elected.
4. The necessary residence requirement for a degree.
5. Payment of all outstanding financial obligations to the College.
6. Completion of an assessment in capstone course or as designated.
A formal application for graduation must be signed by the student’s Program Director and filed with the Division of Student Services. The student must also pay the assessed graduation fee at the Cashier’s Office.

The transcript document is an accurate account of a student’s academic experience and history. It is used to verify whether a student meets current graduation standards in a program of study. Once that verification has been made, changes to the transcript will not normally occur. The institution’s grade appeal policy should have been followed in grade issues. Only in cases where it can be substantially proven that an error was made by the institution will corrections or changes to the academic history/transcript be made after a degree has been conferred.

**Graduation Honors**
Graduation honors will be calculated for purposes of the Commencement Ceremony. Calculations will include grades from the current semester. Graduation honors are calculated based on institutional GPA.

- **Cum Laude:** Associates Degree graduates who have attained cumulative GPA between 3.25 and 3.49.
- **Magna Cum Laude:** Associates Degree graduates who have attained cumulative GPA between 3.50 and 3.74.
- **Summa Cum Laude:** Associates Degree graduates who have attained cumulative GPA of 3.75 and above.

**Academic Dishonesty**
Board of Governors Policy 10: Academic Rights section 5.5 states the following:

Academic dishonesty is defined as plagiarism, cheating, falsifying records, etc. and may be punished by instructor imposed sanctions ranging from verbal or written reprimand to an F and/or suspension or complete withdrawal from KVCTC. Charges of academic dishonesty may be brought by any member of the academic community.

**ACADEMIC APPEAL POLICY**

I. **Definitions**
   A. Academic appeals result from decisions or activities related to a student’s enrollment in classes. (For appeals of decisions relating to disciplinary or behavioral matters, see appeals relating to failure to withdraw from a class, failure to meet deadline for payment of fees, failure to follow registration procedures, or failure to meet deadline for application to graduate, or see the Vice President for Student Services with further questions.)

   B. Academic appeals may be instituted by regularly enrolled students for any of the following causes or concerns:
      1. Academic Suspension
      2. Denial of Admission to Program
      3. Charges of Academic Dishonesty
      4. Completion of Program or Graduation Requirements
      5. Dismissal from Program
      6. Final Course Grades

II. **Concerns that May Lead to Appeals**
   A. **Academic Suspension**
      Cause: The student is notified at the end of a semester by the Vice President for Academic Affairs that his/her cumulative GPA does not meet institutional requirements and that Academic Suspension is being invoked.
      Remedy: The student requests that he/she be reinstated to enrollment at the college with the status of Academic Probation.

   B. **Denial of Admission to Program**
      Cause: The student is notified by the Division Dean or Program Director that his/her application for admission to study in a specific program is denied.
      Remedy: The student may ask that the decision be overturned and that admission to the program be granted.
C. Charges of Dishonesty
   Cause: The student is notified by the affected faculty member that certain sanctions outlined in Board of
   Governors Policy #10 are being imposed as a result of plagiarism, cheating or similar acts of
   dishonesty in the classroom.
   Remedy: The student may ask that sanctions be rescinded entirely or lessened in severity.

D. Completion of Program or Graduation Requirements
   Cause: The student is notified by the Vice President for Academic Affairs that he/she has not completed
   stated requirements for completion of an academic program and thus is not eligible to receive a
   degree or certificate.
   Remedy: The student may ask that the decision be overturned and that substitute requirements be
   permitted to allow program completion.

E. Dismissal from Program
   Cause: The student believes that dismissal from study in a specified program is not warranted and that it
   results from capricious, arbitrary, or discriminatory decisions by an instructor, a Program Director,
   a departmental committee, or other person or persons making the decision to dismiss.
   Remedy: The student may ask that the decision to dismiss be rescinded so that continued study in the
   program may result.

F. Final Course Grades
   Cause: The student believes that a final course grade results from capricious, arbitrary, or discriminatory
   evaluation by the instructor.
   Remedy: The student may ask that the grade be reviewed and changed.

III. Appeal Procedures (to be carried out by student)
A. Academic Suspension
   1. Notify Vice President for Academic Affairs in writing of desire to appeal.
   2. The Vice President for Academic Affairs initiates the strike process to form the appeals committee.
   3. Meet with Appeals Committee.
   4. Appeals Committee gives written recommendations to Vice President for Academic Affairs.
   5. The Vice President for Academic Affairs makes final decision on appeal and provides written notification to all
      parties involved.

B. Denial of Admission to Program
   1. Notify Vice President for Academic Affairs in writing of desire to appeal.
   2. Meet with person or persons who initially denied admission.
   3. Meet with appropriate Division Dean (if that person is not included in Step 2).
   4. The Vice President for Academic Affairs initiates the strike process to form the appeals committee.
   5. Meet with Appeals Committee.
   6. Appeals Committee gives recommendations in writing to Vice President for Academic Affairs.
   7. Vice President for Academic Affairs makes final decision on appeal and provides written notification to all
      parties involved.

C. Academic Dishonesty or Grades
   1. Notify Vice President for Academic Affairs in writing of desire to appeal.
   2. Meet informally with appropriate faculty member.
   3. Meet informally with Program Director (if there is a Program Director and if that person is not included in Step
      2).
   4. Meet informally with Division Dean (if Division Dean is not involved in either Step 2 or Step 3).
   5. Vice President for Academic Affairs initiates the strike process to form the appeals committee.
   6. Meet with Appeals Committee.
   7. Appeals Committee notifies Vice President for Academic Affairs in writing of final decision.
   8. Vice President for Academic Affairs notifies all parties in writing of Committee's decision.
D. Failure to Meet Program or Graduation Requirements
   1. Notify Vice President for Academic Affairs of desire to appeal.
   2. Meet informally with instructor, Division Dean, or other person or persons responsible for the decision.
   3. Meet informally with Division Dean (if Division Dean is not involved in Step 2).
   4. Meet with Appeals Committee.
   5. Appeals Committee notifies Vice President for Academic Affairs of final decision.
   6. Vice President for Academic Affairs provides written notification to all parties of Committee’s decision.

E. Dismissal from program
   1. Notify Vice President for Academic Affairs in writing of desire to appeal.
   2. Meet informally with person or committee making decision to dismiss.
   3. Meet informally with Division Dean (if Division Dean is not involved in Step 2).
   4. Vice President for Academic Affairs initiates the strike process to form the appeals committee.
   5. Meet with Appeals Committee.
   6. Appeals Committee sends written recommendations to Vice President for Academic Affairs.
   7. Vice President for Academic Affairs may uphold Appeals Committee’s recommendations or may reverse them; then notifies all parties in writing of that decision.
   8. Student Appellant may carry appeal to President if he/she is dissatisfied with Vice President for Academic Affairs’ decision. The President’s decision is final and is formally reported to all parties.

IV. Final Appeal
   A. Appeals of Academic Dishonesty, Course Grades, and Failure to Meet Program or Graduation Requirements end with a decision from the Academic Appeals Committee.

   B. Appeals of Academic Suspension and Denial of Admission to Program end with decision from the Vice President for Academic Affairs.

   C. Appeals of Dismissal from a Program end with decision from the Vice President for Academic Affairs or the President.

V. Timing of Appeals
   A. Grade appeals must be initiated by the student within 30 business days of the date grades are posted in MyKVCTC.

   B. Appeals of Academic Suspension must be instituted by the student prior to the start of the semester during which the suspension is to begin.

   C. All other appeals must be initiated within 30 business days following the rendering of the decision that is to be appealed.

   D. At the end of each step in the appeal process, the next level of appeal must be initiated by student action within five business days following completion of the prior step.

   E. Exceptions to the above deadlines may be made by the Vice President for Academic Affairs in situations of special concern or unusual circumstances.
Payment of Fees
Students should be prepared to pay all tuition and fees through direct payment, financial aid, or other resources to complete registration or pre-registration. Direct payment may be made by cash, certified/cashier’s check, money order, or credit card. Students may opt for the sixty-forty plan, in which 60% of tuition is due at time of registration and 40% is due before the end of six weeks at 1.5% interest per month. KVCTC also has a monthly payment plan in which students pay a small set-up fee, then make either four or five monthly payments. For more information about payment of fees, please contact the Cashier’s Office, room 012 ground floor.

Certified/cashier’s checks or money orders should be made payable to Kanawha Valley Community and Technical College. All payments sent by mail should include the student’s name and K number.

Payments for books and supplies must be made separately from tuition and fees. Each student should be prepared to purchase textbooks and necessary supplies at the beginning of each semester. The average cost of books for a full-time student ranges from less than $100 to more than $200 per class depending upon the course of study. The college cannot advance or lend money to students for textbook purchases.

All students are advised that the first payments received by KVCTC will be applied to their accounts. Refunds will be processed only after obligations to KVCTC have been satisfied.

Tuition and Fees
Tuition and fees are established annually by the Kanawha Valley Community and Technical College Board of Governors with secondary approval required by the West Virginia Council for Community and Technical College Education for tuition increases above 5%. Considerable effort is made to keep increases at a minimum. A current “Schedule of Fees” is available at www.kvctc.edu. This document will include the current tuition, mandatory fees, and any special instructional fees. Books, supplies, and other examination expenses are paid separately from KVCTC charges. Students should consult their academic department for an estimate of these costs.

Refunds
Kanawha Valley Community and Technical College Financial Aid refunds are processed and mailed out through the KVCTC Business Office. All payments must be reflected on a student’s account before a refund can be processed. Refund requests should be addressed to the KVCTC Cashier’s Office located in room 012.

Before requesting a refund, students should be sure that sufficient funds are available for the next semester. The college computes its charges on a semester basis. Consequently, if the college receives monies from a one-time scholarship or loan source, such funds will be applied in full against the semester when received. This may create a credit balance for the semester.

Students are responsible for notifying KVCTC of a change of address. This may be done in the Division of Student Services.

Refund Policy for Students Who Withdraw
A student who officially withdraws from college (i.e., drops all classes) through the Division of Student Services, or is administratively withdrawn from college prior to completing 60% of a semester, is entitled to a partial refund of that semester’s tuition/fees. Refund amounts are calculated to the day based on the number of calendar days which have elapsed from the first day of class to the date of withdrawal. The date of withdrawal is the actual date the student notifies the Division of Student Services of withdrawal or the midpoint (50% point) of the semester for a student who leaves without notifying the institution. Any student who withdraws at any point during the semester is advised to consult with the Business Office to determine whether there is a balance owed or a refund due.

For a student receiving federal financial aid who withdraws before completion of 60% of the semester, the amount of federal financial aid earned will be calculated to the day according to the same formula. Unearned financial aid must be returned. When aid is returned, the student may owe a balance to the College, to the US Department of Education, or to both. Any student receiving federal financial aid should contact the Division of Student Services before withdrawing from college or reducing the number of hours enrolled to determine the impact of these actions on his or her financial aid status.
**Special Notice**
Should conditions warrant, the administration reserves the right to adjust fees and charges without advance notice.

**Financial Services**
The KVCTC Business Office is located in room 305. Students may make payments on their accounts in the Cashier’s Office, located in room 012.

**Delinquent Accounts**
Kanawha Valley Community and Technical College will not issue a degree, transcript, or a grade report to any student who has a delinquent account. A delinquent student will not be readmitted to the college until all balances due are paid.

**FINANCIAL ASSISTANCE FOR STUDENTS**
The purpose of Kanawha Valley Community and Technical College’s financial assistance program is to provide assistance to qualified students who, without such aid, would be unable to attend college. Assistance is awarded on the basis of need as determined through the Federal Needs Analysis System. All students seeking financial aid are required to complete a Free Application for Federal Student Aid (FAFSA) each year and submit it online to the U.S. Department of Education for processing. The FAFSA is an application for the following Title IV federal aid programs: Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Ford Federal Direct Subsidized Student Loan, Ford Federal Direct Unsubsidized Student Loan and Parent Plus Loan.

**Financial Aid Programs**
The Division of Student Services administers aid programs to assist you if you are unable to meet college expenses from your personal resources. The Associate Director of Financial Aid coordinates the various components of the aid programs so that they are utilized to your best advantage.

Students who are applying for financial aid must complete the FAFSA. This application is now completed online at: www.fafsa.ed.gov. If financial assistance is needed for more than one year, new applications must be made annually. (General instructions for completing the FAFSA follow this section.) Students who plan to enroll in summer course must complete a summer application in addition to the FAFSA located in the Division of Student Services.

The financial aid awarded to **YOU** is based on your individual financial need and eligibility, and may include a combination of various types of aid. This is **YOUR** financial aid **PACKAGE**, which is intended to provide assistance in paying tuition, fees, books, supplies, room, board, transportation, and personal expenses.

Financial Aid primarily comes in four basic types:
- **Scholarships**: Gift aid, based on academic performance or talent in a specific category, with many programs also having need requirements.
- **Grant Programs**: Gift aid, money which is not repaid, usually requires need.
- **Employment**: Money earned through a job during college.
- **Low-Interest Loans**: Money which must be repaid.

**Scholarships**
A variety of scholarships are available to students. Scholarship awards are based on high academic performance in high school and/or college, financial need, or a combination of need and academic performance. Each scholarship is awarded on the basis of the specific criteria established. All applicants for a scholarship who minimally meet the requirements for that scholarship will be considered for the award: all relevant factors are taken into consideration, and awards do not automatically go to the applicants with the highest cumulative GPA. For more information on available scholarships, contact the Division of Student Services.

**GRANTS**

**Federal Pell Grants**
This program provides annual grants to students. Only undergraduate students are eligible for consideration. Students may apply directly to the Federal Government by using the Free Application for Federal Student Aid (FAFSA). A Student Aid Report (SAR) is sent from the Federal Government within 14 days after submission, if the FAFSA is filed electronically. The Pell award is determined, in part, by the costs of attendance and appropriate scale as determined at each institution. The maximum amount one can receive from this grant is determined by Congress each year. Financial need is the major determinant of eligibility in this program.
Federal Supplemental Educational Opportunity Grant (FSEOG)
This program provides annual grants to undergraduate students with financial need. FSEOG may range from $200 to $600 per year.

HEAPS
This program is available to part-time undergraduates who have financial need with a GPA of at least 2.00 and are a West Virginia resident. This grant is tuition-based and cannot be used for the purchase of books, supplies or any other additional costs.

West Virginia Higher Education Grant Program
This program is administered by the West Virginia Higher Education Policy Commission and is available to those West Virginia students who demonstrate both financial need and academic ability.

Other State Programs
Several other states have scholarship or grant programs available to students who plan to attend an out-of-state school. Out-of-state students should contact a high school guidance counselor or the state agency for more information.

ON-CAMPUS EMPLOYMENT

Federal Work-Study Program (FWS)
Federal Work-Study is another form of federally-funded financial aid which provides paid work experience as part of the financial aid package. Students must complete the FAFSA to apply for this program. The FWS is designed to stimulate and promote part-time employment to help defray college expenses. All government guidelines must be met to participate in this program. Like other aid programs, Federal Work-Study is based on financial need. To participate in this program, students must be enrolled for 6 hours or more per semester and have a cumulative GPA of 2.00. Students may be employed up to 20 hours weekly while enrolled in 12 credit hours or more. The current rate of pay is determined by the Division of Student Services. These jobs may include clerical positions as well as student laboratory and library assistants. All funds are based on availability.

LOANS
A word of caution about loans:
A loan is money borrowed and MUST be repaid at a specific time in the future, under the terms specified in the Master Promissory Note (MPN) that must be signed before receiving the first loan disbursement. Before signing the MPN, students should fully understand all rights and responsibilities relative to any loan borrowed.

Ford Federal Direct Student Loan
If you do not qualify for other Financial Aid programs and additional funds are needed, students may apply for a Ford Federal Direct Student Loan. Students must complete the Free Application for Federal Student Aid to apply for a Ford Federal Direct Student Loan.

The maximum loan amount that can be borrowed is set by the federal government for an undergraduate student; however, the amount in any year may not exceed educational costs as certified by the Division of Student Services, less other financial aid received. When students decide to apply for a Ford Federal Direct Student Loan, the Division of Student Services can advise on how to complete the application.

Yearly Loan Limits

<table>
<thead>
<tr>
<th>(Earned 0-29 Credit Hours)</th>
<th>Full Academic Year</th>
<th>Fall Semester Only</th>
<th>Spring Semester Only</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dependent First Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsidized Amount</td>
<td>$3,500.00</td>
<td>$1,750.00</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Unsubsidized Amount</td>
<td>$2,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td><strong>Dependent Second Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsidized Amount</td>
<td>$4,500.00</td>
<td>$2,250.00</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Unsubsidized Amount</td>
<td>$2,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>
## Aggregate Loan Limits

**Maximum Total Debt from Direct Loans When You Graduate**

<table>
<thead>
<tr>
<th></th>
<th>Full Academic Year</th>
<th>Fall Semester Only</th>
<th>Spring Semester Only</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Independent First Year</strong></td>
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<td>$1,750.00</td>
</tr>
<tr>
<td>Unsubsidized Amount</td>
<td>$6,000.00</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td><strong>Independent Second Year</strong></td>
<td></td>
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<td>$6,000.00</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

Six months after graduation or cease to be enrolled for at least 6 hours, loan repayment begins. Repayment must be completed within ten years under the standard repayment plan. The Division of Student Services will provide information concerning other repayment and deferment options.

### Federal PLUS Loans

The Federal Plus Loan program enables parents with good credit histories to borrow the educational expenses of each child who is a dependent, undergraduate student enrolled at least half time. Repayment of the principal amount of the loan begins within 60 days after the final loan disbursement.

### Repaying a Loan

In general, the details of repayment are included in the **loan** description. The terms of the loan will be explained when signing the promise to repay (**Master Promissory Note**). In addition, before leaving school, for **whatever reason**, an **exit interview** will be required. Contact the Division of Student Services for details.

### OTHER FORMS OF FINANCIAL AID

#### Veterans Assistance

Financial assistance is available to veterans who qualify through the Veteran's Administration. Visit: www.gibill.va.gov or our website for additional details and information.

**Description of Benefits**

Post 9/11 GI Bill/Chapter 33: The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009.

Montgomery GI Bill/Chapter 30: Chapter 30 is for individuals, active duty or non-active duty, who have served in the United States Armed Forces for a minimum period of two to four years and have been HONORABLY discharged prior to returning to school.

Montgomery GI Bill/Chapter 1606: Chapter 1606 is for individuals in selected reserve who have completed Basic Training and AIT and are now assigned to a Reserve and/or West Virginia National Guard Unit. Please submit copy of DD214 and NOBE (Notice of Basic Eligibility). The NOBE is available from the assigned unit.

Montgomery GI Bill Chapter 1607: Chapter 1607 is known as the Reserve Educational Assistance Program (REAP) and is for individuals called or ordered to active duty in response to war or national emergency (Contingency Operation) as declared by the President or Congress. This program makes certain reservists, who are activated for at least 90 days after September 11, 2001, either eligible for education benefits or eligible for increased benefits.
VA Vocational Rehabilitation/Chapter 31: Chapter 31 is for disabled Veterans and individuals must submit an application with a VA case worker and disabilities must be rated. Veterans Certifying Official will receive Authorization and Certification of Entrance or Re-Entrance into Rehabilitation and Certification of Status.

Survivors’ and Dependents’ Educational Assistance Program/Chapter 35: Chapter 35 is for dependents and spouses of 100% disabled or deceased Veterans. Individuals must complete Form 22-5490 and submit all information to the Department of Veterans Affairs. Once a claim is established, a Certificate of Eligibility will be issued to the dependent/spouse.

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 more information and an application.

WIA
Kanawha Valley 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.

Private Agencies
Many private agencies sponsor scholarships and loan programs. Information is available through high school guidance offices and the agencies involved.

APPLYING FOR FINANCIAL AID
Free Application for Federal Student Aid (FAFSA)
All students seeking financial aid are required to complete a Free Application for Federal Student Aid (FAFSA) each year and submit it online to the U.S. Department of Education for processing. The FAFSA is an application for the following Title IV federal aid programs: Pell, SEOG, Federal Work Study, Subsidized Student Loan, Unsubsidized Student Loan, and Parent Loan.

The “FAFSA4caster,” which is available online at: www.fafsa4caster.ed.gov, can assist you and your family in determining your potential eligibility for various types of student aid.

Filing the FAFSA Online
All the information you will need to file the FAFSA online can be found at: www.fafsa.ed.gov. From this site you can file for a PIN, download a FAFSA worksheet, file the FAFSA, and receive follow-up information. This information is also available at: www.kvctc.edu.

If you filed the FAFSA electronically last year and want to file electronically this year and forgot your PIN, check online at www.pin.ed.gov. You can retrieve your PIN by requesting a duplicate PIN and clicking “submit now”. Please remember to save your PIN and keep it secure. Do not share it with others.

You can view “Your Award” or “Missing Documents” on MyKVCTC at www.kvctc.edu.

To insure the timely processing of your Financial Aid request, it is imperative that you:

• file early
• be accurate
• meet deadlines
• check your KVCTC e-mail for important notices

Need Determination
Financial aid is awarded by KVCTC to eligible students once the process of completing the necessary application forms has been concluded. For most programs, determining eligibility also means determining who has financial need.

A uniform, national needs analysis system is used by KVCTC to determine eligibility and probable amounts of need, based on information which the student (and parents or spouse, if applicable) provides on the Free Application for Federal Student Aid. The family’s financial strength, income, number of dependents, etc., are taken into consideration, and the potential family contribution is determined. Income levels do not automatically exclude students from all aid consideration.
Deadlines
It is recommended that your inquiry concerning possible assistance be initiated about 12 months before the date you will want to receive aid. This will be well in advance of many deadlines. It is much better to be too early than too late in order to receive maximum consideration.

The following deadlines dates are established for Federal Aid programs:

- Summer Awards: April 30
- Fall Awards: June 30
- Spring Awards: November 30

Please refer to www.kvctc.edu for any changes to these deadlines.

Meeting the deadline dates means ALL THE REQUIRED FORMS HAVE BEEN RECEIVED BY THE DIVISION OF STUDENT SERVICES. Students failing to meet the above deadlines should be prepared to cover all college expenses from their own resources until such time as their application is complete and financial aid has been awarded.

Applications will be accepted at any time throughout the year. Email is the official means of communication.

Receiving Your Award
Awards are made to you by the Division of Student Services. All awards are available on a secure web site, MyKVCTC. The Award from the Division of Student Services specifies the program(s) and the amount of the award, and the periods during which you will receive assistance.

Students awarded financial assistance, funds representing grants, scholarships, and loans will usually be available soon after the start of each semester. Work-study checks are disbursed by the KVCTC Business Office two times monthly.

Return to Title IV Funding
Financial Aid recipients who withdraw from KVCTC 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.
STANDARDS OF SATISFACTORY PROGRESS FOR STUDENTS RECEIVING FINANCIAL AID

I. Satisfactory Academic Progress
A student’s satisfactory progress toward a determined educational goal (related to credit hours completed and grade point average earned) is the basis for continued receipt of financial aid funds. Kanawha Valley Community and Technical College has adopted the following standards by which it monitors financial aid recipients’ academic progress. These standards ensure the proper distribution of financial assistance to eligible students. Students who are enrolled and making continuous progress in a program leading to degrees or certificates are eligible for aid. Students receiving assistance from any of the following aid programs must meet the Standards of Satisfactory Progress policy:

A. Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG)
B. Federal Work-Study Programs (FWS), Perkins Loans
C. Ford Federal Direct Education Loan (DL) Program including:
   1. Subsidized Loans
   2. Unsubsidized Loans
   3. Parents’ Loan for Undergraduate Students (PLUS) Programs
D. West Virginia and other State Grant and/or Scholarship Programs

II. Evaluation Increments
Students may be allowed to receive financial aid for an academic year. However, Satisfactory Academic Progress is evaluated at the end of each semester of enrollment.

III. Components
A. GPA Requirement
B. Maximum Hours Requirement
C. Hours Passed vs. Hours Attempted
D. Suspension, Special Conditions, and Appeals

IV. GPA Requirement
Associate Degree

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Overall GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>1.50</td>
</tr>
<tr>
<td>30-44</td>
<td>1.75</td>
</tr>
<tr>
<td>45+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Certificate of Applied Science

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Overall GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.75</td>
</tr>
<tr>
<td>16+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Note: The Division of Student Services will use the GPA as reported in the Banner Student System. The GPA used in calculating Satisfactory Academic Progress must include credits that may not be calculated in an academic GPA, examples including but not limited to, developmental courses, academic forgiveness, transfer credits etc.

V. Maximum Hours
Federal regulations require a maximum time frame for completion of a degree or certificate. A student will not be eligible for Title IV federal aid if the degree is not completed within 150% of the normal credit hours required to complete the degree or certificate program. Financial Aid will be suspended for students who have attempted 90 or more credit hours for a two year degree or 45 credits for a certificate. The number of attempted credits in determining maximum timeframe will include transfer, remedial, failed and withdrawn credits.
When students change their course of study or major, the hours attempted under all courses of study are included in the calculation of the maximum time frame. The Division of Student Services will review eligibility at the end of each semester and will send notification to students who are no longer eligible for federal aid programs (grants and loans) for any future semester.

An associate degree example: The number of credit hours required to complete the degree is 60 credit hours. To calculate the maximum hours, one would use the following formula: 60 x 1.5 = 90 hours. Once the student exceeds these hours, he/she will no longer be eligible for any type of federal aid as an undergraduate pursuing an associate degree.

If students have exceeded the maximum hours required to complete a degree or have previously completed an associate degree or a bachelor degree, all financial aid will be suspended. Students have the right to submit an appeal to the Division of Student Services in attempt to regain financial aid eligibility under a probation status.

When students have met all requirements to receive a degree in their stated major, an application for graduation must be submitted. Change of major is not an option. Refusal to graduate in the intended major will result in financial aid suspension.

Students who have exceeded maximum hours are limited to four major changes. Students are permitted to change majors at any time; however, this may result in financial aid suspension.

Note: Any misrepresentation of a degree program to the Division of Student Services is a crime. The penalty assigned by the federal government is currently $10,000 in fines and/or 5 years in prison. The penalty assigned by KVCTC is the repayment of funds granted to the student.

VI. Hours Passed

Associate Degree

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Ratio of total hours passed vs. total enrolled to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>50%</td>
</tr>
<tr>
<td>30-44</td>
<td>58%</td>
</tr>
<tr>
<td>45+</td>
<td>67%</td>
</tr>
</tbody>
</table>

Certificate of Applied Science

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Ratio of total hours passed vs. total enrolled to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>60%</td>
</tr>
<tr>
<td>16+</td>
<td>67%</td>
</tr>
</tbody>
</table>

VII. Withdrawal, Incomplete, Repeated, and Non-Credit Remedial Hours

A. Withdrawal, academic forgiveness, incomplete, repeated and non-credit remedial hours are counted for the calculation of hours attempted and GPA.

B. In cases of repeated courses, a student may continue to repeat a failed course and receive Financial Aid until it is passed. A student, who has exceeded the maximum hours for his or her major, may not receive Financial Aid to repeat courses on the academic evaluation that are failed or withdrawn.

C. A student is eligible to receive Financial Aid for one repeat when repeating a previously passed course to obtain a higher grade.
   1. Allowable: Repeated coursework may be included when determining enrollment status in a term-based program if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade.
   2. Not permissible: A student enrolls in four classes in the fall semester and passes only three of them; the institution requires the student to retake the failed class and also the other three classes because of failing the one class. When the student repeats all four classes in the spring semester, the failed class would be included in the student’s enrollment status, but the three classes passed would not be.

D. Students may only attempt 30 semester hours of developmental (remedial) courses. Once a student has reached the 30 credit hour limit, Financial Aid may not be used to pay for further developmental (remedial coursework), new or repeated.
VIII. Transfer and Readmission
Students who transfer into KVCTC in the fall or spring term with one or more semesters of classes and who 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 KVCTC in the fall or spring term and who do not meet the satisfactory academic progress requirements will be automatically placed on financial aid suspension and must appeal the suspension.

Transfer and readmission students who have completed one semester of classes prior to entering or re-entering KVCTC will be required to submit a financial aid appeal if they do not meet the following criteria:

1. Must not be on academic suspension
2. Must not have exceeded the maximum hours allowed (Section V)

IX. Transient
Transient students should seek financial assistance from their home school.

X. First Time Freshman Students
First time freshman students will be awarded financial aid, providing they are in good academic standing and meet all eligibility requirements to receive federal and state funds.

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

XII. Students who do not meet academic progress
A. Status of non compliance
   1.a. Suspension Status
       Students are placed on financial aid suspension status after one semester. Students on suspension cannot receive Financial Aid. Students will be removed from Financial Aid suspension and/or probation when in compliance with the GPA and Hours Passed rules. Students cannot exceed the maximum hours allowed.
   1.b. Probation Status
       Probation status is granted to students who have successfully appealed. Students can receive aid during their probationary period after signing and submitting a Satisfactory Academic Progress Contract to the Division of Student Services.
   1.c. Warning Status
       Warning status may be granted to students with extenuating circumstances (i.e.: A student who was forced to withdraw due to an accident or illness. Appropriate documentation must be provided.).
   1.d. Maximum Hours Evaluation Status
       Maximum Hours Evaluation status is granted to students who have successfully appealed. Students can receive aid during this period after signing and submitting a Satisfactory Academic Progress Contract to the Division of Student Services.

2. Appeal Process
   The student may submit documented reasons to the Division of Student Services for failure to maintain satisfactory academic progress. Valid reasons are listed in section XII (2.d.). The academic progress requirements may be waived based on written procedures below. Any appeals granted must be well documented as they would otherwise be violations of federal standards.

2.a.1. Request to Appeal Satisfactory Academic Progress Financial Aid Suspension
   Waivers or appeals may be decided by the Vice President of Student Services, Director of Financial Aid or their designated representative in Financial Aid. The following documentation must be submitted to the Division of Student Services:
   • Appeal Form
   • Letter of Extenuating Circumstances and Plan for Improvement
   • Supporting Documentation
2.a.2. Request to Appeal Maximum Hour Financial Aid Suspension

Waivers or appeals may be decided by the Vice President of Student Services, Director of Financial Aid or their designated representative in Financial Aid. The following documentation must be submitted to the Division of Student Services:

- Appeal Form
- Letter of Extenuating Circumstances and Plan for Improvement
- Supporting Documentation
- Academic Evaluation Form completed by the student’s Program Director

The student may submit documented reasons for failure to maintain satisfactory academic progress to the Division of Student Services.

2.b. Deadlines for Appeals

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, apply for the appeal promptly and observe the deadline dates.

For an appeal to have meaning, the appeal must be granted in time to allow the student’s award to be processed before grades are released for that semester. In addition, student loans cannot be processed after the enrollment period ends. Federal regulations require that once the standing of a student is known, the award must reflect that information. Thus, a student granted an appeal before the end of the semester and awarded after the end of the semester may become ineligible for the award by the time the award is granted. Financial aid appeals cannot be retroactive. To avoid this conflict the following deadlines must be observed.

<table>
<thead>
<tr>
<th>Deadlines to apply for appeals:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
</tr>
<tr>
<td>Spring Semester</td>
</tr>
</tbody>
</table>

2.c. Appeal Procedures

The student must submit a request for Appeal to the Division of Student Services, using the official college Appeal Form, and include documentation to support the reason for granting an appeal. Appeals cannot be processed for the following two cases:

- The student has exceeded maximum hours enrolled for the student’s major degree program. Note exceptions in XII. 2.a.1.
- The student is more than 17 quality points deficient and on academic suspension.

2.d. The academic progress standing can be appealed when one of the following conditions exists:

1. Illness or injury of the student
2. Illness, injury, or death of a family member
3. Acts of God or nature i.e.: floods, fires, tornadoes, hurricanes, or earthquakes
4. Criminal acts inflicted on the student or student’s family. For example: terrorism, kidnapping, or theft.
5. Military involvement i.e.: draft or US service duty
6. Emotional problems supported by documentation from a counseling agency, counselor or psychiatrist.
7. Documented errors of an official designated representative of the Vice President for Academic Affairs resulting in unacceptable academic progress.
8. Legal entanglements i.e.: divorce, child custody, extended jury duty or bankruptcy

2e. Students will be informed within ten (10) business days of the appeal decision once all documentation is received.

XIII. Definition of Terms

These definitions are included to help clarify the meanings of terms used in this policy:

- **Academic Year**: An academic year consists of the fall and spring semesters and may include a following summer session.
- **Direct Loan**: See William D. Ford Federal Direct Student Loan Program.
Federal Workstudy (FWS)  
A federal need-based work program available to many students if they are in compliance with this policy.

GPA  
The cumulative Grade Point Average is reported in the Banner Student System. The GPA used in calculating Satisfactory Academic Progress must include credits that may not be calculated in an academic GPA, examples including but not limited to, developmental courses, academic forgiveness, transfer credits etc.

Hours Attempted  
We count, in hours attempted, every credit hour one has ever taken at a college or university of higher education. The hours attempted include only those hours from colleges and universities from which KVCTC accepts credit.

*Note that we count all hours even if they do not count toward the degree at KVCTC. Successfully completed hours, failed hours, withdrawals, incomplete, repeated and non-credit remedial hours are all used in the calculation of hours attempted.

Hours Passed  
These are semester hours for courses where a grade of D or better has been earned.

Maximum Hours  
The maximum hours allowed for a degree or certificate. This is shown in section V of this policy.

Pell Grant  
A federal need-based grant available to eligible students if they are in compliance with this policy.

Probation Status  
The status granted after a successfully appeal

Quality Points Deficient  
A GPA of less than 2.0.  
Use this formula to calculate deficient quality points: 
(2 - GPA) x hours passed = Quality points deficient.  
For example: If one has a GPA of 1.5 and has passed 20 hours: 
(2-1.5) x 20 = 10 quality points deficient.  
If one is over 17 quality points deficient and on academic suspension then, he/she is not eligible for federal aid and cannot appeal.

Satisfactory Academic Progress  
Satisfactory progress is compliance with the academic progress policy as stated in this document. The policy has three major components: GPA, maximum hours and hours passed. The maximum hours and hours passed have to do with enrolled hours also defined in section XIII.

Semester  
A semester is one academic term which may be defined as fall, spring or summer term or combined parts of term.

Supplemental Opportunity Grant (SEOG)  
A federal need-based grant available to eligible students if they are in compliance with this policy.

Warning Status  
Warning status may be granted to students with extenuating circumstances (i.e. A student who was forced to withdraw due to an accident or illness. Appropriate documentation must be provided.)

West Virginia Higher Education Grant Program  
A need-based WV State Grant is available for many students who qualify. Students who apply by April 15th, who are WV residents, enrolled in 12 or more credit hours and who have a college GPA of 2.00, a GED score of 2250 or a high school GPA if 2.00 or higher.

William D. Ford Federal Direct Student Loan Program  
Include Unsubsidized Loans and Subsidized Loans. Direct PLUS loans are available for parents to assist undergraduate students in attending college
PROOF OF ATTENDANCE POLICY

Preamble
Schools are required to verify that a student began attendance in all classes before financial aid awards can be paid to a student account or directly to a student. If the student begins attending some but, not all, classes a school must recalculate federal financial aid to reflect the actual enrollment.

Documenting & Reporting Attendance
Students who do not begin attendance are not eligible to receive federal financial aid. It is imperative that all faculty report non-attending (or “no-show”) students prior to any funds being released to students but, no later than, close of business prior to the first disbursement of each term. No-show students should be reported using the “last date of attendance” field in Banner Faculty Self Service. The date for no-show reporting must be a date included in the start and end dates of the term. The date to use to report a student who has not begun attendance is the first Sunday at the end of the first week of each term. (In the case of part of term classes, faculty should report attendance the first Sunday at the end of the first week of class.) Disbursement to student accounts will occur the Monday following the first week of class. The deadline date for attendance reporting will be published so that all faculty and staff are aware of the reporting deadline date. Using the Banner “last date of attendance” provides the flexibility to immediately update students to prevent disbursement and allows faculty time to do the reporting.

30 Day Reporting
Students must be reported again for no-shows and stop-outs prior to releasing loan funds to the first time freshmen on the federally mandated 30 day delay. Using the same method described above, no-shows and stop-outs should be reported no later than the close of business day prior to the thirty day point in each term. The actual date will be published so that all faculty and staff are aware of the deadline date for the 30 day delay reporting. No show students should be reported using the first Sunday at the end of the first week of each term. Students who began attendance, but, who have stopped attending, should be reported with the actual last date of attendance.

Midterm Reporting
Faculty members will also report student attendance again when submitting mid-term grades. Faculty will enter D and F grades and input last date of attendance at midterm. This practice will ensure that students who began attendance, but have stopped attending, should be reported with the actual last date of attendance.

Part of Term Reporting
Students who do not begin attendance are not eligible to receive federal financial aid. It is imperative that all faculty report non-attending (or “no-show”) students for Part of Term courses. Faculty should report no show students to the Associate Director of Financial Aid via email immediately following the completion of the second day of the course. Faculty members will also report student attendance again when submitting mid-term grades. Faculty will enter D and F grades and input last date of attendance at midterm. This practice will ensure that students who began attendance, but have stopped attending, should be reported with the actual last date of attendance. All reports should be made via email to the Associate Director of Financial Aid. Upon entering final grades into Banner Faculty Self Service, faculty will also report the last date of attendance for all students receiving D or F grades. If a student began attendance but, has stopped attending, use the actual last date of attendance. If the student earned a D or F, use the last date of the term.

Class Rosters & iLearn
Class rosters are automatically updated in Banner as students add and drop courses. It is imperative that faculty use the most current roster to report attendance issues. The most current roster is accessible via Banner Faculty Self Service. Current rosters should also be compared to the class roster in iLearn. Any students not on the current roster in Banner Faculty Self Service should be denied access to iLearn. This is a process that must be initiated by the faculty member.
Proof of Attendance
Once the data is collected and a student is identified as not attending, then a Proof of Attendance (POA) requirement will be added to the student’s financial aid requirements and the Satisfactory Academic Progress (SAP) code will be updated until such time as a student can verify attendance. POA forms will require students to obtain signatures of all faculty members for all classes in which they are registered. Students taking online classes may route an electronic form for faculty signature. The student must attend two consecutive weeks of class before faculty sign the POA form. Once the student provides the signed POA form to the Division of Student Services, the POA requirement will be on the student’s financial aid account, the Satisfactory Academic Progress code will be changed and the student’s aid will be disbursed. Students, who have not satisfied the POA, will be dropped for non-payment and removed from class rosters. Students not on class rosters will not be permitted to attend class, nor will they be permitted to reinstate their classes.

Final Grades
Upon entering final grades into Banner Faculty Self Service, faculty will also report the last date of attendance for all students receiving D or F grades. If a student began attendance but, has stopped attending, use the actual last date of attendance. If the student earned a D or F, use the last date of the term.

RIGHTS AND RESPONSIBILITIES OF AID RECIPIENTS
What Are My Rights and Obligations?
As a consumer of a commodity (financial aid for higher education), you have certain rights to which you are entitled, and certain obligations for which you are responsible. You have the right to know:
1. What financial assistance is available, including information on federal, state, and institutional financial aid programs.
2. The deadlines for submitting applications for the financial aid programs available.
3. The cost of attending KVCTC and KVCTC’s refund policy.
4. The criteria used by KVCTC to select financial aid recipients.
5. How KVCTC determines your financial need.
6. What resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your needs.
7. How much of your financial need, as determined by KVCTC, has been met.
8. The policy governing inclusion or exclusion of programs comprising your financial aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.
9. What portion of the financial aid you received is loan aid and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the repayment procedures, the length of time you have to repay the loan, and when repayment is to begin.
10. How KVCTC determines whether you are making satisfactory progress and what happens if you are not.

Consumer Responsibilities of Aid Recipients
It is your responsibility to:
1. Review and consider all information about KVCTC before you enroll.
2. Complete all application forms accurately and submit them on time to the right place.
3. Pay special attention to and accurately complete your application for student financial aid. Errors can result in long delays in your receiving financial aid. Intentional misrepresenting of information on application forms for Federal financial aid is a violation of law and is considered a criminal offense, subject to penalties under the U.S. Criminal Code.
4. Return all additional documentation, verification, corrections, and/or new information requested by the Office of Student Services.
5. Read all forms that you are asked to sign and keep copies of them.
6. Accept responsibility for all agreements you sign.
7. Notify the Division of Student Services of changes in your name, address, or enrollment status. (This also applies to loan recipients after they leave KVCTC.)
8. Perform the work that is agreed upon in accepting a Federal Work-Study award.
9. Know and comply with the deadlines for application or reapplication for aid.
10. Know and comply with KVCTC refund procedures.
11. Notify the Office of Student Financial Assistance in advance when your course load at KVCTC is less than 6 hours. Failure to do so will cause a delay in the receipt of your funds.
12. Notify the Division of Student Services if you receive other financial assistance. Failure to do so can result in the termination of financial assistance.
13. Maintain satisfactory academic progress. Withdrawal from KVCTC or never attending classes will result in termination of financial aid and may result in partial or full repayment of aid disbursed for the semester involved.
Return of Title IV Federal Aid Funds Policy
The law specifies how KVCTC must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Ford Federal Direct Loans, PLUS Loans, Federal Supplemental Education Opportunity Grants (FSEOGs), and in some cases, certain state grant aid.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act of 1974 is a Federal law which states that:
- A written institutional policy must be established; and
- A statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain confidentiality of student education records.

A student may give permission to another party or individual to act as a representative in matters concerning Federal Title IV Financial Assistance. A copy of the form may be obtained in the Division of Student Services. No information pertaining to a student's educational record, including financial aid, will be released to a third party without the completion of this form. Please note: you must update this form at the beginning of each Academic Year.
Student Affairs
STUDENT SERVICES
The KVCTC Division of Student Services exists to enhance the academic mission of the institution by providing academic support services, co-curricular involvement opportunities, necessary financial assistance, meaningful career guidance, and much more. As educators, the student services staff works diligently to ensure student success through a variety of specialized areas including: admissions, career services, counseling, disability services, financial assistance, student conduct, orientation, registration, student retention and more.

All students are encouraged to become familiar with the Division of Student Services staff and to become involved in the campus community. The KVCTC Student Handbook provides additional information about resources for students and campus policies/procedures. The Division of Student Services is located on the ground floor, room 012.

CAREER SERVICES
The Division of Student Services offers information and advice in the areas of career planning, job search assistance, employment referrals, and cooperative education. Additionally, the Division offers on-campus job placement in the Federal Work Study Program.

Career Planning: Career planning assists students with academic and career decisions through self-evaluation, career exploration and research, and the development of personal and professional goals. The following services are included in career planning: individualized career counseling, career inventories, personality assessments, computerized career guidance systems, and an online workshops.

Job Search Assistance and Employment Referrals: Job search assistance provides assistance for students in developing job search skills and seeking employment while in college and upon graduation. This assistance is for establishing credential files, locating employment sources, making employment referrals and providing on campus interviewing.

Testing: The Division of Student Services has information booklets on the following tests: LSAT (Law School Admissions Test), PRAXIS II (Content Specialization Test) and the GRE (Graduate Record Examination).

For more information, contact the Student Support Specialist in the Division of Student Services, 304-205-6700.

DISABILITY SERVICES
KVCTC provides disability services for our students. These services are provided in a confidential manner and at no charge.

Disability Services: Disability services are provided by the Division of Student Services. It is the policy and practice of KVCTC to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding individuals with disabilities. No qualified individual with a disability shall be denied access to, or participation in services, programs and activities of KVCTC.

Verification and Documentation of Disabilities: The Division of Student Services provides individualized services for students with documented disabilities. Students shall be provided reasonable accommodations based on the recommendations made by a licensed health care professional who is qualified to diagnose the impairment. A student with a physical, learning, emotional or temporary disability must provide documentation verifying a disabling condition which impacts the function of a major life activity by a licensed health care professional who is qualified in the diagnosis of the disability and is currently or recently (within five years) associated with the student prior to receiving accommodations. Reasonable accommodations will not be provided until the proper documentation is received.

The cost of obtaining the professional verification or any additional documentation is the responsibility of the student. If the initial verification is incomplete or inadequate to determine the present extent of the disability and/or reasonable accommodations, the Disability Services Office may request supplemental documentation or assessment of the disability.

Initiating Services and Accommodations: Students will not receive accommodations until all proper documentation, which clearly describes the disability, has been received and evaluated by the Student Support Specialist. This documentation must be current (no more than five years old). Documentation should also be submitted on letterhead stationary from the appropriate licensed professional. NO diagnosis on a prescription pad will be accepted. Students must come to the Student Support Specialist each semester to receive accommodations.

Important Note: You should immediately alert the Student Support Specialist and/or instructor if you are having difficulties with any accommodation, service or class.
COUNSELING
KVCTC contracts with Kanawha Valley Pastoral Counseling Center in Charleston, West Virginia. KVCTC students are able to receive up to four FREE counseling sessions each academic year. Students must be referred to this service by a KVCTC faculty or staff member. Questions about this service should be directed to the Division of Student Services, 304-205-6700.

OTHER COLLEGE RESOURCES
Campus Organizations
KVCTC has several recognized organizations which are academic, honor, service, and social in nature. Meeting times and activities vary. Some provide learning opportunities; some are just for fun. For an updated listing of organizations, please visit the campus website or stop by the Division of Student Services.

Students are encouraged to become involved in the numerous positive extracurricular organizations at KVCTC. For additional information regarding campus organizations, contact the Division of Student Services.

Student Government Association
The KVCTC Student Government Association meets once each month. Five student senators hold office hours across campus to serve as advocates for students and address student needs. For more information on SGA, please visit the KVCTC website, www.kvctc.edu, or email sga@live.kvctc.edu.

Food Service
A café is located on the ground floor. The facility is open to all KVCTC students, faculty, staff, and their guests as well as the general public.

Bookstore
KVCTC provides an online bookstore for KVCTC students through Follett. This online bookstore will provide all of the same services as a regular bookstore including book rentals. Check out the bookstore online at: www.KVCTC.bkstr.com. You can also sign up for email updates from the online bookstore by visiting: www.KVCTC.bkstr.com/email. Questions? Stop by the Division of Student Services (room 012).

Online Library
In an effort to support the information, curriculum, and research needs of all students and faculty, KVCTC provides access to multiple web-based periodical databases with access to full text articles. These can be accessed on our campus. An Instructional Technologist assists students in research, database access and information retrieval in the open computer lab. Students can also access online databases through the KVCTC website at any time. KVCTC students are encouraged to obtain a library card through the South Charleston Public Library where they can access books and periodicals.

ADMINISTRATIVE AFFAIRS
Public Safety
Kanawha Valley Community and Technical College has 24-hour security coverage provided by a staff of trained police officers. In addition, there are contracted security officers to assist students in the parking areas and in other helpful ways on campus.

Medical Emergencies
In cases of an immediate medical emergency, call 911 and follow up with a call to Public Safety. When calling from campus phones, remember to dial 9 for outside access and then 911.

KVConnect
Students are encouraged to opt-in to KVConnect. This system will notify students in the event of inclement weather or emergency situations. Students can choose how to receive the notifications, through email, text message or phone call. To opt-in, click on the KVConnect link under E-Tools and Resources in the Current Students menu on www.kvctc.edu.
Preparing a skilled labor force is a priority and focus of Kanawha Valley Community and Technical College Workforce and Economic Development Division (KVCTC WEDD). KVCTC WEDD delivers workforce development by aligning education and training with employer needs and economic development initiatives which follow:

1. Deliver customized credit or non-credit programs in nontraditional time frames and locations;
2. Implement additional cooperative-education programs;
3. Increase the innovative use of technology to deliver technical education;
4. Deliver training programs that document achievement of professional certification standards in noncredit or credit formats;
5. And, enable progression from skill sets, certifications, certificates of applied science to associate of applied science degrees for Occupational and Technical programs.

KVCTC appreciates lifelong education and is responsive to adults who wish to achieve educational and career goals. The Workforce and Economic Development Staff designs programs, services, and delivery systems to present comprehensive educational opportunities, based on the capabilities of KVCTC full-time and adjunct faculty. We serve independent learners and adults associated with business, industrial, labor union, governmental, educational, and non-profit organizations and agencies in the greater Charleston area.

The Associate in Applied Science and Certificate of Applied Science programs in Technical Studies are designed to provide for cooperatively sponsored educational opportunities leading to associate degrees for employees/students participating in quality education and training programs sponsored by business, industry, labor, or government, or other education agencies hereafter referred to as employers or agency. Required components in the program include general education and classroom instruction in a technical core and in the occupation area. College credit may be awarded for on-the-job training and/or supervised work based learning.

A model curriculum, together with the components and allowable credit hours, is available upon request. Negotiated courses of study will be in conformity with this model.

USDOL/BAT Registered Apprenticeship Programs
Apprenticeship Programs for Adults
Kanawha Valley College Community and Technical College cooperates with the USDOL/BAT in granting college credits to persons who complete registered apprenticeship programs leading to the USDOL Journeyman Certificates and additional college courses, which together meet the requirements for the A.A.S. in Occupational Development. College courses are offered and taught by Kanawha Valley Community and Technical College faculty at the employees' work site.

Associate in Applied Science & Collegiate Certificate in Occupational Development
KVCTC will negotiate with local the Registered Apprenticeship Program (RAP) sponsored degree program curricula which includes student learning in three components: general education, classroom occupational training, and OJT occupational training. A minimum amount of general education is prescribed. The amount of classroom occupational training will be determined in large part by the number of classroom contact hours in the RAP. On-the-job training may be credited as there is room within a 72 semester hour credit limit for the program. A statement of the total number of OJT contact hours experienced by the RAP participants also may be placed on the college student record.

A model curriculum, together with the components and allowable credit hours, is available upon request. Negotiated courses of study will be in conformity with this model. Possible examples include, but are not limited to, childcare workers, cooks, building and construction trades workers, chemical technology, plumbing and pipe fitting technology, and electrical and electronic technology.
PRINCIPAL PROGRAMS AND SERVICES
The following are the principal programs, and services, of continuing education in the KVCTC WEDD. They are delivered in traditional classroom formats, online formats, or a blend of both traditional and online.

Contract Credit Classes
Contract Credit Classes are off-campus KVCTC credit courses offered for adult and youth learners at convenient locations such as work sites, local high schools, and other accessible community meeting facilities that are suitable for instruction. Contract courses are taught by qualified full-time and part-time faculty and can be used to meet degree requirements should a learner decide to matriculate. Courses are delivered year-round, depending on employer/employee need and sufficient enrollment. Contract courses typically meet during a non-traditional semester and include the same number of instructional contact hours and academic content as courses presented on campus.

Non-Credit Workshops
Non-Credit Workshops are for adult learners and have significant content for the purpose of professional development, professional certification preparation or personal enrichment. Formats are designed to meet the needs of learners. Participants in KVCTC WEDD non-credit workshops may use the curriculum to prepare for professional licensing or certification exams.

Credit Equivalency
Successful completers may, with prior approval, receive Credit Equivalency Units (CEUs) for professional development purposes. Some non-credit workshops have a vocational or recreational purpose and completers are not awarded CEU's for their participation because these courses are for personal enrichment.

Non-credit to Credit Conversion
Consistent with authority granted in the West Virginia Council for Community and Technical College Education Series 3, non-credit students may elect to have their non-credit training converted to credit and placed on their academic transcript. Certain non-credit workforce courses will be deemed worthy of credit using the rule established in WVCTCS Series 3. (Some will have gone through KVCTC’s Academic Policy Committee approval process, some will be offered as Special Topics (199 or 299 courses), and some will be contained in Technical Studies and Occupational Development Degree programs.) The actual awarding of college equivalent credit is made by the chief academic officer of the community and technical college or designee.

All non-credit students wishing to enroll in any of the courses which have been deemed worthy of credit will be initially admitted to KVCTC as a non-degree seeking student and registered in the non-credit section of the course. KVCTC Admissions forms will be completed by all students on the first session of the course and delivered to the KVCTC Student Services Admissions staff on the next business day. (Non-credit students will not have to submit transcripts to the Student Services Admissions staff, until the student desires to apply for academic financial aid, or when she/he changes her/his non degree seeking status to identify a degree for which she/he wishes to pursue.) Students will be assigned a student identification number and KVCTC email address within a week of the Student Services Admissions staff receiving the students’ admission application.

Within the first two weeks of the non-credit course, each student will have the option to participate in the non-credit to credit conversion process. If a student elects to convert her/his non-credit training into college-level credit, she/he may do so by completing the Request to Convert Non-Credit Coursework to College Credit form. Once students are registered for credit section of the course, all academic policies contained in this catalog are applicable to the student.

College Preparation
College Preparation serves not only to improve the performance on placement exams but prepare students for entry into college and other learning settings. The following are examples of college preparation programs: ACT reviews in English, Math, and Reading and Science, Middle College and Integrated Pathways to Adult Student Success (I-PASS), both are Adult Basic Education collaborations which provide seamless instruction from GED to postsecondary, career-technical education, First Response to Enter and Enroll (FREE), and Attended College but No Degree.
Community Service
Community Service includes a variety of non-credit activities and programs that meet the needs and interests of adults and youths and focus on issues and problems of the community. The following are examples of community service:
On-the-Job Training Supportive Services for minorities and women in the highway construction industry; and Kanawha Literacy Coalition membership involves collaboration with RESA III, Kanawha County Adult Basic Education. KVCTC WEDD partners with these and other non-profit agencies assist in the delivery of entry level employment skills to unemployed or underemployed individuals.

COMMUNITY OUTREACH PROGRAMS: CLAY, KANAWHA AND PUTNAM COUNTIES
In Clay County the Workforce and Economic Development Division provides credit and non-credit courses, which are held at its Valley Fork site, Clay County High School and other convenient locations. Needs assessments are performed periodically to help determine future course offerings. The College is also active in the Central Appalachian Empowerment Zone in seeking to provide more educational opportunities for the residents of Clay, Braxton, Roane, Fayette and Nicholas Counties. KVCTC WEDD also provides to Valley Fork students pre-certification training in a variety of health care fields through HEAPS and other grant funded training programs.

In Putnam and Kanawha Counties, Kanawha Valley Community and Technical College offers credit-extension courses to high school students, home schooled students and school service personnel at various sites throughout the service area. In addition to the credit-extension courses, KVCTC is an active partner in Putnam County’s School-to-Work effort. Representatives of the Community and Technical College participate in the annual career/college day fairs at the Putnam County Vocational Center, all portfolio review programs at each high school, and in Junior Achievement. Representatives of the Community and Technical College regularly visit each of the high schools and the vocational center to advise potential students regarding their matriculation to college.

OTHER NON-CREDIT OFFERINGS
Among other non-credit courses offered by the Kanawha Valley Community and Technical College are the following:

College Preparation Courses
• English
• Math
• Reading and Science
• Attended College But No Degree
• First Response to Enter and Enroll (FREE)
• Integrated Pathways to Adult Student Success (I-PASS)
• Middle College (Tune-Up skills in Math, Grammar and Computer Literacy)

Career Skills Workshops
• Basic Keyboarding
• Computer Literacy

Workforce Development and Pre-Certification/Licensure Programs
• Building Performance Institute (BPI) Installer - Insulation & Air Sealing Professional (RBE-WHALCI)
• Building Performance Institute (BPI) Building Analyst - Energy Auditor Training & Certification (BA)
• Building Performance Institute (BPI) Envelope Professional (EP)
• Chemical Process Operation
• Health Unit Coordination
• Heavy Equipment Operation
• Carpentry Assistant Training
• Certified Bookkeeper Preparation
• Certified Nursing Assistant
• Land Professional in Utilities & Natural Resources Industries
• LEED Green Associate Preparation
• LEED Accredited Professional Preparation
• Phlebotomy Technician
• Pharmacy Technician
• EKG Technician
• Personal Care Attendant
• Personal Trainer Certification (Partnership with WITS)
• Medical Administrative Assistant
• Medical Transcription – (Professional Certificate Preparation - Online)
• Medical Coding (Professional Certificate Preparation – Online)
• Real Estate Broker Pre-Licensure – Online
• Real Estate Salesperson Pre-Licensure
• Sustainable Building Technology
• Table Games Dealer Training (Professional Certificate Preparation)

Computer Software Application Workshops
• Microsoft Word 2010 (Beginning, Intermediate and Advanced)
• Microsoft Excel 2010 (Beginning, Intermediate and Advanced)
• Microsoft Access 2010 (Beginning, Intermediate and Advanced)
• Microsoft Outlook
• Microsoft PowerPoint 2010 (Beginning and Advanced)
• Adobe Photoshop CS4 (Beginning and Intermediate)
• Illustrator CS4 (Basic)
• InDesign CS4
• Web Page Design using Adobe Dreamweaver CS4
• Quick Books Pro 2011 Accounting for Non-Accountants
• Introduction to Digital Photography
• Mini-Tab Statistical Software

Leadership and Personal Development
• Business Etiquette
• Email Etiquette
• Effective Presentations
• Change Management

Personal Enrichment
• Instant Piano for Hopelessly Busy People
• Investing 101
• Basket Weaving

Professional Development and Certification Preparation
• Lean Six Sigma (Green Belt and Black Belt)
• Grant Writing Workshop
• Management and Supervision
• Essentials of Human Resource Management
• SHRM Learning System™ Course (Professional Certificate Preparation)
• Customer Service
• American Management Association (Online)

Entrepreneurship
• Business Fundamentals Workshop (Partnership with WV SBDC)
• Sustainable Growth Workshop (Partnership with WV SBDC)

Specialty Programs for Organizations and Companies
• Job Instruction (Partnership with WVMEP)
• Lean 101 (Partnership with WVMEP)
• Health and Safety: What Every Small Business Must Know, OSHA’s Top Ten Cited Violations and More (Partnership with WVMEP)
• ISO Management and Overview (Partnership with WVMEP)
• Problem Solving – A Common Sense Approach (Partnership with WVMEP)
• Board Development and Training Program
• Training & Development Needs Assessment
• Myers-Briggs Type Indicator ® Step II ™ Profile (Form Q)
NON-CREDIT ONLINE COURSES
KVCTC WEDD has partnerships with national educational organizations to deliver online training including Career Step’s Medical Transcription and Medical Coding, and The Quality Group for a blended offering of Lean Six Sigma. In addition, KVCTC WEDD offers quality online instructor-facilitated courses from Education To Go, a part of Cengage Learning. Individuals seeking higher education instructor-facilitated courses from Education To Go, a part of Cengage Learning. Individuals seeking higher education opportunities to learn relevant information needed for their work or for personal enrichment, but do not want college credit, can choose from hundreds of courses online. Categories of courses include, but are not limited to: Basic Computer Literacy, Design, Programming, Networking, Health Care, Nutrition & Fitness, Math, Philosophy & Science, Personal Development, Education, Foreign Languages, Accounting and Law. Complete details for each course in every category can be obtained on the web at: www.ed2go.com/kvctc.

ELDERHOSTEL/ROAD SCHOLAR
This popular program, combining travel and education, is designed for older adults. Expand your horizons or develop new interests as you enjoy a carefree week—all arrangements for meals, accommodations, classroom instruction, and extra-curricular activities are included in the program fee. The relaxed atmosphere and quality instruction provide an ideal opportunity to learn new skills as you meet people with similar interests to your own. For additional information, please visit online www.roadscholar.org.

Some of the current program topics are:

- Birding (9056)
- Riding the Rails: Four Vintage Train Rides (5230)
- Blues, Boogies, and Big Bands
- From Russia to Tin Pan Alley
- Music of the 1920s to Current
- Film Musicals
- Fred Astaire: The Man & His Music
- American Musical Theatre
- Al, Bing & Frank

WORKFORCE INVESTMENT ACT & THE REGIONAL WORKFORCE INVESTMENT BOARD
Kanawha Valley Community and Technical College System’s involvement with the Workforce Investment Act (WIA) and the Regional Workforce Investment Board (WIB) is a commitment to ensure West Virginia’s unemployed, underemployed, and dislocated workers an opportunity to train/retrain in a community college setting. These educational programs are limited to approved workforce programs. WIA participants are also eligible for other forms of financial aid, including Pell Grants and work study. All applicants must first be certified eligible by one of the Regional Workforce WV sites.

HEAPS GRANT – WORKFORCE DEVELOPMENT COMPONENT
The West Virginia Legislature established a Higher Education Adult Part-time Student (HEAPS) Grant Program to address the needs of students who pursue programs of postsecondary education on a part time basis in high demand workforce oriented programs. Students must demonstrate financial need plus meet other qualifications as established in the legislation. The Workforce Development staff at Kanawha Valley Community and Technical College assists students to apply for these grant funds.

KVCTC WEDD Course and Workshop Policy
Policies for all offerings are:

- Space is reserved when a registration fee is received.
- KVCTC WEDD reserves the right to cancel classes with low enrollment. Advance registration fees will be refunded.
- On-site payment is accepted on a space-available basis only.
- Request to withdraw from a class must be made a minimum of three weekdays prior to the first day of the class in order to receive a refund. Student withdrawal past this deadline negates a refund to the student.
- Disruptive students will be dismissed and no refunds issued.
- Classes are cancelled due to weather only when KVCTC classes are cancelled.
- Certain workshops qualify for Higher Education Adult Part-Time Student Financial Aid.
- Contact cwoodworth@kvctc.edu for further information.
- KVCTC retains the right to use photos taken at classes for publicity purposes.

See academic policy section of this catalog for additional policy information. Also see KVCTC Board of Governor’s Policies 9 (Student Code of Conduct) and 10 (Academic Rights) at www.KVCTC.edu. Please note, all KVCTC Board of Governor’s Policies pertain to KVCTC WEDD.
COMMUNITY BEHAVIORAL HEALTH TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE
Leading to a B.S. in Health Science

The last 30 years have marked an ongoing movement to eliminate custodial institutions as society's primary response to the issues of psychiatric and developmental disabilities. Modern services are typically focused within the community. Advances in behavioral and social sciences have lead to the emergence of a body of scientific research and its applications in technology for these modern services. Human technology affords practitioners the capacity for significant contributions to the effective delivery of behavioral health care in communities. Community behavioral health care comprises many professional disciplines, including psychology, psychiatry, nursing, social work, human resource development, counseling, adult education and rehabilitation.

CAREERS IN COMMUNITY BEHAVIORAL HEALTH
This program provides coursework and experience aimed at providing students with the knowledge, skills and attitudes needed to perform direct service effectively in the challenging work environment. Graduates of this degree program may find employment in both public and private day treatment, residential, vocational, transitional, recovery, educational, addiction and mentoring/advocacy programs, which address the needs of adolescents, children and adults with psychiatric, developmental and substance abuse disorders.

PROGRAM LEARNING OUTCOMES
Upon completion of this program, students will:

• Gain knowledge in psychiatric, developmental and substance abuse disorders. Students will acquire person-centered principles, values and attitudes needed to facilitate the recovery and rehabilitation of people with disabilities.

• Be skilled in psychiatric rehabilitation practice to promote choice, societal change, access to resources and optimal living in diverse communities for people with disabilities.

• Be skilled in crisis prevention and intervention (CPI).

• Be prepared, after the employment requirement is met, to sit for the Certified Psychiatric Rehabilitation Practitioner exam.

• Participate as integral members of multi-disciplinary networks, professional and community service organizations. Students will complete a career plan and be academically prepared to enter a baccalaureate program to enhance lifelong learning and professional growth.

• Be aware of human service systems/programs in West Virginia and the roles and functions of allied health professionals within these systems.

• Have mastery in the General Education Core Learning Outcomes.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>Introduction to Humanities</td>
<td>3</td>
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<td>BHT 120</td>
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<td>General Psychology</td>
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<td>Abuse Disorders</td>
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<td>Disabilities</td>
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<td>Disabilities*3</td>
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<td>BHT 223</td>
<td>Systems &amp; Accountability in BHT</td>
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<td>BHT 124</td>
<td>Psychiatric Rehabilitation II</td>
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<td>BST 298</td>
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CONTACT INFORMATION:
Morri Dabney, M.S., Program Director
Email: mdabney@kvctc.edu
Office: 111B

2012-2013 Course Catalog • Allied Health
COMMUNITY BEHAVIORAL HEALTH TECHNOLOGY
CERTIFICATE OF APPLIED SCIENCE

PURPOSE
The Certificate in Community Behavioral Health Technology offers a career track with new advances in human technology. The certificate program consists of nine three-credit-hour courses selected from the eleven core courses currently offered in the Associate of Applied Science degree program in CBHT, and two general education courses. A total of 30 credit hours earned in the Certificate program will be accepted in the A.A.S. degree program in CBHT and the Bachelor of Science degree program in Health Sciences.

CERTIFICATION
The CBHT program prepares the student to sit for the certified Psychiatric Rehabilitation Practitioner (CPRP) examination administered by the U.S. Psychiatric Rehabilitation Association (USPRA). The CBHT program is endorsed by the WV Association of Psychiatric Recovery-Oriented Services (WV-APROS).

CURRICULUM/SUGGESTED SEQUENCE
30 credit hours required for graduation

<table>
<thead>
<tr>
<th>COURSE</th>
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<th>Hours</th>
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<td>ENG 101</td>
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<td>BHT 120</td>
<td>Introduction to Community Behavioral Health</td>
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</tr>
<tr>
<td>BHT 123</td>
<td>Psychiatric Rehabilitation I</td>
<td>3</td>
</tr>
<tr>
<td>BHT 125</td>
<td>Observation, Crisis and Documentation in Behavioral Health</td>
<td>3</td>
</tr>
<tr>
<td>BHT 124</td>
<td>Psychiatric Rehabilitation II</td>
<td>3</td>
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<tr>
<td>BHT 230</td>
<td>Service Populations: Developmental Disabilities</td>
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<tr>
<td>BHT 221</td>
<td>Psychiatric Rehabilitation III</td>
<td>3</td>
</tr>
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<td>BHT 232</td>
<td>Service Populations: Substance Abuse Disorders</td>
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<td>BHT 231</td>
<td>Service Populations: Psychiatric Disabilities</td>
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<tr>
<td>BST 104</td>
<td>Business Math OR</td>
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<tr>
<td>MAT 110</td>
<td>College Algebra</td>
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Total Credit Hours 30

GAINFUL EMPLOYMENT INFORMATION
Graduates may find employment as:

21-1011 Behavioral Disorder Counselor [www.onetonline.org/link/summary/21-1011.00]
21-1014 Mental Health Counselor [www.onetonline.org/link/summary/21-1014.00]

Tuition and Fees*:

- $4130 In-State Resident
- $11030 Non-Resident

Books*:

- $1300

Graduation Rate:

- n/a

Job Placement Rate:

- 72% (college average)

Median Loan Debt:

- $0

*Actual costs may vary.

CONTACT INFORMATION:
Ms. Morri Dabney, Program Director
Email: mdabney@kvctc.edu
Office: 111B
This certificate is designed to meet the training & educational requirements for the emerging role of Peer Support Specialist in the field of behavioral health. Peer Support Specialists assist people with psychiatric disabilities integrate into the community by achieving success and satisfaction in the living, learning, working & socializing environments of their choice via a peer-to-peer relationship. Peer Support Specialist jobs are found in recovery education, coaching, housing, hospitals, community advocacy, engagement services, peer initiatives, case management & crisis services.

The modules will be taught at the Recovery Education Center at West Virginia Mental Health Consumers Association, Charleston office. The program is designed by the Consumers Association for students with relevant life experience in behavioral health, who wish to develop knowledge, skills and attitudes necessary to support peers in the recovery process. The modules will be offered by the Community Behavioral Health Technology program for college credit through the Continuing Education and Community Service Department & will rotate throughout the academic year. Students majoring in the A.A.S. in CBHT program at KVCTC and meet the program criteria, may enroll in the Peer Support Specialist Modules as electives.

Modules consist of five-week courses, meeting three times a week, for five hours a day. Peer Support Specialist III is a capstone course requiring a 30 hour supervised practicum experience in the behavioral health care field in addition to advanced skill-set instruction.

All modules meet one or more of the performance domains for Certified Psychiatric Rehabilitation Practitioner (CPRP) as outlined by the 2000 delineation study completed by the United States Psychiatric Rehabilitation Association (USPRA, formerly IAPSRS), & endorsed by the West Virginia Association of Psychiatric Recovery-Oriented Services (WV-APROS).

**CURRICULUM**

12 credit hours required for graduation

**BHT 106 - Peer Support Specialist I (4 credit hours)**

The Peer Support Specialist sequence of courses is a skill-focused curriculum designed to improve students who have relevant life experience with an academic background in the skills of recovery-oriented peer support with exposure to the field of person-centered psychiatric rehabilitation. The use of self to inspire hope and promote recovery in others in emphasized. Students will become familiar with key recovery concepts; wellness tools; people-first language; telling of personal narratives; and the importance of self-determination. Students will have the opportunity to learn about mental health and addiction concerns, managing negative self-talk; dealing with urges and triggers; and handling intense situations. Development of self-care for the Peer Support Specialist worker is emphasized, including time and stress management. The history of the self-help movement will be discussed, including characteristics of recovery-focused environments, building community partnerships and promoting cultural awareness. Students are expected to participate in a job fair and course completion celebration.

**BHT 107 - Peer Support Specialist II (4 credit hours)**

Students will become familiar with various models of recovery and methodologies for strengthening self-help groups and programs, with an emphasis on self-determination and social supports. Students will have the opportunity to apply leadership and advocacy skills as well as address workplace issues. Students will utilize interpersonal skills and techniques for working with individuals, groups and organizations to create positive change. Students are expected to participate in a job fair and course completion celebration, as well as present on a relevant topic of personal interest. Community guest speakers will be included in this course to raise awareness on special topics.

**Prerequisite: BHT 106**

**BHT 217 - Peer Support Specialist III (4 credit hours)**

In addition to class meetings, students will have a field experience which will allow for direct experience in an appropriate setting for the purpose of observation and limited participation; presenting an opportunity to blend peer support theory and practice. The experience is integrated into this course and it is anticipated students will demonstrate their understanding of recovery-focused Peer Support Specialist services within the community support service system. Students are expected to create a project of excellence from their field experience, participate in a job fair and graduation celebration.

**Prerequisites: BHT 106 & BHT 107**

**CONTACT INFORMATION:**

Ms. Morri Dabney, Program Director  
Email: mdabney@kvctc.edu  
Office: 111B
This program is designed to meet the training and educational requirements of persons working in the behavioral health care field wishing to pursue a career in the emerging discipline of Psychiatric Rehabilitation Practitioner. It is also designed to meet the standards outlined by the United States Psychiatric Rehabilitation Association (USPRA). After program completion and one year of paid employment in the field, students will be eligible to take the Certified Psychiatric Rehabilitation Practitioner (CPRP) exam.

A Psychiatric Rehabilitation Practitioner is a professional who promotes comprehensive rehabilitation and recovery with individuals who have psychiatric disabilities. They promote choice, social change, access to resources and opportunities of optimal living in diverse communities.

The following CPRP Performance Domains will be covered in this skill set: Assessment, Community Resources, Planning and Outcome, Interventions, Diversity, and Interpersonal, Professional Role and Systems Competencies. (Certified Psychiatric Practitioner Role Delineation Study 2000)

The curriculum is based on General Psychology/human development and includes techniques in adult education, counseling, behavioral modification and the recovery and rehabilitation process, via technology developed and researched at the Center of Psychiatric Rehabilitation - Boston University, and the Center of Human Resource Development in Massachusetts. The curriculum has practical application, with outcome-based treatment modalities, which address the diverse needs of the psychiatrically disabled and the emotionally disadvantaged individual.

Psychiatric Rehabilitation Practitioners are employed in licensed behavioral health care centers, community support services, recovery education centers, domestic violence and homeless shelters, consumer-run services, community advocacy and educational, wellness promotion, self-help and psychiatric hospital transitional programs.

**CURRICULUM**

12 credit hours required for graduation

The first three courses are skill-focused and designed to provide students with experience in the skills of person-centered psychiatric rehabilitation practice. The on-going development of effective interpersonal skills is emphasized. The material is derived from the field of human resource development. The courses includes weekly skill sessions where students will be provided supervised practice, alternating in the roles of practitioner and participant along with other students. This hands-on approach from the two perspectives provides opportunity for the students' own personal development as they learn the skills of facilitating the development of others.

- **BHT 123 - Psychiatric Rehabilitation I (3 credit hours)**
  The Primary focus of this course is to provide students with introductory counseling skills training and rehabilitation readiness training technology.
  **Prerequisite:** Education or experience in behavioral health or other health care field.

- **BHT 124 - Psychiatric Rehabilitation II (3 credit hours)**
  The Primary focus of this course is to provide students with skills training in setting self-determined goals.
  **Prerequisite:** BHT 123

- **BHT 221 - Psychiatric Rehabilitation III (3 credit hours)**
  The Primary focus of this course is to provide students with skills to perform functional assessments.
  **Prerequisites:** BHT 123, BHT 124

- **BHT 222 - Psychiatric Rehabilitation IV (3 credit hours)**
  Students will complete fieldwork experience affording theory-practice and geared towards students’ career interests & objectives. Utilization of skills will be performed in local community behavioral health centers & social service agencies. The presence of students at these sites during the 240 hour practicum will aid in the understanding of the individual recovery & rehabilitation process of people with psychiatric & developmental disabilities. Attendance is required at two three-hour practicum seminars to address direct skill teaching & rehabilitation planning.
  **Prerequisites:** BHT 123, BHT 124, BHT 221.

**CONTACT INFORMATION:**
Ms. Morri Dabney, Program Director
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Office: 111B
COMMUNITY BEHAVIORAL HEALTH TECHNOLOGY ADDICTIONS CONCENTRATION
ASSOCIATE IN APPLIED SCIENCE
Leading to a B.S. in Health Science

PURPOSE
This program offers students the opportunity to further their knowledge and skills in modern techniques geared toward the prevention, recovery and rehabilitation of people with addictive behaviors. The program offers hands-on skill training in addictions education.

CAREERS IN COMMUNITY BEHAVIORAL HEALTH
This specialization provides coursework and experience aimed at providing students with the knowledge, skills and attitudes needed to facilitate recovery and rehabilitation in this challenging work environment. Graduates of this degree may expect to find employment in addictions treatment and rehabilitation sectors.

CERTIFICATION
The program is designed to meet the requirements of the Substance Abuse Counselors Certification as established by the West Virginia Substance Abuse Professional Certification Board. The program prepares students to sit for the Certified Addictions Counselor (CAC) exams after specific work experience/service requirements are met.

PROGRAM LEARNING OUTCOMES
Upon completion of this program, students will:

• Gain knowledge and skills in addictions and related disorders. Students will acquire the person-centered principles, values and attitudes needed to facilitate the recovery and rehabilitation of people with addictive behaviors.
• Practice Addictions Recovery by promoting choice, societal change, access to resources and optimal living in diverse communities for persons with addictions.
• Acquire proficiency in non-violent crisis intervention and prevention in accordance with the national standard.
• Complete a career plan and be academically prepared to enter a baccalaureate program to enhance lifelong learning and professional growth.
• Be conversant with and skilled in addictions specific ethical practice and be accountable to the consumers and programs they serve.
• Be prepared, after the service requirements are met, to sit for the state Counselor in Service or the Certified Addictions Counselor exams.
• Have mastery in the General Education Core Learning Outcomes.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

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<tr>
<th>FIRST SEMESTER</th>
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<tr>
<td>BHT 120</td>
<td>Introduction to Community Behavioral Health</td>
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<td>BHT 232</td>
<td>Service Population: Substance Abuse Disorders</td>
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<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>BST 240</td>
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<td>Impairments, Disabilities and Handicaps in Behavioral Health</td>
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<td>BHT 293</td>
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<td>BHT 124</td>
<td>Psychiatric Rehabilitation II</td>
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<td>BHT 290</td>
<td>Intake, Assessment and Diagnosis in Addiction</td>
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<td>BHT 292</td>
<td>Rehabilitation Case Management</td>
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<td>Motivational Interviewing in Addictions</td>
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<tr>
<td>BHT 298</td>
<td>Clinical Practice</td>
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CONTACT INFORMATION:
Morri Dabney, M.S., Program Director
Email: mdabney@kvctc.edu
Office: 111B
COMMUNITY BEHAVIORAL HEALTH TECHNOLOGY
ADDICTIONS
CERTIFICATE OF APPLIED SCIENCE

PURPOSE
This program offers students the opportunity to further their knowledge and skills in modern techniques geared toward the prevention, recovery and rehabilitation of people with addictive behaviors. The program offers a career track in addictions education and hands-on skill training.

CERTIFICATION
The program is designed to meet the requirements of the Substance Abuse Counselors Certification as established by the West Virginia Substance Abuse Professional Certification Board. The program prepares students to sit for the Certified Addictions Counselor (CAC) exams after specific work experience/service requirements are met.

CURRICULUM/SUGGESTED SEQUENCE
30 credit hours required for graduation

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<tr>
<th>COURSE</th>
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<td>BHT 120 Introduction to Community Behavioral Health</td>
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<td>BHT 123 Psychiatric Rehabilitation I</td>
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<td>BHT 232 Service Populations: Substance Abuse*</td>
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<tr>
<td>BHT 290 Intake, Assessment and Diagnosis in Addiction</td>
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<td>ENG 101 English Composition I</td>
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<td>BHT 296 Addictions with Co-occurring Disorders</td>
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<td>BHT 297 Motivational Interviewing in Addictions</td>
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<td>BHT 294 Treatments and Supports in Addiction</td>
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<tr>
<td>Elective Restricted Elective (Program Director approved clinical)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td>30</td>
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</tbody>
</table>

GAINFUL EMPLOYMENT INFORMATION

Graduates may find employment as:
21-1011 Behavioral Disorder Counselor www.onetonline.org/link/summary/21-1011.00

Tuition and Fees*:
$4130 In-State Resident
$11030 Non-Resident

Books*:
$1300

Graduation Rate: n/a
Job Placement Rate: 72% (college average)
Median Loan Debt: $0

*Actual costs may vary.

CONTACT INFORMATION:
Ms. Morri Dabney, Program Director
Email: mdabney@kvctc.edu
Office: 111B
COMMUNITY BEHAVIORAL HEALTH TECHNOLOGY
AUTISM INTERVENTION AND EDUCATION CONCENTRATION
ASSOCIATE IN APPLIED SCIENCE
Leading to a B.S. in Health Science

PURPOSE
The Autism Intervention and Education concentration is designed as a first step to meet the training and educational requirements for the role of Applied Behavioral Analysis (ABA) or interventionist. The ABA therapist works with children and families of children with autism in the home and school environments.

The program will address the disabling effects of this mysterious developmental disorder including, but not limited to: autism symptomology, behaviors and interventions, legal aspects of autism and education. Research-based applied behavioral analysis and discrete trial teaching interventions will be offered using the approaches of B.F. Skinner and Ivor Lovass. These approaches have been validated by research and have shown to reverse many, and sometimes all, of the maladaptive and debilitating symptoms and behaviors shown with autism.

PROGRAM LEARNING OUTCOMES
Please see Program Director for the complete list of learning outcomes.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>HUM 101</td>
<td>Introduction to Humanities</td>
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<tr>
<td>BHT 126</td>
<td>Impairments, Disabilities and Handicaps in Behavioral Health</td>
<td>3</td>
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<td>BHT 120</td>
<td>Introduction to Community Behavioral Health</td>
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<td>BST 101</td>
<td>Computer Literacy OR</td>
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<td>BST 240</td>
<td>Fundamentals of Business Computer Technologies</td>
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<td>Introduction to Autism</td>
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Total Credit Hours: 18

SECOND SEMESTER

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<td>Psychiatric Rehabilitation I</td>
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<td>PSY 210</td>
<td>Life Span Development</td>
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<td>BHT 134</td>
<td>Intro. to Applied Behavioral Analysis</td>
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<td>BHT 271</td>
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Total Credit Hours: 18

THIRD SEMESTER

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<td>Special Topics in Behavioral Health</td>
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<td>BHT 124</td>
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<tr>
<td>BHT 137</td>
<td>Legal Aspects of Autism Intervention and Education</td>
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Total Credit Hours: 14

FOURTH SEMESTER

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<td>Psychiatric Rehabilitation III</td>
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<td>BHT 136</td>
<td>Practicum II - School Based</td>
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<td>BST 298</td>
<td>Business Studies Seminar</td>
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</table>

Total Credit Hours: 10

CONTACT INFORMATION:
Morri Dabney, M.S., Program Director
Email: mdabney@kvctc.edu
Office: 111B
Purpose
The Autism Intervention and Education Program is designed, as a first step, to meet the training and educational requirements for the role of Applied Behavioral Analysis (ABA) or interventionist. The ABA therapist works with children and families of children with autism in the home and school environments.

The program will address the disabling effects of this mysterious developmental disorder including but not limited to: autism symptomology, behaviors and interventions, legal aspects of autism and education. Research-based applied behavioral analysis, and discrete trail teaching interventions will be offered using the approaches of B.F. Skinner and Ivor Lovass. These approaches have been validated by research and have shown to reverse many, and sometimes all, of the maladaptive and debilitating symptoms and behaviors associated with autism.

Curriculum/Suggested Sequence
30 credit hours required for graduation

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BHT 120</td>
<td>Introduction to Community Behavioral Health</td>
<td>3</td>
</tr>
<tr>
<td>BHT 123</td>
<td>Psychiatric Rehabilitation I</td>
<td>3</td>
</tr>
<tr>
<td>BHT 133</td>
<td>Introduction to Autism</td>
<td>3</td>
</tr>
<tr>
<td>BHT 134</td>
<td>Intro. to Applied Behavioral Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>BHT 124</td>
<td>Psychiatric Rehabilitation II</td>
<td>3</td>
</tr>
<tr>
<td>BST 104</td>
<td>Business Math OR</td>
<td></td>
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<tr>
<td>MAT 110</td>
<td>College Algebra</td>
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<tr>
<td>BHT 137</td>
<td>Legal Aspects of Autism</td>
<td>3</td>
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<tr>
<td></td>
<td>Intervention and Education</td>
<td></td>
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<tr>
<td>BHT 271</td>
<td>Childhood Psychiatric Disorders and Intervention</td>
<td>3</td>
</tr>
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<td>BHT 221</td>
<td>Psychiatric Rehabilitation III</td>
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</table>

Total Credit Hours: 30

Gainful Employment Information
Graduates may find employment as:
21-1011 Behavioral Disorder Counselor
www.onetonline.org/link/summary/21-1011.00

Tuition and Fees*:
$4130 In-State Resident
$11030 Non-Resident

Books*:
$1300

Graduation Rate: n/a
Job Placement Rate: 72% (college average)
Median Loan Debt: $0

*Actual costs may vary.

Contact Information:
Ms. Morri Dabney, Program Director
Email: mdabney@kvctc.edu
Office: 111B
The collegiate skill set certificates are designed to meet the training and educational requirements for the role of Applied Behavioral Analysis (ABA) Therapist. The ABA therapist works with children and families of children with autism in the home and school environments. The 10 credit-hour Skill Set Certificate in Autism Intervention & Education I (BHT 133, 134, 135) is the first step to training as an ABA therapist or interventionist. An advanced seven credit-hour Advanced Skill Certificate in Autism Intervention and Education II (BHT 136, 137) is available for students completing the initial certificate who wish to gain advanced skills in autism intervention and education.

The program will address the disabling effects of this mysterious developmental disorder, practitioners trained in autism symptomology, behaviors and intervention - particularly applied behavioral analysis and biomedical - work directly with affected children in teaching developmental skills in discrete components referred to as discrete trial teaching. This approach, based on the behavioral principles of noted psychologist B.F. Skinner and the seminal 1987 research of renowned child psychologist Ivor Lovaas, is the only research-based, scientifically validated intervention shown to reverse many, and sometimes all, of the maladaptive and debilitating symptoms and behaviors associated with autism.

AUTISM INTERVENTION & EDUCATION I
10 credit hours required for graduation

BHT 133 - Introduction to Autism: History, Diagnosis & Intervention (3 credit hours)
In this course students will be introduced to autism, its history, epidemiology, symptoms and behaviors, diagnostic protocols and therapeutic, biomedical and educational intervention options.

BHT 134 - Introduction to Applied Behavioral Analysis: The Lovaas Method (3 credit hours)
This course is an introduction to the landmark research of child psychologist Ivor Lovaas, based on the behavioral principles of B.F. Skinner, in the effective treatment and education of children with autism. Students will learn the techniques of discrete trial teaching as a fundamental component of applied behavioral analysis. 
Prerequisite: BHT 133

BHT 135 - Practicum I: Home-based Programming (4 credit hours)
Students are afforded a practicum experience, under the guidance of an ABA therapist, in the home (or non-school) environment of a child with a diagnosis of an autism spectrum disorder. Students are expected to utilize the knowledge and skills acquired in AHC 133 and AHC 134 in providing supervised, direct, one-on-one ABA and discrete trial teaching. Students will log approximately 100 hours of clinical time, under a preceptor, in 2-2.5 hour increments (a minimum of 5 hours a week) during the course of a semester.
Prerequisite: BHT 134

AUTISM INTERVENTION & EDUCATION II
7 credit hours required for graduation

BHT 136 - Practicum II: School-based ABA Programming (4 credit hours)
Students are afforded a practicum experience, under guidance of an ABA therapist, in the school (public or private) environment of a child with a diagnosis of an autism spectrum disorder. Students are expected to utilize the knowledge and skills acquired in AHC 133, AHC 134 and AHC 135 in providing supervised direct, one-to-one ABA and discrete trial teaching. Students will log 150 hours of clinical time, under a preceptor, in 2.5 hour increments (a minimum of 10 hours a week) during the course of a semester.
Prerequisites: BHT 133, BHT 134, BHT 135

BHT 137 - The Legal Aspects of Autism Intervention, Education and Services (3 credit hours)
In this course the students will be introduced to the legal aspects associated with a child’s diagnosis of autism. Accessing services and funding through state Early Intervention and federal Title XIX MR/DD Community-based Waiver programming, public school services required by the Individuals with Disability Education Act (2004 reauthorization), and vaccine injury causes of action will be addressed. Parents, practitioners and advocates will learn skills necessary to apply for and secure funding, and to prosecute cases of action regarding a FAPE. **Note:** This course is not intended to give legal advice, but simply to provide information about accessing services.
Prerequisite: BHT 133

CONTACT INFORMATION:
Ms. Morri Dabney, Program Director
Email: mdabney@kvctc.edu
Office: 111B
COMMUNITY BEHAVIORAL HEALTH TECHNOLOGY
YOUTH DEVELOPMENT CONCENTRATION
ASSOCIATE IN APPLIED SCIENCE

PURPOSE
The Youth Development concentration offers students the opportunity to further their knowledge and skills in modern techniques geared toward the prevention, recovery and rehabilitation of at-risk and incarcerated youth. The program prepares students to implement person-centered life skill plans, plan and monitor daily activities, provide support services to youth based on their individual service needs and provide crisis intervention/prevention when needed.

CAREERS IN COMMUNITY BEHAVIORAL HEALTH
Graduates of this degree program may expect to find employment in juvenile detention centers, residential child and adolescent programs, child and adolescent programs affiliated with the judicial system, special education programs including after school programs and adolescent behavioral health care centers.

PROGRAM LEARNING OUTCOMES
Upon completion of this program, students will:
• Gain knowledge and skills in child and adolescent services and disorders/behaviors. Students will acquire the person-centered principles, values and attitudes needed to facilitate the recovery and rehabilitation of at-risk youth.
• Practice rehabilitation of at-risk youth by promoting choice, societal change, access to resources and optimal living in diverse communities for disadvantaged youth.
• Acquire proficiency in non-violent crisis prevention and intervention in accordance with the national standard.
• Complete a career plan and be academically prepared to enter a baccalaureate program to enhance lifelong learning and professional growth.
• Be conversant with and skilled in youth development specific ethical practice and West Virginia Law for incarcerated youth and be accountable to the consumers and programs they serve.
• Have mastery in the General Education Core Learning Outcomes.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BHT 120</td>
<td>Introduction to Community Behavioral Health</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Introduction to Humanities</td>
</tr>
<tr>
<td>BHT 126</td>
<td>Impairments, Disabilities and Handicaps in Behavioral Health</td>
</tr>
<tr>
<td>BST 240</td>
<td>Fundamentals of Business Computer Technologies OR</td>
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<tr>
<td>BST 101</td>
<td>Computer Literacy</td>
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<td>BHT 125</td>
<td>Observation, Crisis &amp; Documentation</td>
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Total Credit Hours 18

SECOND SEMESTER

<table>
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<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BHT 123</td>
<td>Psychiatric Rehabilitation I</td>
</tr>
<tr>
<td>COM 100</td>
<td>Oral Communication</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
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<tr>
<td>BHT 232</td>
<td>Service Population: Substance Abuse Disorders</td>
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<td>BST 104</td>
<td>Business Math OR</td>
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<td>MAT</td>
<td>Any 100 level MAT Course</td>
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<td>BHT 270</td>
<td>Adjudicated Youth</td>
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Total Credits Hours 18

THIRD SEMESTER

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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BHT 124</td>
<td>Psychiatric Rehabilitation II</td>
</tr>
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<td>PSY 210</td>
<td>Life Span Psychology</td>
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<td>BHT 271</td>
<td>Childhood Psychiatric Disorders and Interventions</td>
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<td>BHT 199</td>
<td>Special Topics in Behavioral Health</td>
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<td>BIO</td>
<td>Any BIO course</td>
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<td>Elective</td>
<td>Free Elective</td>
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Total Credit Hours 17

FOURTH SEMESTER

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<th>Course</th>
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<tbody>
<tr>
<td>BHT 221</td>
<td>Psychiatric Rehabilitation III</td>
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<tr>
<td>BHT 222</td>
<td>Psychiatric Rehabilitation IV - Practicum</td>
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<tr>
<td>BST 298</td>
<td>Business Studies Seminar</td>
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</table>

Total Credit Hours 7

CONTACT INFORMATION:
Ms. Morri Dabney, M.S., Program Director
Email: mdabney@kvctc.edu
Office: 111B
Purpose
The Youth Development Specialist concentration offers students the opportunity to further their knowledge and skills in modern techniques geared toward the prevention, recovery and rehabilitation of at-risk and incarcerated youth. The program prepares students to implement person-centered life skill plans, plan and monitor daily activities, provide support services to youth based on their individual service needs and provide crisis intervention/prevention when needed.

Program Learning Outcomes
Upon completion of this program, students will:
- Gain knowledge and skills in child and adolescent services and disorders/behaviors.
- Students will acquire the person-centered principles, values and attitudes needed to facilitate the recovery and rehabilitation of at-risk youth.
- Practice rehabilitation of at-risk youth by promoting choice, societal change, access to resources and optimal living in diverse communities for disadvantaged youth.
- Acquire proficiency in non-violent crisis prevention and intervention in accordance with the national standard.
- Complete a career plan and be academically prepared to enter the Associate of Applied Science in Community Behavioral Health Technology program to enhance lifelong learning and professional growth.
- Be conversant with and skilled in youth development specific ethical practice and West Virginia Law for incarcerated youth and be accountable to the consumers and programs they serve.

Curriculum/Suggested Sequence
30 credit hours required for graduation

<table>
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<tr>
<th>COURSE</th>
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<tbody>
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<td>BHT 120</td>
<td>Introduction to Community Behavioral Health 3</td>
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<td>BHT 125</td>
<td>Observation, Crisis and Documentation in Behavioral Health 3</td>
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<td>ENG 101</td>
<td>English Composition I 3</td>
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<td>BHT 123</td>
<td>Psychiatric Rehabilitation I 3</td>
</tr>
<tr>
<td>BHT 124</td>
<td>Psychiatric Rehabilitation II 3</td>
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<td>BHT 232</td>
<td>Service Population: Substance Abuse Disorders 3</td>
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<td>BHT 271</td>
<td>Childhood Psychiatric Disorders and Interventions 3</td>
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<td>BHT 270</td>
<td>Adjudicated Youth 3</td>
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<tr>
<td>BHT 221</td>
<td>Psychiatric Rehabilitation III 3</td>
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</table>

Total Credit Hours 30

Gainful Employment Information
Graduates may find employment as:
21-1011 Behavioral Disorder Counselor www.onetonline.org/link/summary/21-1011.00

Tuition and Fees*: $4130 In-State Resident
                        $11030 Non-Resident
Books*: $1300
Graduation Rate: n/a
Job Placement Rate: 72% (college average)
Median Loan Debt: $0

*Actual costs may vary

Contact Information:
Ms. Morri Dabney, Program Director
Email: mdabney@kvctc.edu
Office: 111B
The Associate in Applied Science in Emergency Medical Services is designed to prepare the student for an entry-level position within the Emergency Medical Services community. The A.A.S. degree can be a continuation of the Emergency Medical Services Certificate of Applied Science program.

For those students already employed in the field, the program provides an opportunity for professional development leading to career advancement.

**PROGRAM LEARNING OUTCOMES**

Upon completion of the program, the student will:

- Gain knowledge in Advance Life Support (ALS) in the pre-hospital care setting.
- Acquire psychomotor skills needed to facilitate ALS in the pre-hospital environment.

**CURRICULUM/SUGGESTED SEQUENCE**

60 credit hours required for graduation

**FIRST SEMESTER**

<table>
<thead>
<tr>
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<th>Title</th>
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<td>*EMT 112</td>
<td>Introduction to Paramedic II</td>
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**Total Credit Hours**

16

**SECOND SEMESTER**

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<td>*EMT 222</td>
<td>Medical Emergencies II</td>
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<td>*EMT 223</td>
<td>Special Consideration in Patients</td>
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**Total Credit Hours**

16

**THIRD SEMESTER**

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<td>Clinical Practicum I</td>
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<td>*EMT 263</td>
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**Total Credit Hours**

12

**FOURTH SEMESTER**

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<tr>
<td>PSY 101</td>
<td>General Psychology</td>
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<tr>
<td>MAT 110</td>
<td>Intermediate Algebra <strong>OR</strong></td>
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<td>MAT 140</td>
<td>Mathematical Reasoning</td>
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<tr>
<td>COM 100</td>
<td>Oral Communication</td>
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<td>COL 104</td>
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<tr>
<td>HUM 101</td>
<td>Introduction to Humanities</td>
<td>3</td>
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</table>

**Total Credit Hours**

16

*Must pass with a grade of C or better to continue in program.

**CONTACT INFORMATION:**

Mr. Louis Robinson, Program Director  
Email: lrobinson@kvctc.edu  
Office: 111E
PROGRAM DESCRIPTION
A graduate of the Certificate of Applied Science in Emergency Medical Services is a highly skilled health care provider. EMTs recognize, assess and manage medical emergencies of acutely ill or injured persons in pre-hospital settings. Instruction in the program includes classroom education taught by KVCTC faculty. Hands-on training in the lab, on ambulances and in clinical facilities is provided and supervised by professionals in their respected areas.

All undergraduate credit hours earned in the certificate program will be accepted into an associate degree program.

PROGRAM LEARNING OUTCOMES
Upon completion of the program, the student will:
• Gain knowledge in Advance Life Support (ALS) in the pre-hospital care setting.
• Acquire psychomotor skills needed to facilitate ALS in the pre-hospital environment.

CURRICULUM/SUGGESTED SEQUENCE
30 credit hours required for certificate

FIRST SEMESTER  

<table>
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<th>Course</th>
<th>Title</th>
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<tr>
<td>BIO 270</td>
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<td><strong>Total Credit Hours</strong></td>
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SECOND SEMESTER  

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
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<td>English Composition I</td>
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<td>MAT 110</td>
<td>Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>MAT 140</td>
<td>Mathematical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>COM 100</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>COL 104</td>
<td>Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

A grade of C or better must be maintained in each course in order to advance to the next course.

Applications are available from February 1 until June 1. Student selection will be held several months prior to the start of a class, which usually starts in August. Selection is determined by personal interview with a selection committee and scores on a placement test and BIO 270. After all interviews are completed, all students will be notified in writing of their status regarding admission to the program. A written response from the student accepting admission must be mailed to the Program Director with a postmark no later than 10 days after notification of admittance to the class.

GAINFUL EMPLOYMENT INFORMATION
Graduates may find employment as:
29-2041 EMT and Paramedic www.onetonline.org/link/summary/29-2041.00

Tuition and Fees*:
$4270 In-State Resident
$11170 Non-Resident

Books*:
$1000

Graduation Rate: n/a
Job Placement Rate: 72% (college average)
Median Loan Debt: $0

*Actual costs may vary.

CONTACT INFORMATION:
Mr. Louis Robinson, Program Director
Email: lrobinson@kvctc.edu
Office: 111E
CAREERS IN GERONTOLOGY
Gerontology, the study of aging, is a relatively new discipline that has emerged during the last 20-30 years. It is a multidisciplinary field that integrates adult education, sociology, health, biology, psychology and social work. The program includes both theoretical and practical components. It is designed for students wishing to pursue a career serving the aging population as well as those already in the field wishing to increase their knowledge and skills.

Employment opportunities for individuals in the field of gerontology include the following job titles: adult protective services representative, community organizer, lobbyist, agency administrator, assisted living director, consultant on consumer needs for older adults, adult daycare provider, environmental designer, health/wellness educator, elderhostel coordinator, bereavement counselor, elder abuse investigator, senior citizens center director, home health care manager, hospice provider, home-bound outreach coordinator, policy planner, volunteer coordinator, senior transportation coordinator and many more.

PROGRAM LEARNING OUTCOMES
Upon completion of the program, graduates will have:
- A well-defined inclusive understanding of the field of gerontology, including demographics, tasks facing gerontologists and entrepreneurship.
- Knowledge of the health and biological aspects of aging, theories of aging, wellness strategies and chronic illnesses common to the elderly.
- Knowledge regarding mental health as related to aging, later life transitions and mental illness and treatment.
- Knowledge regarding death and dying, bereavement and advance directives.
- Knowledge regarding long-term care settings, licensure and accreditation.
- Knowledge of basic organizational and managerial theories and principles applicable to social service agencies.
- Basic knowledge of grant writing.
- Knowledge and skills for appropriate interpersonal skills and intervention techniques to work with people.
- Completed a 240-hour practicum in an approved agency that provides services to the elderly.

CURRICULUM/SUGGESTED SEQUENCE
60 hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 102</td>
<td>First Year Experience</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Introduction to Humanities</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>AHC 101</td>
<td>Introduction to Health Care</td>
</tr>
<tr>
<td>GRN 103</td>
<td>Introduction to Gerontology</td>
</tr>
<tr>
<td>GRN 206</td>
<td>Death and Dying</td>
</tr>
</tbody>
</table>

Total Credit Hours: 16

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td>General Psychology OR</td>
</tr>
<tr>
<td>PSY 210</td>
<td>Life Span Development</td>
</tr>
<tr>
<td>BST 106</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BST 240</td>
<td>Fundamentals of Business Computer Technologies OR</td>
</tr>
<tr>
<td>CIT 106</td>
<td>Introduction to Computers and Office Applications</td>
</tr>
<tr>
<td>GRN 102</td>
<td>Health Aspects of Aging</td>
</tr>
<tr>
<td>GRN 208</td>
<td>Long Term Care</td>
</tr>
</tbody>
</table>

Total Credit Hours: 15

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 295</td>
<td>Nutrition and Diet Therapy</td>
</tr>
<tr>
<td>BST 202</td>
<td>Principles of Management OR</td>
</tr>
<tr>
<td>BST 151</td>
<td>Supervisory Management</td>
</tr>
<tr>
<td>BST 104</td>
<td>Business Math</td>
</tr>
<tr>
<td>GRN 205</td>
<td>Human Relationship Skills</td>
</tr>
<tr>
<td>GRN 209</td>
<td>Psychosocial Aspects of Aging</td>
</tr>
</tbody>
</table>

Total Credit Hours: 15

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 270</td>
<td>Human Biology</td>
</tr>
<tr>
<td>BST 155</td>
<td>Entrepreneurship Fundamentals</td>
</tr>
<tr>
<td>BST 298</td>
<td>Business Studies Seminar</td>
</tr>
<tr>
<td>GRN 204</td>
<td>Administration and Program Planning in Gerontology</td>
</tr>
<tr>
<td>GRN 202</td>
<td>Practicum in Gerontology</td>
</tr>
</tbody>
</table>

Total Credit Hours: 14

CONTACT INFORMATION:
Ms. Patricia Perdue
Email: pperdue@kvctc.edu
Office: 111C
GERONTOLOGY
CERTIFICATE OF APPLIED SCIENCE

PURPOSE
The Gerontology Certificate of Applied Science program is intended for individuals who wish to acquire expertise and credentials in the field of gerontology (study of aging).

WHO SHOULD CONSIDER A GERONTOLOGY CERTIFICATE?
• Individuals who wish to enroll in the core gerontology courses rather than pursue all of the requirements of the associate degree program.
• Students who have or are currently pursuing an associate or a bachelor’s degree but have no formal background in gerontology.
• Students who have completed an A.A.S. in Community Behavioral Health Technology or a B.S. in psychology, social work, nursing, recreation therapy, or a business and intend to work in an area that serves the aging.

PROGRAM LEARNING OUTCOMES
These learning outcomes are established for the gerontology program at the certificate of applied science level:

Graduates will have:
• A well-defined inclusive understanding of the field of gerontology, including demographics, tasks facing gerontologists and entrepreneurship.
• Knowledge of the health and biological aspects of aging, theories of aging, wellness strategies and chronic illnesses common in the elderly.
• Knowledge regarding mental health as related to aging, later life transitions and mental illness and treatment.
• Knowledge related to death and dying, bereavement and advance directives.
• Knowledge of long-term basic care settings, licensure, accreditation, etc.
• Knowledge of basic organizational and managerial theories and principles applicable to social service agencies.
• Basic knowledge for grant writing.
• Knowledge and skills to use appropriate interpersonal skills and intervention techniques to work with people.
• Have completed a 240 hour practicum in an approved agency that provides services to the elderly.

CURRICULUM/SUGGESTED SEQUENCE
30 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
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</tr>
<tr>
<td>GRN 102</td>
<td>3</td>
</tr>
<tr>
<td>GRN 103</td>
<td>3</td>
</tr>
<tr>
<td>GRN 206</td>
<td>3</td>
</tr>
<tr>
<td>GRN 209</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BST 104</td>
<td>3</td>
</tr>
<tr>
<td>GRN 204</td>
<td>3</td>
</tr>
<tr>
<td>GRN 208</td>
<td>3</td>
</tr>
<tr>
<td>GRN 205</td>
<td>3</td>
</tr>
<tr>
<td>GRN 202</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Practicum Hours - 240

*Prerequisites for Practicum:
• Must have completed 6 credits of required gerontology courses with a grade of C or better.
• Must have at least a 2.0 GPA at time of registration.
• Must be registered in GRN 202 before practicum site is assigned.
• A grade of C or better is required in all courses for graduation.

GAINFUL EMPLOYMENT INFORMATION

Graduates may find employment as:

21-1022   Medical & Public Health Social Worker
www.onetonline.org/link/summary/21-1022.00
39-9021   Personal and Home Care Aide
www.onetonline.org/link/summary/39-9021.00

Tuition and Fees*: $3272 In-State Resident
$8954 Non-Resident
Books*: $1350
Graduation Rate: n/a
Job Placement Rate: 72% (college average)
Median Loan Debt: $0

*Actual costs may vary.

CONTACT INFORMATION:
Ms. Patricia Perdue, Program Director
Email: pperdue@kvctc.edu
Office: 111C
GERONTOLOGY
SKILL SET

This nine-credit hour skill set in gerontology will increase employment potential for students in many academic areas, including nursing, behavioral health, business, etc. Knowledge about, and skill in working with, the aging population is an ever-increasing need in aspects of aging and stresses the importance of the dying process, from a personal and a professional perspective.

CURRICULUM

9 credit hours required for graduation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRN 102</td>
<td>Health Aspects of Aging</td>
<td>3</td>
</tr>
<tr>
<td>GRN 209</td>
<td>Psychosocial Aspects of Aging</td>
<td>3</td>
</tr>
<tr>
<td>GRN 206</td>
<td>Death and Dying</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 9

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

CONTACT INFORMATION:
Ms. Patty Perdue, Program Director
Email: pperdue@kvctc.edu
Office: 111C
NUCLEAR MEDICINE TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE

Utilizing radiopharmaceuticals and sophisticated equipment, Nuclear Medicine Technology is a scientific and clinical discipline concerned with the diagnosis, treatment, and clinical investigation of diseases and injuries. NMTs play a key role in helping physicians solve the medical mysteries associated with patient care. The field continues to be at the forefront of modern clinical medicine and technological development.

The future has unique offerings for dedicated, energetic individuals. Career opportunities exist in a wide range of clinical settings, such as community hospitals, university hospitals, outpatient diagnostic imaging centers, and research centers. Positron Emission Tomography (PET) and Radio-pharmacy training within the NM program also adds to the diversity of the graduate. NMTs are employed as technologists, departmental supervisors, Radio-pharmacy techs, PET techs, sales representatives, technical/development specialists, and program educators.

CLINICAL INSTRUCTIONAL FACILITIES
During the clinical phase of the program, the student rotates through the following Nuclear Medicine Departments:

- King’s Daughters Medical Center
- CAMC
- Cabell Huntington Hospital
- St. Mary’s Hospital
- Thomas Memorial Hospital
- St. Francis Hospital
- Veterans Administration Medical Center

Students spend approximately 1,300 hours in hospital placement; full-time enrollment during the clinical year is required. The clinical portion of the program provides students with individual instruction and hands-on experience. Students are supervised by the hospital’s NM department personnel. Academic instruction is provided by KVCTC faculty and participating hospitals.

PROGRAM LEARNING OUTCOMES
Upon graduation from the NMT program, the student will:

- Be prepared to obtain appropriate entry-level employment in the field of Nuclear Medicine.
- Have the necessary skills and knowledge for passage of the NMT Certification Board Exam or the American Registry of Radiologic Technologists NM Exam.
- Be prepared to perform patient-care tasks, prepare & administer radiopharmaceuticals, conduct quality control procedures, perform imaging & non-imaging procedures, apply radiation physics & safety regulations to limit radiation exposure & be familiar with PEGT and PEGT/CT imaging.
- Effectively use human relationship skills to work in a diverse society.
- Effectively use skills and knowledge learned in the clinical & didactic portion of the program to positively impact the patient, employer & community.

CURRICULUM/SUGGESTED SEQUENCE
66 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>MAT 120</td>
<td>College Algebra</td>
</tr>
<tr>
<td>AHC 101</td>
<td>Introduction to Health Care</td>
</tr>
<tr>
<td>PHY 109</td>
<td>Introductory Physics</td>
</tr>
<tr>
<td>BIO 285</td>
<td>Human Anatomy</td>
</tr>
</tbody>
</table>

Total Credit Hours: 16

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 286</td>
<td>Human Physiology</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Introduction to Humanities</td>
</tr>
<tr>
<td>CHM 101</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CHM 102</td>
<td>General Chemistry Lab</td>
</tr>
<tr>
<td>PSY 210</td>
<td>Life Span Development</td>
</tr>
</tbody>
</table>

Total Credit Hours: 17

SUMMER SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>NMT 200</td>
<td>Introduction to Nuclear Medicine</td>
</tr>
<tr>
<td>NMT 201</td>
<td>Nuclear Medicine Summer Practicum</td>
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Total Credit Hours: 6

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>NMT 203</td>
<td>Nuclear Medicine Procedures I</td>
</tr>
<tr>
<td>NMT 202</td>
<td>Nuclear Medicine Fall Practicum</td>
</tr>
<tr>
<td>NMT 204</td>
<td>Radiation Physics for Medical Imaging</td>
</tr>
<tr>
<td>NMT 205</td>
<td>Radiobiology and Radiation Protection</td>
</tr>
</tbody>
</table>

Total Credit Hours: 14

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMT 206</td>
<td>Nuclear Medicine Spring Practicum</td>
</tr>
<tr>
<td>NMT 208</td>
<td>Nuclear Medicine Instrumentation</td>
</tr>
<tr>
<td>NMT 207</td>
<td>Nuclear Medicine Procedures II</td>
</tr>
<tr>
<td>NMT 209</td>
<td>Radiopharmacy/Radiochemistry</td>
</tr>
</tbody>
</table>

Total Credit Hours: 13

CONTACT INFORMATION:

Mr. Mark Rucker, CNMT, Program Director
Email: mrucker@kvctc.edu
Office: 111A

Mrs. Alicia Tucker, CNMT, Clinical Coordinator
Email: atucker@kvctc.edu
Office: 110E

Mrs. Nikki Watts, CNMT, Clinical Coordinator
Email: awatts@kvctc.edu
NURSING
ASSOCIATE IN APPLIED SCIENCE
Accredited by the West Virginia Board of Examiners for Registered Professional Nurses and the National League for Nursing Accrediting Commission.

CAREERS IN NURSING
Demand for Registered Nurses continues to dramatically increase both locally and nationally. Nurses are one of the most important components of the American health care system, playing an essential role in health care delivery in such diverse settings as hospitals, out-patient and long-term care facilities, homes and workplaces, pharmaceutical and insurance companies.

PROGRAM DESCRIPTION
The Associate Degree Nursing program is a two-year program whose graduates meet the academic requirement to apply to take the NCLEX-RN licensing examination upon graduation. Other requirements for licensure are specified by the West Virginia Board of Examiners for Registered Professional Nurses. A combination of general education, related cognates and courses from the professional major provide students with the opportunity to acquire the knowledge and skills needed to practice in a variety of direct client care settings as well as providing the educational foundation for further study in nursing.

PROGRAM LEARNING OUTCOMES
Graduates of the Associate Degree Nursing Program:

- Synthesize knowledge from nursing and the physical, biological and behavioral sciences to provide therapeutic nursing interventions for a client at any stage of the life span.
- Effectively communicate, in collaboration with health care team members, to coordinate, manage and promote client care in a variety of acute care and community settings.
- Employ appropriate clinical decision making, based on critical thinking and reflection, in implementing sound evidence-based clinical nursing judgments.
- Practice professional and personal accountability and responsibility in the competent and compassionate practice of nursing.
- Maintain the legal, ethical and professional standards of nursing practice in providing individualized, culturally-competent client care.
- Implement teaching and learning processes, in collaboration with the client, significant support persons and other members of the health care team, to maintain health, reduce risks and promote self-care.
- Manage care through the efficient and effective use of human, physical, financial and technical resources to meet client needs and support organizational outcomes.
- Demonstrate professionalism through identification of self-learning needs and participation in ongoing professional development.

CURRICULUM/SUGGESTED SEQUENCE
70 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
</tr>
<tr>
<td>BST 240 Fund. of Business Comp. Tech. OR</td>
</tr>
<tr>
<td>CIT 106 Intro. to Computers &amp; Office Apps.</td>
</tr>
<tr>
<td>BIO 285 Human Anatomy</td>
</tr>
<tr>
<td>NUR 101* Health Assessment and Nursing Care I</td>
</tr>
<tr>
<td>NUR 102* Health Assessment and Nursing Care II</td>
</tr>
<tr>
<td>NUR 103* Health Assessment and Nursing Care III</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
</tr>
</tbody>
</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 140 Mathematical Reasoning</td>
</tr>
<tr>
<td>BIO 286 Human Physiology</td>
</tr>
<tr>
<td>CHM 105 Intro. to Chemistry for Allied Health</td>
</tr>
<tr>
<td>NUR 125 Pharmacology for Nursing</td>
</tr>
<tr>
<td>NUR 114* Nursing Care in Adult: Health/Illness I</td>
</tr>
<tr>
<td>NUR 115* Nursing Care in Adult: Health/Illness II</td>
</tr>
<tr>
<td>NUR 116* Nursing Care in Mental Health/Illness</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
</tr>
</tbody>
</table>

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 295 Nutrition and Diet Therapy</td>
</tr>
<tr>
<td>BIO 290 Microbiology for Allied Health</td>
</tr>
<tr>
<td>PSY 210 Life Span Development</td>
</tr>
<tr>
<td>NUR 217* Maternity Nursing Care</td>
</tr>
<tr>
<td>NUR 218* Pediatric Nursing Care Health and Illness</td>
</tr>
<tr>
<td>NUR 219* Nursing Care in Adult: Health/Illness III</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
</tr>
</tbody>
</table>

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102 English Composition II OR</td>
</tr>
<tr>
<td>COM 100 Oral Communication</td>
</tr>
<tr>
<td>NUR 221* Nursing Care Adult:Health/Illness IV</td>
</tr>
<tr>
<td>NUR 222* Management of Nursing Care</td>
</tr>
<tr>
<td>NUR 223* Preceptorship in Nursing</td>
</tr>
<tr>
<td>NUR 224 Professional Nursing Seminar</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
</tr>
</tbody>
</table>

*Clinical nursing courses meet sequentially for five-week sessions.
- A separate application is required for admission to the program. See page 27 for requirements.
- Once admitted into the nursing program, students have three academic years for completion.
- Science courses (BIO 285, BIO 286, BIO 290, BIO 295, CHM 105) must be taken within five years of admission.

CONTACT INFORMATION:
Mr. B. Kent Wilson, Program Director
Email: bwilson@kvctc.edu • Office: 110H
PROGRAM DESCRIPTION
The LPN to RN Program is a three semester program whose graduates meet the academic requirement to apply to take the NCLEX-RN licensing examination upon graduation. Other requirements for licensure are specified by the West Virginia Board of Examiners for Registered Professional Nurses. A combination of general education, related cognates and courses from the professional major provide students with the opportunity to acquire the knowledge and skills needed to practice in a variety of direct client care settings as well as providing the educational foundation for further study in nursing.

Notes
• A Nursing Program Application is required for admission to the program.
• LPN License counts as three credit hours toward degree, depending upon placement in the program.
• Kaplan Nurse Entrance Exam is part of the application process and can be found on www.kvctc.edu.
• Official transcripts from all vocational education and higher education institutions must also be included with the application.

LPN TO RN BRIDGE SEQUENCE
To be eligible for application to the LPN to RN Bridge Program, students must have an unencumbered West Virginia LPN License, minimum Vocational School GPA of 2.00 and a minimum college GPA of 2.75. KVCTC’s program is designed to allow the LPN to merge into our traditional program in the second semester. Students are awarded 3 credit hours for their LPN training.

LPN students admitted to the LPN to RN Bridge program will be required to take Nursing 108: Role Transition to the Professional Nurse and Nursing 109: Advanced Health Assessment and System Review before merging into the Associate Degree in Nursing.

CURRICULUM/SUGGESTED SEQUENCE
70 credit hours required for graduation

FIRST SEMESTER  Credit Hours
ENG 101  English Composition I  3
BST 240  Fund. of Business Computer Tech. OR  3
CIT 106  Intro. to Computers & Office App.  3
BIO 285  Human Anatomy  4
MAT 140  Mathematical Reasoning  3
Total Credit Hours  13

SECOND SEMESTER  Credit Hours
NUR 108  Role Transition to Professional Nurse  1
NUR 109  Advanced Health Assessment  2
BIO 286  Human Physiology  4
CHM 105  Intro. to Chemistry for Allied Health  1
NUR 125  Pharmacology for Nursing  3
NUR 114*  Nursing Care in Adult: Health/Illness I  3
NUR 115*  Nursing Care in Adult: Health/Illness II  3
NUR 116*  Nursing Care in Mental Health/Illness  3
Total Credit Hours  20

THIRD SEMESTER  Credit Hours
PSY 210  Life Span Development  3
BIO 295  Nutrition and Diet Therapy  3
BIO 290  Microbiology for Allied Health  3
NUR 217*  Maternity Nursing Care  3
NUR 218*  Pediatric Nursing Care Health and Illness  3
NUR 219*  Nursing Care in Adult: Health/Illness III  3
Total Credit Hours  18

FOURTH SEMESTER  Credit Hours
ENG 102  English Composition II OR  3
COM 100  Oral Communications  3
NUR 221*  Nursing Care Adult Health/Illness IV  5
NUR 222  Management of Nursing Care*  3
NUR 223  Preceptorship in Nursing Care*  4
NUR 224  Professional Nursing Seminar  1
Total Credit Hours  16

*Clinical nursing courses meet sequentially for five-week sessions.

CONTACT INFORMATION:
Mr. B. Kent Wilson, Program Director
Email: bwilson@kvctc.edu
Office: 110H
PATIENT CARE TECHNOLOGY
ADDICTIONS CONCENTRATION
ASSOCIATE IN APPLIED SCIENCE

PURPOSE
The Patient Care Technician Associate of Applied Science degree with an Addictions Concentration is intended for students who want to work one-on-one with patients and want a specialization in addictions.

WHO SHOULD CONSIDER THIS PROGRAM?
• Individuals who are interested in working with people in a health care setting.
• Gain knowledge and skills in addictions and related disorders. Students will acquire the person-centered principles, values and attitudes needed to facilitate the recovery and rehabilitation of people with addictive behaviors.
• Students who have or want to have certifications in the medical field: Pharmacy Technician, Phlebotomy Technician, Certified Nursing Assistant and Administrative Medical Assistant.
• Students interested in later pursuing an additional degree in either a medical field or community behavior health.

PROGRAM LEARNING OUTCOMES
Upon completion of this program, graduates will:
• Demonstrate an understanding of health care and medical terminology.
• Demonstrate an understanding of human biology, nutrition and how human beings change psychologically as they age.
• Acquire certifications in Pharmacy Technician, Phlebotomy Technician, Certified Nursing Assistant and Administrative Medical Assistant.
• Be conversant with and skilled in addictions specific ethical practice and be accountable to the consumers and programs they serve.
• Be prepared, after the service requirements are met, to sit for the state Counselor in Service or the Certified Addictions Counselor exams.

This major is currently open only to students who already have at least two of the four certification programs completed. For more information, email Jenny Jones at jdjones@kvctc.edu.

CURRICULUM/SUGGESTED SEQUENCE
60 hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
</tr>
<tr>
<td>MAT 110 Intermediate Algebra <strong>OR</strong></td>
</tr>
<tr>
<td>MAT 140 Mathematical Reasoning</td>
</tr>
<tr>
<td>BST 240 Fund. of Business Computer Tech. <strong>OR</strong></td>
</tr>
<tr>
<td>CIT 106 Intro. to Computer &amp; Office Apps.</td>
</tr>
<tr>
<td>AHC 109 Pharmacy Technician</td>
</tr>
<tr>
<td>AHC 107 Nursing Assistant</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
</tr>
</tbody>
</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC 101 Introduction to Health Care</td>
</tr>
<tr>
<td>BIO 270 Human Biology</td>
</tr>
<tr>
<td>AHC 110 Administrative Medical Assistant</td>
</tr>
<tr>
<td>BHT 120 Introduction to Behavioral Health</td>
</tr>
<tr>
<td>AHC 108 Phlebotomy Technician</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
</tr>
</tbody>
</table>

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 295 Nutrition and Diet Therapy</td>
</tr>
<tr>
<td>PSY 210 Life Span Development</td>
</tr>
<tr>
<td>BHT 123 Psychiatric Rehabilitation I</td>
</tr>
<tr>
<td>BHT 232 Service Populations: Substance Abuse Disorders</td>
</tr>
<tr>
<td>BHT 290 Intake/Assess./Diag. in Addiction</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
</tr>
</tbody>
</table>

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHT 124 Psychiatric Rehabilitation II</td>
</tr>
<tr>
<td>BHT 294 Treatment/Support in Addiction</td>
</tr>
<tr>
<td>BHT 296 Addiction w/ Co-occurring Disorders</td>
</tr>
<tr>
<td>BHT 297 Motivational Interview in Addictions</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
</tr>
</tbody>
</table>

CONTACT INFORMATION:

Mrs. Angela Wilminck, Program Director
Email: awilminck@kvctc.edu
Office: 111G

Ms. Jennifer Jones, advisor
Email: jdjones@kvctc.edu
Office: 110A
PATIENT CARE TECHNOLOGY
GERONTOLOGY CONCENTRATION
ASSOCIATE IN APPLIED SCIENCE

PURPOSE
The Patient Care Technician Associate of Applied Science degree with a Gerontology Concentration is intended for students who want to work one-on-one with patients and the elderly.

WHO SHOULD CONSIDER THIS PROGRAM?
- Individuals who are interested in working with people in a health care setting.
- Students who have or want to have certifications in the medical field: Pharmacy Technician, Phlebotomy Technician, Certified Nursing Assistant and Administrative Medical Assistant.
- Students interested in later pursuing an additional degree in the medical field, i.e. Nursing.

PROGRAM LEARNING OUTCOMES
Upon completion of this program, graduates will:
- Demonstrate an understanding of health care and medical terminology.
- Acquire certifications in Pharmacy Technician, Phlebotomy Technician, Certified Nursing Assistant and Administrative Medical Assistant.
- A well-defined inclusive understanding of the field of gerontology, including demographics, tasks facing gerontologists and entrepreneurship.
- Knowledge of the health and biological aspects of aging, theories of aging, wellness strategies and chronic illnesses common in the elderly.
- Completed a 240-hour practicum in an approved agency that provides services to the elderly.

This major is currently open only to students who already have at least two of the four certification programs completed. For more information, email Jenny Jones at jdjones@kvctc.edu.

CURRICULUM/SUGGESTED SEQUENCE
60 hours required for graduation

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110 Intermediate Algebra OR MAT 140 Mathematical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>BST 240 Fund. of Business Computer Tech. OR CIT 106 Intro. to Computer &amp; Office Apps.</td>
<td>3</td>
</tr>
<tr>
<td>AHC 109 Pharmacy Technician</td>
<td>3</td>
</tr>
<tr>
<td>AHC 107 Nursing Assistant</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC 101 Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>BIO 270 Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>AHC 110 Administrative Medical Assistant</td>
<td>3</td>
</tr>
<tr>
<td>AHC 108 Phlebotomy Technician</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD SEMESTER</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 295 Nutrition and Diet Therapy</td>
<td>3</td>
</tr>
<tr>
<td>PSY 210 Life Span Development</td>
<td>3</td>
</tr>
<tr>
<td>GRN 102 Health Aspects of Aging</td>
<td>3</td>
</tr>
<tr>
<td>GRN 103 Introduction to Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>GRN 205 Human Relationship Skills</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FOURTH SEMESTER</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRN 202 Practicum in Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>GRN 204 Admin. and Program Planning</td>
<td>3</td>
</tr>
<tr>
<td>GRN 206 Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>GRN 209 Psychosocial Aspects of Aging</td>
<td>3</td>
</tr>
<tr>
<td>GRN 208 Long Term Care</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

CONTACT INFORMATION:

Mrs. Angela Wilmink, Program Director
Email: awilmink@kvctc.edu
Office: 111G

Ms. Jennifer Jones, advisor
Email: jdjones@kvctc.edu
Office: 110A
PurPOSE
The Patient Care Technician Certificate of Applied Science program is intended for students who want to work one-on-one with patients.

WHO SHOULD CONSIDER THIS PROGRAM?
• Individuals who are interested in working with people in a healthcare setting.
• Students who have or want to have certifications in the medical field: Pharmacy Technician, Phlebotomy Technician, Certified Nursing Assistant and Administrative Medical Assistant.
• Students interested in later pursuing an additional degree in the medical field, i.e. Nursing.

PROGRAM LEARNING OUTCOMES
Upon completion of this program, graduates will:
• Demonstrate an understanding of health care and medical terminology.
• Acquire certifications in Pharmacy Technician, Phlebotomy Technician, Certified Nursing Assistant and Administrative Medical Assistant.

This major is currently open only to students who already have at least two of the four certification programs completed. For more information, email Jenny Jones at jdjones@kvctc.edu.

CURRICULUM/SUGGESTED SEQUENCE
30 credit hours required for graduation

FIRST SEMESTER  Credit Hours
ENG 101  English Composition I  3
MAT 110  Intermediate Algebra  3
MAT 140  Mathematical Reasoning  3
CIT 106  Intro. to Computers & Office Apps.  4
BST 240  Fund. of Business Computer Tech.  3
AHC 107  Nursing Assistant  4
AHC 109  Pharmacy Technician  3
Total Credit Hours  16

SECOND SEMESTER  Credit Hours
AHC 101  Introduction to Health Care  3
BIO 270  Human Biology  4
AHC 110  Administrative Medical Assistant  3
AHC 108  Phlebotomy Technician  4
Total Credit Hours  14

GAINFUL EMPLOYMENT INFORMATION
Graduates may find employment as:
31-1014  Certified Nursing Assistant  www.onetonline.org/link/summary/31-1014.00
31-1015  Orderly/Attendant  www.onetonline.org/link/summary/31-1015.00
31-1013  Psychiatric Attendant  www.onetonline.org/link/summary/31-1013.00

Tuition and Fees*: $4050 In-State Resident
                 $10950 Non-Resident
Books*:         $1100
Graduation Rate: n/a
Job Placement Rate: n/a
Median Loan Debt: $0

*Actual costs may vary.

CONTACT INFORMATION:
Mrs. Angela Wilmink, Program Director
Email: awilmink@kvctc.edu
Office: 111G

Ms. Jennifer Jones, advisor
Email: jdjones@kvctc.edu
Office: 110A
This program is designed for individuals employed in the health care industry who wish to expand their skills. The certificate is designed to prepare the student to code medical records using ICD-9 or CPT coding in hospitals, physician’s offices or clinics. The program consists of three courses: BIO 270 Anatomy and Physiology for Allied Health, AHC 101 Introduction to Health Care and AHC 236 Medical Coding.

CURRICULUM
10 credit hours required for graduation

FALL SEMESTER
BIO 270 Human Biology
(4 Credit Hours)
A basic systematic approach to the study of human anatomy and physiology. Laboratory experiences integrated with lecture enable the student to examine anatomical and physiological phenomena of the human body.

AHC 101 Introduction to Health Care
(3 Credit Hours)
This interdisciplinary course introduces students to the medical system with emphasis on medical specialties, allied health fields and medical terminology. Major units of the course include history and evolution of medicine, clinical experiences, the patient’s concerns, medical trends, economics and the legal and professional aspects of medical care. The course will utilize a programmed text for medical terminology. The course is designed specifically for students enrolled in an allied health discipline but may be taken by others interested in health professions.

SPRING SEMESTER
AHC 236 Medical Coding
(3 Credit Hours)
This course teaches the skills needed to enter the job market as a medical coder in hospitals, clinics, or physician’s offices. Utilizes ICD-9 and CPT code books.
Prerequisites: AHC 101, BIO 270

CONTACT INFORMATION:
Mr. Mark Rucker, Program Director
Email: mrucker@kvctc.edu
CAREERS IN ACCOUNTING
In an accounting position, you analyze, investigate, record, summarize and report financial results of organizations. You may also provide services such as tax preparation or planning, or work as an auditor, checking the accuracy of financial bookkeeping.

Since understanding finances is an important part of management, an accounting career can be a path to a powerful position in a corporation or government.

PROGRAM LEARNING OUTCOMES
The following learning outcomes are established for the accounting program at the associate degree level:

- Graduates will be prepared to obtain employment in the field of accounting and/or advance in their career.
- Prepare and analyze financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Graduates will possess the skills necessary to adapt to emerging and rapid changes in business and technology by demonstrating application of a variety of software including integrated accounting software.
- Graduates will have the ability to utilize accounting information for decision making and to understand and solve complex business problems.
- Understand and comply with GAAP.
- Perform the steps of the accounting cycle.
- Graduates will possess the necessary knowledge and skills to move into the baccalaureate degree program which may ultimately lead to the preparation for the Certified Public Accountancy (CPA) Exam.

ACCOUANTING
ASSOCIATE IN APPLIED SCIENCE

CAREERS IN ACCOUNTING

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 102</td>
<td>First Year Experience</td>
</tr>
<tr>
<td>COL 103</td>
<td>Classroom Success Strategies</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>BST 106</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BST 104</td>
<td>Business Math</td>
</tr>
<tr>
<td>ACC 180</td>
<td>Survey of Accounting</td>
</tr>
</tbody>
</table>

Total Credit Hours 14

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 227</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>BST 203</td>
<td>Business Law I</td>
</tr>
<tr>
<td>ECN 201</td>
<td>Principles of Macroeconomics OR</td>
</tr>
<tr>
<td>ECN 202</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
</tr>
<tr>
<td>BST 240</td>
<td>Fundamentals of Business Computer Technologies</td>
</tr>
</tbody>
</table>

Total Credit Hours 15

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 100</td>
<td>Consumer Chemistry</td>
</tr>
<tr>
<td>MGT 202</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>ACC 237</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>Elective</td>
<td>Restricted Elective</td>
</tr>
<tr>
<td>ACC 235</td>
<td>Integrated Computer Accounting</td>
</tr>
</tbody>
</table>

Total Credit Hours 15

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 205</td>
<td>Fundamentals of Marketing</td>
</tr>
<tr>
<td>ACC 285</td>
<td>Individual Income Tax</td>
</tr>
<tr>
<td>ACC 293</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACC 291</td>
<td>Certified Bookkeeper Prep &amp; Accounting Review OR</td>
</tr>
<tr>
<td>ACC 284</td>
<td>Cost Accounting AND</td>
</tr>
<tr>
<td>Elective</td>
<td>Restricted Elective</td>
</tr>
<tr>
<td>BST 298</td>
<td>Business Studies Seminar</td>
</tr>
</tbody>
</table>

Total Credit Hours 16

RESTRICTED ELECTIVES
BST 201, BST 224, BST 295, MGT 151 or others with Program Director's approval.

CONTACT INFORMATION:
Mrs. Megan Lorenz, Program Director
Email: mlorenz@kvctc.edu
Office: 204J
CAREERS IN ACCOUNTING

In an accounting position, you analyze, investigate, record, summarize and report financial results of organizations. You may also provide services such as tax preparation or planning, or work as an auditor, checking the accuracy of financial bookkeeping.

Since understanding finances is an important part of management, an accounting career can be a path to a powerful position in a corporation or government.

PROGRAM LEARNING OUTCOMES

The following learning outcomes are established for the accounting program at the associate degree level:

- Graduates will be prepared to obtain employment in the field of accounting and/or advance in their career.
- Prepare and analyze financial statements in accordance with generally accepted accounting principles and IFRS.
- Graduates will possess the skills necessary to adapt to emerging and rapid changes in business and technology by demonstrating application of a variety of software including integrated accounting software.
- Graduates will have the ability to utilize analytical problem solving methods to understand and solve complex business problems.
- Graduates will possess the necessary knowledge and skills to move into the baccalaureate degree program which may ultimately lead to the preparation for the Certified Public Accountancy (CPA) Exam.

CURRICULUM/SUGGESTED SEQUENCE

60 credit hours required for graduation

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
</tr>
<tr>
<td>BST 106</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BST 240</td>
<td>Fundamentals of Business Computer Technologies*</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Principles of Biology*</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Principles of Biology Lab*</td>
</tr>
<tr>
<td>MAT 120</td>
<td>College Algebra*</td>
</tr>
</tbody>
</table>

*Total Credit Hours: 16

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 227</td>
<td>Financial Accounting*</td>
</tr>
<tr>
<td>ECN 201</td>
<td>Principles of Macroeconomics*</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
</tr>
<tr>
<td>MKT 205</td>
<td>Fundamentals of Marketing</td>
</tr>
<tr>
<td>BST 203</td>
<td>Business Law I*</td>
</tr>
</tbody>
</table>

*Total Credit Hours: 15

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 237</td>
<td>Managerial Accounting*</td>
</tr>
<tr>
<td>ECN 202</td>
<td>Principles of Microeconomics*</td>
</tr>
<tr>
<td>MGT 202</td>
<td>Principles of Management*</td>
</tr>
<tr>
<td>BST 230</td>
<td>Business Communication and Ethics*</td>
</tr>
<tr>
<td>ACC 235</td>
<td>Integrated Computer Accounting</td>
</tr>
</tbody>
</table>

*Total Credit Hours: 15

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 293</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACC 285</td>
<td>Individual Income Tax</td>
</tr>
<tr>
<td>ACC 284</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>BST 263</td>
<td>Business Statistics*</td>
</tr>
<tr>
<td>BST 244</td>
<td>MOS Excel Certification</td>
</tr>
<tr>
<td>BST 298</td>
<td>Business Studies Seminar</td>
</tr>
</tbody>
</table>

*Total Credit Hours: 14

*Denotes courses that must be passed with a grade of C or better.

CONTACT INFORMATION:

Mrs. Megan Lorenz, Program Director
Email: mlorenz@kvctc.edu
Office: 204J
ACCOUNTING
CERTIFICATE OF APPLIED SCIENCE

PURPOSE
The Certificate in Accounting is designed for individuals who desire skills in the field of accounting.

WHO SHOULD CONSIDER AN ACCOUNTING CERTIFICATE?
- Students who have or are currently pursuing an associate degree in another business area such as banking, management, marketing or administrative professional technology.
- Individuals who hold a baccalaureate degree in a field other than accounting who desire to upgrade their skills or acquire new skills in the area of accounting.

PROGRAM LEARNING OUTCOMES
These learning outcomes are established for the accounting program at the certificate of applied science level:

Graduates will:
- Be prepared to obtain employment in the field of accounting and/or to advance their career.
- Have the skills necessary to adapt to emerging and rapid changes in business and technology and have a desire for lifelong learning.
- Possess the necessary knowledge and skills to move into the associate degree program.
- Demonstrate an understanding of:
  - preparation of financial statements,
  - payroll preparation,
  - maintaining financial data,
  - the closing process,
  - accounts receivable and payable

CURRICULUM/SUGGESTED SEQUENCE
30 credit hours required for graduation

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>BST 104</td>
<td>Business Math</td>
</tr>
<tr>
<td>BST 240</td>
<td>Fundamentals of Business Computer Technologies</td>
</tr>
<tr>
<td>ECN 201</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>ACC 180</td>
<td>Survey of Accounting</td>
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<tr>
<td>ACC 227</td>
<td>Financial Accounting</td>
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<td>ACC 237</td>
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<td>Individual Income Tax</td>
</tr>
<tr>
<td>ACC 293</td>
<td>Intermediate Accounting I</td>
</tr>
</tbody>
</table>

Total Credit Hours 30

GAINFUL EMPLOYMENT INFORMATION
Graduates may find employment as:
43-3031 Bookkeeping, Accounting and Auditing Clerk
www.onetonline.org/link/summary/43-3031.00

Tuition and Fees*:
- $4050 In-State Resident
- $10950 Non-Resident
Books*:
- $1726.25
Graduation Rate:
- n/a
Job Placement Rate:
- 72% (college average)
Median Loan Debt:
- $0

*Actual costs may vary.

CONTACT INFORMATION:
Mrs. Megan Lorenz, Program Director
Email: mlorenz@kvctc.edu
Office: 204J
ADMINISTRATIVE PROFESSIONAL TECHNOLOGY
LEGAL, MEDICAL, EXECUTIVE CONCENTRATIONS
ASSOCIATE IN APPLIED SCIENCE

The program is designed for the individual who desires to become a proficient administrative support specialist.

The student will have the requisite skills to successfully pass the Internet and Computing Core Certification (IC³) examinations and the Microsoft Office Specialist (MOS) core or expert level examinations in Word, Excel, Access and PowerPoint.

EXECUTIVE, LEGAL & MEDICAL CONCENTRATIONS

The Executive concentration prepares graduates for a professional career and offers the greatest flexibility in employment. It also allows graduates the opportunity to continue in a baccalaureate program in business education.

The Legal concentration prepares graduates to assume positions as legal and administrative support personnel. Procedures, principles, and specific skills essential in the law office environment are studied including: software for the legal office, transcription of legal documents, law office management and communicating effectively with clients.

The Medical concentration prepares graduates to assume positions in the medical office environment. Procedures, principles and specific skills essential in the medical office environment are studied including: billing procedures, processing insurance claims, coding and filing medical charts and records, transcribing medical documents, and communicating effectively with clients.

PROGRAM LEARNING OUTCOMES

Upon completion of this program the student will:
- Achieve the appropriate skills to fill intermediate-level administrative assistant positions by being able to think critically and communicate effectively.
- Be competent in office technology, demonstrate proficiency in word, data processing, electronic file management and electronic presentation making.
- Demonstrate human relations, project management and supervision skills.
- Gain the essential knowledge and skills to pursue the baccalaureate degree in business administration, business teacher education or other related fields.
- Acquire business-related concepts needed to sit for the IC³ and MOS exams.
- Be able to manipulate electronic mail and conduct online business research.

CURRICULUM/SUGGESTED SEQUENCE

60 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BST 102</td>
<td>Beginning Document Processing</td>
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</tr>
<tr>
<td>BST 106</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BST 104</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>COL 102</td>
<td>First Year Experience</td>
<td>1</td>
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<tr>
<td>COL 103</td>
<td>Classroom Success Strategies</td>
<td>1</td>
</tr>
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SECOND SEMESTER

<table>
<thead>
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<tbody>
<tr>
<td>BST 103</td>
<td>Advanced Doc. Processing</td>
<td>3</td>
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<td>HUM 101</td>
<td>Introduction to Humanities</td>
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<td>BST 240</td>
<td>Fund. of Business Computer Tech.</td>
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<tr>
<td>BIO 270</td>
<td>Human Biology Medical OR</td>
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<tr>
<td>CHM 100</td>
<td>Consumer Chemistry Legal, Executive OR</td>
<td></td>
</tr>
<tr>
<td>BIO 101</td>
<td>Principles of Biology Legal, Executive</td>
<td>3</td>
</tr>
<tr>
<td>MGT 151</td>
<td>Supervisory Management</td>
<td>3</td>
</tr>
<tr>
<td>BST 203</td>
<td>Business Law I Legal OR</td>
<td></td>
</tr>
<tr>
<td>BST 201</td>
<td>Personal Finance Executive OR</td>
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<tr>
<td>AHC 101</td>
<td>Introduction to Allied Health Medical</td>
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THIRD SEMESTER

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<td>ECN 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BST 212</td>
<td>Desktop Publishing</td>
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<tr>
<td>BST 230</td>
<td>Business Communication &amp; Ethics</td>
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<td>BST 200</td>
<td>Machine Trans. &amp; Office Procedures</td>
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FOURTH SEMESTER

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<tbody>
<tr>
<td>MGT 202</td>
<td>Principles of Management</td>
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<tr>
<td>AHC 236</td>
<td>Medical Coding Medical OR</td>
<td></td>
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<tr>
<td>BST 121</td>
<td>Records Management Legal, Executive OR</td>
<td>3</td>
</tr>
<tr>
<td>BST 243</td>
<td>Advanced Computer Applications</td>
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</tr>
<tr>
<td>BST 298</td>
<td>Business Studies Seminar</td>
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<tr>
<td>Elective</td>
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</table>

RESTRICTED ELECTIVES:

BST 266 is required if the student has no office work experience.
Medical: AHC 104 or AHC 205.
Legal/Executive: any 200 level BST course with Program Director’s approval.

CONTACT INFORMATION:

Mrs. Lori Tate, Program Director
Email: ltate@kvctc.edu
Office: 204C
FINANCE
BANKING CONCENTRATION
ASSOCIATE IN APPLIED SCIENCE

CAREERS IN FINANCE
Experienced finance professionals interact with people at all levels of an organization, advising management on investing money wisely. Finance professionals work in the high-powered industries of banking, securities and commodities and insurance. They may also work for corporations or advise individuals on investment planning.

A finance career can be a path to a powerful position in a corporation or government, since risk management and financial advising are components of management.

The A.A.S. in Finance prepares graduates to apply for employment in the banking, securities, investment and loan industries in positions including:

• account executive
• personal banker
• branch bank manager
• teller
• consumer loan office manager
• credit specialist

PROGRAM LEARNING OUTCOMES
Upon completion of the program graduates will:

• Be prepared to obtain employment in the field of banking and finance and/or advance in their career.
• Prepare and analyze financial statements in accordance with Generally Accepted Accounting Principles and IFRS.
• Possess the skills to adapt to emerging and rapid changes in finance, business and technology.
• Demonstrate an understanding and proficiency with accounting/law terminology, Generally Accepted Accounting Principles, financial statement preparation, maintaining financial data and the accounting cycle.
• Ability to utilize analytical problem solving methods to understand and solve complex business problems. Formulate solutions using facts, logic, creativity, financial calculations, analytical tools (time value of money) and values.
• Demonstrate an understanding of banking knowledge including the banking process, the check clearing process, loan process (including requirements/rate calculations), consumer loans and the Federal Reserve System.
• Understand and demonstrate an understanding of the importance of personal financial management and the management of finances including budgeting, bank services, insurance, investments and retirement planning.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER
Credit Hours
COL 102 First Year Experience 1
CHM 100 Consumer Chemistry 3
ENG 101 English Composition I 3
BST 106 Introduction to Business 3
BST 223 Principles of Banking* 3
BST 104 Business Mathematics 3
Total Credit Hours 16

SECOND SEMESTER
Credit Hours
ACC 227 Financial Accounting I 3
BST 240 Fundamentals of Business 3
ECN 201 Principles of Macroeconomics 3
ENG 102 English Composition II 3
MKT 173 Sales I 3
Total Credit Hours 15

THIRD SEMESTER
Credit Hours
ACC 237 Managerial Accounting 3
BST 203 Business Law I 3
BST 241 Consumer Lending* 3
ECN 202 Principles of Microeconomics 3
BST 201 Personal Finance 3
Total Credit Hours 15

FOURTH SEMESTER
Credit Hours
BST 224 Financial Management 3
BST 248 Introduction to Commercial Lending* 3
BST 214 International Business 3
BST 244 MOS Excel Certification 1
BST 295 Money, Banking and Financial Markets* 3
BST 298 Business Studies Seminar 3
Total Credit Hours 14

*Denotes a course that will be taken online through a partnership with the American Institute of Banking.

CONTACT INFORMATION
Mrs. Megan Lorenz, Program Director
mlorenz@kvctc.edu
Office: 204J
CAREERS IN FINANCE
Experienced finance professionals interact with people at all levels of an organization, advising management on investing money wisely. Finance professionals work in the high-powered industries of banking, securities and commodities and insurance. They may also work for corporations or advise individuals on investment planning.

A finance career can be a path to a powerful position in a corporation or government, since risk management and financial advising are components of management.

The A.A.S. in Finance prepares graduates to apply for employment in the banking, securities, investment and loan industries in positions including:

- personal banker
- credit specialist
- branch bank manager
- consumer loan office manager
- account executive
- statistical assistant
- financial analyst

PROGRAM LEARNING OUTCOMES
Upon completion of the program the graduate will:

- Be prepared to obtain employment in the field of banking and finance and/or advance in their career.
- Prepare and analyze financial statements in accordance with Generally Accepted Accounting Principles and IFRS.
- Possess the skills to adapt to emerging and rapid changes in finance, business and technology.
- Demonstrate an understanding and proficiency with accounting/law terminology, Generally Accepted Accounting Principles, financial statement preparation, maintaining financial data and the accounting cycle.
- Ability to utilize analytical problem solving methods to understand and solve complex business problems. Formulate solutions using facts, logic, creativity, financial calculations, analytical tools (time value of money) and values.
- Possess the necessary knowledge and skills to move into the baccalaureate degree program.
- Understand and demonstrate an understanding of the importance of personal financial management and the management of finances including budgeting, bank services, insurance, investments and retirement planning.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER  
Credit Hours
ENG 101 English Composition I*  3
BST 201 Personal Finance  3
BST 106 Introduction to Business  3
ACC 180 Survey of Accounting  3
MAT 120 College Algebra*  3
Total Credit Hours  15

SECOND SEMESTER  
Credit Hours
ACC 227 Financial Accounting*  3
HUM 101 Introduction to Humanities  3
BST 240 Fundamentals of Business Computer Technologies*  3
ECN 201 Principles of Macroeconomics*  3
ENG 102 English Composition II*  3
Total Credit Hours  15

THIRD SEMESTER  
Credit Hours
ACC 237 Managerial Accounting*  3
ECN 202 Principles of Microeconomics*  3
MG 202 Principles of Management*  3
BST 224 Financial Management*  3
BST 214 International Business  3
Total Credit Hours  15

FOURTH SEMESTER  
Credit Hours
MKT 205 Fundamentals of Marketing*  3
BST 263 Business Statistics*  3
BIO 101 Principles of Biology*  3
BIO 103 Principles of Biology Lab*  1
BST 244 MOS Excel Certification  1
BST 298 Business Studies Seminar  1
BST 203 Business Law I*  3
Total Credit Hours  15

*Denotes courses that must be passed with a grade of C or better.

CONTACT INFORMATION
Mrs. Megan Lorenz, Program Director  
mlorenz@kvctc.edu  
Office: 204J
THE Banking and Finance Certificate is designed for the individual who desires to acquire skills and receive credentials in the banking field.

WHO SHOULD CONSIDER A BANKING AND FINANCE CERTIFICATE?
- Individuals who wish to enroll in the core banking courses rather than pursue all of the requirements of the associate degree program.
- Students who have little background in banking and finance.
- Students who have or are currently pursuing an associate degree in a related business area such as accounting, marketing, management or administrative professional technology.

PROGRAM LEARNING OUTCOMES
The following learning outcomes are established for the banking and finance program at the certificate of applied science level.

Graduates will:
- Be prepared to obtain employment in the field of banking and finance and/or to advance their career.
- Be prepared to adapt to emerging and rapid changes in business and technology and have a desire for lifelong learning.
- Demonstrate an understanding of the Federal Reserve System, the banking process and the check clearing process.
- Understand the loan process including the requirements and rate calculations for commercial and consumer loans and the Time Value of Money.

GAINFUL EMPLOYMENT INFORMATION
Graduates may find employment as:
43-3071 Tellers www.onetonline.org/link/summary/43-3071.00

Tuition and Fees*:
- $4350 In-State Resident
- $11250 Non-Resident

Books*:
- $1250

Graduation Rate: n/a
Job Placement Rate: 72% (college average)
Median Loan Debt: $0

*Actual costs may vary.

CONTACT INFORMATION:
Mrs. Megan Lorenz, Program Director
Email: mlorenz@kvctc.edu
Office: 204J
CAREERS IN HOSPITALITY MANAGEMENT
Travel and tourism in the West Virginia economy are premier industries and are expanding each year. West Virginia’s convention centers, scenic mountains, beautiful parks, ski resorts and river rapids attract thousands of people annually. These attractions result in numerous jobs related to lodging and food service. The A.A.S. in Hospitality Management provides students with an overview of the types of jobs in the hospitality industry. It also acquaints students with accepted management theory and practices as applied to both lodging and food and beverage operations.

Graduates of the Hospitality Management program have entered or progressed into positions such as front office manager, night auditor, rooms division manager, restaurant manager or assistant manager, sales representative and catering manager. Others have gone on to bachelor’s degree programs in business or hospitality management.

PROGRAM LEARNING OUTCOMES
Upon completion of the Hospitality Management program, students will understand:
• General business terms, principles, practices and skills.
• The roles of managers, management theory, organizational structure/culture, and key managerial skills to be used at any level of management.
• Leadership fundamentals, effective team building techniques, motivation theories and the strategic decision making process.
• How to apply management principles, theories and best practices specifically to both lodging and the food and beverage operations.
• The different types of job/career opportunities available in the hospitality industry.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER

<table>
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<td>ENG 101</td>
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<td>BST 104</td>
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<tr>
<td>BST 106</td>
<td>3</td>
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<td>BST 171</td>
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<td>BST 109</td>
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SECOND SEMESTER

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<td>BIO 295</td>
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THIRD SEMESTER

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<td>BST 124</td>
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<td>MGT 253</td>
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<td>MGT 202</td>
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FOURTH SEMESTER

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<td>ACC 180</td>
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<tr>
<td>MGT 255</td>
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<tr>
<td>BST 298</td>
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<td>13</td>
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</tbody>
</table>

CONTACT INFORMATION:
Mr. Austin O’Connor, Program Director
Email: aoconnor@kvctc.edu
Office: 204H
KVCTC trained more than 300 citizens to become table games dealers in 2008. In collaboration with New River Community and Technical College, KVCTC trained table games dealers for the Greenbrier Resort in 2009. KVCTC provides workforce training for Mardi Gras Casino and Gaming Center. A certification in Poker, Black Jack, Roulette or Craps allows you to register for licensure with the State of West Virginia.

Additional requirements to apply for state licensure are: Successfully complete KVCTC’s Table Game Training Course; Fulfill WV Lottery Commission’s credit and criminal background check; and, Pass WV State Lottery Commission’s drug screening.

**BLACKJACK DEALING SKILL SET**

**CURRICULUM**

6 credit hours required for graduation

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
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<td>GAM 101</td>
<td>Introduction to Table Games</td>
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<td>GAM 102</td>
<td>Introduction to Carnival Games</td>
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<td>GAM 119</td>
<td>Blackjack Dealing</td>
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</table>

Total Credit Hours: 6

**CRAPS SKILL SET**

**CURRICULUM**

6 credit hours required for graduation

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<tr>
<td>GAM 121</td>
<td>Craps</td>
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Total Credit Hours: 6

**ROULETTE SKILL SET**

**CURRICULUM**

6 credit hours required for graduation

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<td>Blackjack Dealing</td>
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</tr>
<tr>
<td>GAM 122</td>
<td>Roulette</td>
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Total Credit Hours: 6

**POKER DEALING SKILL SET**

**CURRICULUM**

3 credit hours required for graduation

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<tbody>
<tr>
<td>GAM 124</td>
<td>Poker Dealing</td>
<td>3</td>
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**CONTACT INFORMATION:**

Mr. Austin O’Connor, Program Director
Email: aoconnor@kvctc.edu
Office: 204H
CAREERS IN MANAGEMENT
The Management Associate in Applied Science degree program offers students a two-year general management degree.

The types of businesses that employ graduates include state government, restaurants, supermarkets, warehouses, utility companies, insurance companies and many more. Graduates of the program may go into positions with titles such as management trainee, first-line supervisor, assistant manager, office supervisor, administrative assistant and personnel manager.

PROGRAM LEARNING OUTCOMES
Upon completion of this program, graduates will:
• Have an appropriate mastery of general business terminology, principles, practices and skills.
• Understand the roles of manager, management theory, organizational structure and culture, and develop key managerial skills to be used at any level of management.
• Demonstrate an understanding of leadership fundamentals, effective team building, motivation theories and the strategic decision making process.
• Demonstrate an understanding of the terminology and concepts associated with managing a small business.
• Demonstrate an understanding of the business plan and gain experience in preparing one.

RESTRICTED ELECTIVES
MKT 174, MKT 175, BST 214, ACC 237 or others with Program Director’s approval.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER

<table>
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<th>Course</th>
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<tbody>
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<td>COL 102</td>
<td>First Year Experience</td>
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<td>COL 103</td>
<td>Classroom Success Strategies</td>
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<td>MGT 151</td>
<td>Supervisory Management</td>
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<td>ENG 101</td>
<td>English Composition I</td>
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<td>BST 106</td>
<td>Introduction to Business</td>
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<tr>
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<td>MAT 120</td>
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SECOND SEMESTER

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<td>ACC 180</td>
<td>Survey of Accounting</td>
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<td>BST 240</td>
<td>Fundamentals of Business</td>
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<td>CHM 100</td>
<td>Computer Technologies</td>
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<td>Consumer Chemistry</td>
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THIRD SEMESTER

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<td>MKT 205</td>
<td>Fundamentals of Marketing</td>
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<tr>
<td>ACC 227</td>
<td>Financial Accounting</td>
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<tr>
<td>ECN 201</td>
<td>Principles of Macroeconomics OR</td>
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<td>ECN 202</td>
<td>Principles of Microeconomics</td>
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<td>MGT 155</td>
<td>Fundamentals of Entrepreneurship</td>
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FOURTH SEMESTER

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<tbody>
<tr>
<td>BST 201</td>
<td>Personal Finance</td>
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<td>MGT 255</td>
<td>Entrepreneurship: Small Business Mgt.</td>
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<tr>
<td>MGT 238</td>
<td>Retail Management</td>
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<tr>
<td>BST 298</td>
<td>Business Studies Seminar</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</tr>
</tbody>
</table>

CONTACT INFORMATION:
Ms. Adrienne Galloway
Email: agalloway@kvctc.edu
Office: 204A
CAREERS IN MANAGEMENT
The 2+2 Concentration in Management provides the student with an associate in applied science degree and enables the graduate to continue in the management field to earn a baccalaureate degree from either Marshall University or West Virginia State University.

The types of businesses that employ graduates include state government, restaurants, supermarkets, warehouses, utility companies, insurance companies and many more. Graduates of the program may go into positions with titles such as management trainee, first-line supervisor, assistant manager, office supervisor, administrative assistant and personnel manager.

PROGRAM LEARNING OUTCOMES
Upon completion of this program, graduates will:
• Have an appropriate mastery of general business terminology, principles, practices and skills.
• Understand the roles of manager, management theory, organizational structure and culture, and develop key managerial skills to be used at any level of management.
• Demonstrate an understanding of leadership fundamentals, effective team building, motivation theories and the strategic decision making process.
• Demonstrate an understanding of the terminology and concepts associated with managing a small business.
• Demonstrate an understanding of the business plan and gain experience in preparing one.
• Have the necessary skills and competencies to continue with their education on the baccalaureate level.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER
Credit Hours
ENG 101 English Composition I* 3
BST 106 Introduction to Business 3
MAT 120 College Algebra* 3
MGT 151 Supervisory Management 3
BIO 101 Principles of Biology* 3
BIO 103 Principles of Biology Lab* 1
Total Credit Hours 16

SECOND SEMESTER
Credit Hours
BST 240 Fundamentals of Business 3
ACC 180 Survey of Accounting 3
BST 203 Business Law I* 3
ENG 102 English Composition II 3
BST 263 Business Statistics* 3
Total Credit Hours 15

THIRD SEMESTER
Credit Hours
MGT 202 Principles of Management* 3
ACC 227 Financial Accounting* 3
ECN 201 Principles of Macroeconomics* 3
HUM 101 Introduction to Humanities 3
Elective Free Elective 1
Total Credit Hours 13

FOURTH SEMESTER
Credit Hours
MGT 253 Human Resource Management 3
MGT 255 Entrepreneurship: Small Business Mgt. 3
MKT 205 Fundamentals of Marketing* 3
ACC 237 Managerial Accounting* 3
BST 224 Financial Management 3
BST 298 Business Studies Seminar 1
Total Credit Hours 16

*Denotes courses that must be passed with a grade of C or better.

CONTACT INFORMATION:
Ms. Adrienne Galloway
Email: agalloway@kvctc.edu
Office: 204A
CAREERS IN ENTREPRENEURSHIP
Entrepreneurship is the process of identifying a need in the marketplace and starting a business to fulfill that need. Today, entrepreneurship is seen as a vital way to grow the economy. While the emphasis of the program is the transformation of an idea into a new business venture, this program can also serve the needs of those who want to work within an existing business. Entrepreneurial abilities are needed within corporations today (intrapreneurship) to assist with new product development, product innovation, new market opportunities and other needs of a growing business.

PROGRAM LEARNING OUTCOMES
Upon completion of this program, graduates will:
• Have appropriate mastery of general business terminology, principles and skills.
• Understand the roles of managers; management theory; organizational structure and culture; and develop key managerial skills to be used at any level of management.
• Demonstrate an understanding of leadership fundamentals, effective team building, motivation theories and the strategic decision making process.
• Demonstrate an understanding of the concepts associated with managing a small business.
• Demonstrate an understanding of the business plan and gain experience in preparing one.
• Understand the entrepreneurship process from innovation to implementation.

RESTRICTED ELECTIVES
MKT 174, MKT 175, BST 117, ACC 227 or others with Program Director’s approval.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>COL 102 First Year Experience 1</td>
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<tr>
<td>COL 103 Classroom Success Strategies 1</td>
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<tr>
<td>BST 106 Introduction to Business 3</td>
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<tr>
<td>BST 104 Business Mathematics 3</td>
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<tr>
<td>ENG 101 English Composition I 3</td>
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<tr>
<td>MAT 110 Intermediate Algebra 3</td>
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SECOND SEMESTER
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<tr>
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<tbody>
<tr>
<td>BST 240 Fundamentals of Business Computer Technologies 3</td>
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<tr>
<td>ENG 102 English Composition II 3</td>
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<tr>
<td>MGT 151 Supervisory Management 3</td>
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<tr>
<td>CHM 100 Consumer Chemistry 3</td>
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<tr>
<td>ACC 180 Survey of Accounting 3</td>
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THIRD SEMESTER
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<tr>
<td>BST 201 Personal Finance 3</td>
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<td>MKT 173 Sales I 3</td>
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<tr>
<td>MGT 202 Principles of Management 3</td>
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<tr>
<td>ECN 201 Principles of Macroeconomics OR</td>
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<tr>
<td>ECN 202 Principles of Microeconomics 3</td>
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<td>MGT 155 Entrepreneurship Fundamentals 3</td>
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FOURTH SEMESTER
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<td>BST 236 Retail Buying 3</td>
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<td>MGT 238 Retail Management 3</td>
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<td>MGT 255 Entrepreneurship: Small Business Mgt. 3</td>
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CONTACT INFORMATION:
Ms. Adrienne Galloway
Email: agalloway@kvctc.edu
Office: 204A
ENTREPRENEURSHIP
CERTIFICATE OF APPLIED SCIENCE

PURPOSE
Entrepreneurship is the process of identifying a need in the marketplace and starting a business to fulfill that need. Today, entrepreneurship is seen as a vital way to grow the economy. This certificate transitions fully into the A.A.S. Degree in Management Entrepreneurship Concentration.

PROGRAM LEARNING OUTCOMES
Upon completion of this program, graduates will:
• Have knowledge of general business terminology, principles and skills
• Understand the roles of entrepreneurs, managers, management theory, organizational structure and culture.
• Develop key managerial skills to be used in the operation of a business.
• Demonstrate an understanding of leadership fundamentals, effective team building, motivation theories and the strategic decision making process.
• Demonstrate an understanding of the concepts associated with operating a small business.
• Demonstrate an understanding of the business plan and gain experience in preparing one.
• Understand the entrepreneurship process from innovation to implementation.

CURRICULUM/SUGGESTED SEQUENCE
30 credit hours required for graduation

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<th>COURSE</th>
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<td>Business Mathematics</td>
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<td>Introduction to Business</td>
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<tr>
<td>MGT 155</td>
<td>Entrepreneurship Fundamentals</td>
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<tr>
<td>BST 201</td>
<td>Personal Finance</td>
</tr>
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<td>MGT 255</td>
<td>Entrepreneurship: Small Business Mgt.</td>
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<tr>
<td>ACC 180</td>
<td>Survey of Accounting</td>
</tr>
<tr>
<td>ECN 201</td>
<td>Principles of Macroeconomics OR</td>
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<td>Principles of Microeconomics</td>
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<td>MKT 205</td>
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</table>

Total Credit Hours 30

GAINFUL EMPLOYMENT INFORMATION
Graduates may find employment as:
11-1021 General and Operations Manager http://www.onetonline.org/link/summary/11-1021.00

Tuition and Fees*: $4050 In-State Resident
$10950 Non-Resident
Books*: $1460
Graduation Rate: n/a
Job Placement Rate: 72% (college average)
Median Loan Debt: $0

*Actual costs may vary.

CONTACT INFORMATION:
Ms. Adrienne Galloway
Email: agalloway@kvctc.edu
Office: 204A
CAREERS IN FASHION MERCHANDISING
Fashion merchandising is the buying and selling of fashion related goods and services. It involves the planning and supervision required to make goods available at places, times, prices and in quantities that help to realize the marketing objectives of a business.

Some of the career opportunities in the field include management trainee, assistant buyer, wholesale representative, visual merchandising assistant, head of sales and assistant store manager.

Accomplishments in a retail career depend on an individual's ability and initiative. The Fashion Merchandising Specialization is for students who expect to enter the fashion retailing field upon graduation.

PROGRAM LEARNING OUTCOMES
Upon completion of this program, graduates will:
• Have appropriate mastery of general business terminology, principles and skills.
• Understand the roles of managers; management theory; organizational structure and culture; and develop key managerial skills to be used at any level of management.
• Demonstrate an understanding of leadership fundamentals, effective team building, motivation theories and the strategic decision making process.
• Demonstrate an understanding of the concepts associated with managing a small business.
• Demonstrate an understanding of the business plan and gain experience in preparing one.
• Demonstrate an understanding of the terms and issues associated with retailing and demonstrate an aptitude in the techniques and technical skills necessary to manage and operate a retail establishment.
• Demonstrate knowledge of market segmentation, retail pricing, assortment planning, merchandising mathematics and retail buying.
• Demonstrate an understanding of the principles of design, fashion, visual merchandising concepts, textiles and the fashion industry.

CONTACT INFORMATION:
Ms. Adrienne Galloway
Email: agalloway@kvctc.edu
Office: 204A

<table>
<thead>
<tr>
<th>CURRICULUM/SUGGESTED SEQUENCE</th>
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<tbody>
<tr>
<td>60 credit hours required for graduation</td>
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<table>
<thead>
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<th>FIRST SEMESTER</th>
<th>Credit Hours</th>
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<td>COL 102</td>
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<tr>
<td>COL 103</td>
<td>Classroom Success Strategies</td>
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<td>BST 106</td>
<td>Introduction to Business</td>
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<td>BST 115</td>
<td>Introduction to the Fashion Business</td>
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<td>English Composition I</td>
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<td>Fundamentals of Business Computer Technologies</td>
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<td>MGT 151</td>
<td>Supervisory Management</td>
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<tr>
<td>BST 117</td>
<td>Visual Merchandising</td>
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<td>CHM 100</td>
<td>Consumer Chemistry</td>
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<tr>
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<td>English Composition II</td>
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<td>BST 175</td>
<td>Advertising I OR</td>
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<td>BST 173</td>
<td>Sales I</td>
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<tr>
<td>ACC 180</td>
<td>Survey of Accounting</td>
</tr>
<tr>
<td>MGT 202</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MKT 205</td>
<td>Fundamentals of Marketing</td>
</tr>
<tr>
<td>ECN 201</td>
<td>Principles of Macroeconomics OR</td>
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<tr>
<td>ECN 202</td>
<td>Principles of Microeconomics</td>
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<td>BST 236</td>
<td>Retail Buying</td>
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<td>BST 233</td>
<td>Textiles</td>
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<tr>
<td>MGT 238</td>
<td>Retail Management</td>
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<td>MGT 255</td>
<td>Entrepreneurship: Small Business Mgt.</td>
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<td>BST 266</td>
<td>Business Internship</td>
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<td>BST 298</td>
<td>Business Studies Seminar</td>
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CAREERS IN OCCUPATIONAL SPECIALTY
Students who select the Occupational Specialty Concentration are those who have a particular field of interest and want an associate degree in management to prepare them for a management role in that field. The student would meet with the management advisor to determine the occupational specialty courses needed.

PROGRAM LEARNING OUTCOMES
Upon completion of this program, graduates will:

- Have appropriate mastery of general business terminology, principles and skills.
- Understand the roles of managers; management theory; organizational structure and culture; and develop key managerial skills to be used at any level of management.
- Demonstrate an understanding of leadership fundamentals, effective team building, motivation theories and the strategic decision making process.
- Demonstrate an understanding of the concepts associated with managing a small business.
- Demonstrate an understanding of the business plan and gain experience in preparing one.
- Understand the roles and principles of the occupational specialty area.

COSMETOLOGY COURSES
Students may transfer 15 credits from Carver Career Center’s Cosmetology program.

WVEIS Code
1737  Orientation to Cosmetology
1719  Professional Practices Skin & Nails I
1738  Cosmetology Science I
1734  Fundamentals of Hairstyling I
1736  Fundamentals of Hairstyling II
1732  Professional Practices Skin & Nails II
1740  Cosmetology Science II
1733  Fundamentals of Business Management

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER  Credit Hours
COL 102  First Year Experience 1
COL 103  Classroom Success Strategies 1
BST 106  Introduction to Business 3
ENG 101  English Composition I 3
MAT 110  Intermediate Algebra OR
BST 104  Business Mathematics 3
Occupational Specialty Course 3
Total Credit Hours 14

SECOND SEMESTER  Credit Hours
BST 240  Fundamentals of Business Computer Technologies 3
ENG 102  English Composition II 3
MGT 151  Supervisory Management 3
ACC 180  Survey of Accounting 3
Occupational Specialty Course 3
Total Credit Hours 15

THIRD SEMESTER  Credit Hours
CHM 100  Consumer Chemistry 3
MGT 202  Principles of Management 3
ECN 201  Principles of Macroeconomics OR
ECN 202  Principles of Microeconomics 3
MKT 205  Fundamentals of Marketing 3
Occupational Specialty Course 3
Total Credit Hours 15

FOURTH SEMESTER  Credit Hours
MGT 238  Retail Management 3
MGT 255  Entrepreneurship: Small Business Mgt. 3
BST 203  Business Law 3
BST 298  Business Studies Seminar 1
Occupational Specialty Courses 6
Total Credit Hours 16

CONTACT INFORMATION:
Ms. Adrienne Galloway
Email: agalloway@kvctc.edu
Office: 204A
MARKETING
ASSOCIATE IN APPLIED SCIENCE

CAREERS IN MARKETING
Marketing has become an important component of business. As part of marketing, advertising and sales perform valuable functions for both society and the individual firm. Individuals who choose a career in this field must possess knowledge, motivation, dedication and integrity. Employment opportunities exist in industrial, wholesale and retail areas. Positions in marketing include those found in print/publication firms, advertising agencies, computer data processing firms and department stores. Marketing applies to almost every facet of the business industry.

PROGRAM LEARNING OUTCOMES
Upon completion of the program the graduate will:
• Be able to use marketing mix to position products and services appropriately.
• Have a working knowledge of management, advertising, sales, marketing and computer technology.
• Be able to communicate orally and in writing.
• Be able to adapt to changes, think critically and engage in lifelong learning.
• Know how to market themselves to potential employers.
• Understand and will be able to apply the ten-step sales process.
• Be able to develop an integrated advertising campaign using sound advertising principles.
• Understand and can explain the marketing concept, marketing research, segmentation and how to use the marketing mix.
• Graduates will be able to develop and make a sales presentation.
• Graduates can explain share, point, CPM, reach, frequency and other basic advertising principles.
• Graduates will be able to work as a team member.

RESTRICTED ELECTIVES
Choose from BST 215, BST 230, ENG 205 or others with Program Director’s approval.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER  Credit Hours
COL 102  First Year Experience  1
COL 103  Classroom Success Strategies  1
ENG 101  English Composition I  3
BST 104  Business Mathematics  3
MKT 173  Sales I  3
BST 106  Introduction to Business  3
Total Credit Hours  14

SECOND SEMESTER  Credit Hours
ENG 102  English Composition II  3
CHM 100  Consumer Chemistry  3
BST 240  Fund. of Bus. Computer Tech.  3
MKT 205  Fundamentals of Marketing  3
MKT 174  Sales II  3
Total Credit Hours  15

THIRD SEMESTER  Credit Hours
ECN 201  Principles of Macroeconomics OR
ECN 202  Principles of Microeconomics  3
MKT 175  Advertising I  3
BST 203  Business Law  3
BST 214  International Business  3
BST 212  Desktop Publishing  3
Total Credit Hours  15

FOURTH SEMESTER  Credit Hours
MGT 238  Retail Management  3
MKT 176  Advertising II  3
MGT 151  Supervisory Management OR
MGT 202  Principles of Management  3
ACC 180  Survey of Accounting OR
ACC 227  Financial Accounting  3
Elective  Restricted Elective  3
BST 298  Business Studies Seminar  1
Total Credit Hours  16

*College 101 required for all students with a composite ACT score of 19 or below.

CONTACT INFORMATION:
Mr. Jeff Finch, Program Director
Email: jfinch@kvctc.edu
Office: 204B
CAREERS IN MARKETING
Marketing has become an important component of business. As part of marketing, advertising and sales perform valuable functions for both society and the individual firm. Individuals who choose a career in this field must possess knowledge, motivation, dedication and integrity.

Employment opportunities exist in industrial, wholesale and retail areas. Positions in marketing include those found in print/publication firms, advertising agencies, computer data processing firms and department stores. Marketing applies to almost every facet of the business industry.

PROGRAM LEARNING OUTCOMES
Upon completion of the program the graduate will:
• Be prepared to obtain employment in the field.
• Understand and will be able to apply the ten-step sales process.
• Be able to develop an integrated advertising campaign using sound advertising principles.
• Understand and can explain the marketing concept, marketing research, segmentation and how to use the marketing mix.
• Be able to develop and make a sales presentation.
• Explain share, point, CPM, reach, frequency and other basic advertising principles.
• Be able to work as a team member.
• Be able to use marketing mix to position products and services appropriately.
• Have a working knowledge of management, advertising, sales, marketing and computer technology.
• Be able to communicate orally and in writing.
• Be able to adapt to changes, think critically and engage in lifelong learning.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER

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<th>Course Code</th>
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<td>HUM 101</td>
<td>Introduction to Humanities*</td>
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<td>MKT 173</td>
<td>Sales I*</td>
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<td>BST 106</td>
<td>Introduction to Business</td>
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SECOND SEMESTER

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<td>Principles of Macroeconomics*</td>
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<td>ENG 102</td>
<td>English Composition II*</td>
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<td>MKT 205</td>
<td>Fundamentals of Marketing*</td>
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<td>BST 263</td>
<td>Business Statistics*</td>
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THIRD SEMESTER

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<td>Principles of Microeconomics*</td>
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<td>MGT 202</td>
<td>Principles of Management*</td>
<td>3</td>
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<td>MGT 175</td>
<td>Advertising I</td>
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<td>BST 240</td>
<td>Fundamentals of Business Computer Technologies*</td>
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FOURTH SEMESTER

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<td>Business Law I*</td>
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<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

*Denotes courses that must be passed with a grade of C or better.

CONTACT INFORMATION:
Mr. Jeff Finch, Program Director
Email: jfinch@kvctc.edu
Office: 204B
The Certificate of Applied Science in Advertising is designed for students and employees interested in developing advertisements. Although all advertising media is addressed, the student will learn basic graphic design and general desktop publishing software. This certificate will offer more specialized skills to a student majoring in marketing, communications or any other business field.

The 30 credit hours for the degree were selected to improve the understanding of advertising and its use with respect to public relations, marketing, business and non-profit organizations. There are nine credit hours dealing with computer graphics, graphic design and desktop publishing.

**CURRICULUM/SUGGESTED SEQUENCE**

*30 credit hours required for certificate*

**FIRST SEMESTER**

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**SECOND SEMESTER**

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<td>BST 104</td>
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<td>Business Mathematics OR</td>
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<tr>
<td>MAT 110</td>
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<td>Intermediate Algebra</td>
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<tr>
<td>CIT 124</td>
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<td>3</td>
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<tr>
<td>BST 176</td>
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<td>Advertising II</td>
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<tr>
<td>BST 212</td>
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**GAINFUL EMPLOYMENT INFORMATION**

Graduates may find employment as:

- 27-3043 Advertising Copy Writers  
  - www.onetonline.org/link/summary/27-3043.00
- 41-3011 Advertising Sales Agents  
  - www.onetonline.org/link/summary/41-3011.00

Tuition and Fees*:
- $4050 In-State Resident
- $10950 Non-Resident

Books*:
- $1000.00

Graduation Rate:
- n/a

Job Placement Rate:
- 72% (college average)

Median Loan Debt:
- $0

*Actual costs may vary.

**CONTACT INFORMATION:**

Mr. Jeff Finch, Program Director  
Email: jfinch@kvctc.edu  
Office: 204B
SALES
CERTIFICATE OF APPLIED SCIENCE

The Certificate of Applied Science in Sales can be used in a number of ways. A salesperson with no formal training could complete the certificate and expect sales skills and income to increase. Any major who wants to help people (meet needs) and be well paid should consider the Certificate of Applied Science in Sales.

The 30 credit hours for the degree were selected to improve the understanding of sales with respect to public relations, advertising and integrated marketing communications. Specific approaches, closes, trail closes and presentation methods are explained with the opportunity to apply them during the sales role-plays.

KNOWLEDGE, SKILLS & EXPERIENCES GAINED IN THE CERTIFICATE PROGRAM

- Understanding marketing mix
- Improve communication skills
- Understand sales process
- Learn various sales approaches
- Use multiple trial closes
- Understand various closes
- Handle objections
- Develop presentations using PowerPoint
- Design databases
- Use mail labels and mail merge
- Calculate profit margin
- Set S.M.A.R.T. objectives
- Learn to listen
- Learn other communication skills

CURRICULUM/SUGGESTED SEQUENCE
30 credit hours required for certificate

FIRST SEMESTER

<table>
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<th>Credit</th>
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<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MKT 173</td>
<td>Sales I</td>
<td>3</td>
</tr>
<tr>
<td>BST 240</td>
<td>Fundamentals of Business Computer Technologies</td>
<td>3</td>
</tr>
<tr>
<td>MGT 151</td>
<td>Supervisory Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 205</td>
<td>Fundamentals of Marketing</td>
<td>3</td>
</tr>
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SECOND SEMESTER

<table>
<thead>
<tr>
<th>Credit</th>
<th>Course Code</th>
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<tbody>
<tr>
<td>BST 230</td>
<td>Business Communication and Ethics OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 205</td>
<td>Writing for Business</td>
<td>3</td>
</tr>
<tr>
<td>MKT 174</td>
<td>Sales II</td>
<td>3</td>
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<tr>
<td>MKT 175</td>
<td>Advertising I</td>
<td>3</td>
</tr>
<tr>
<td>BST 104</td>
<td>Business Math OR</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>Intermediate Algebra</td>
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</tr>
<tr>
<td>MGT 238</td>
<td>Retail Management</td>
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<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
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</table>

Gainful Employment Information

Graduates may find employment as:

- 41-9091 Door-to-Door Sales Worker
- 41-2031 Retail Salesperson

www.onetonline.org/link/summary/41-9091.00
www.onetonline.org/link/summary/41-2031.00

Tuition and Fees*:
- $4050 In-State Resident
- $10950 Non-Resident

Books*:
- $1225

Graduation Rate:
- n/a

Job Placement Rate:
- 72% (college average)

Median Loan Debt:
- $0

*Actual costs may vary.

CONTACT INFORMATION:
Mr. Jeff Finch, Program Director
Email: jfinch@kvctc.edu
Office: 204B
The A.A.S. in Occupational Development degree results from a partnership involving Kanawha Valley Community and Technical College, the U.S. Department of Labor Bureau of Apprenticeship and Training, companies, and labor unions.

Apprentices who seek the A.A.S. in Occupational Development earn college credits from annual classroom training and on-the-job training that are required in their apprenticeship program. The remainder of credit hours is obtained through enrollment at KVCTC.

PROGRAM LEARNING OUTCOMES

- Prepare graduates to obtain suitable employment in their area of specialization
- Prepare graduates to adapt to emerging and rapid changes in science and technology and to be able to engage in lifelong learning

*See KVCTC’s general education requirements.

OCCUPATIONAL DEVELOPMENT RESIDENCY REQUIREMENT

A KVCTC student enrolled in the A.A.S. in Occupational Development must complete a minimum of three credit hours at KVCTC. The remaining 12 credit hours of the 15 credit hour residency requirement may be completed at KVCTC or any public higher education institution in the West Virginia System.

The Occupational Development Degree is designed for chemical operators, childcare workers, firefighters, plumbers and pipe fitters, building and construction trade workers, cooks and sheet metal workers.

The A.A.S. in Occupational Development can be made available to other apprenticeship groups. Formal agreements are developed between KVCTC, the participating apprenticeship groups and the U.S. Department of Labor Bureau of Apprenticeship and Training.

CURRICULUM

60 credit hours required for graduation

COMPONENT I

Component I consists of general education courses. Students must take six credits of communication skills courses, at least three credits of college-level math, and six credits of general education electives.

Based on placement test scores, it is possible that some apprentices might have to take developmental courses in English and mathematics.

COMPONENT II

Component II consists of Classroom Training, more than 1,000 clock hours of instruction, typically during a 3-5 year period. The college awards up to 40 credit hours for Classroom Training in the apprenticeship program.

COMPONENT III

Component III consists of several years of on-the-job training. Typically, apprentices receive more than 5,000 clock hours of on-the-job training, for which the college awards up to 12 credit hours.

CONTACT INFORMATION:
Ms. Kim Sovine, Director of Continuing Education
Email: ksovine@kvctc.edu
Office: 005F
OCCUPATIONAL DEVELOPMENT
CERTIFICATE OF APPLIED SCIENCE

The Collegiate Certificate in Occupational Development degree results from a partnership involving Kanawha Valley Community and Technical College, the U.S. Department of Labor Bureau of Apprenticeship and Training, companies, and labor unions.

Apprentices who seek the Collegiate Certificate in Occupational Development earn college credits from annual classroom training and on-the-job training that are required in their apprenticeship program. The remainder of credit hours is obtained through enrollment at KVCTC.

PROGRAM LEARNING OUTCOMES
• Prepare graduates to obtain suitable employment in their area of specialization
• Prepare graduates to adapt to emerging and rapid changes in science and technology and to be able to engage in lifelong learning

RESIDENCY REQUIREMENT
A KVCTC student enrolled in the Certificate of Applied Science in Occupational Development must complete a minimum of three credit hours at KVCTC. The remaining 12 credit hours of the 15 credit hour residency requirement may be completed at KVCTC or any public higher education institution in the West Virginia System.

Formal agreements are developed between KVCTC, the participating apprenticeship groups and the U.S. Department of Labor Bureau of Apprenticeship & Training.

GAINFUL EMPLOYMENT INFORMATION

Graduates may find employment as:
47-2031 Carpenter www.onetonline.org/link/summary/47-2031.00
39-9011 Child Care Worker www.onetonline.org/link/summary/39-9011.00
47-2061 Laborer www.onetonline.org/link/summary/47-2061.00
47-2141 Painter www.onetonline.org/link/summary/47-2141.00
35-2012 Cook www.onetonline.org/link/summary/35-2012.00

Tuition and Fees*:
$2025 In-State Resident
$5475 Non-Resident
Books*:
$700
Graduation Rate:
20%
Job Placement Rate:
100%
Median Loan Debt:
$0

*Actual costs may vary.

CONTACT INFORMATION:
Mrs. Kim Sovine, Director of Continuing Education
Email: ksovine@kvctc.edu
Office: 005F
The expanding role of the paralegal in the delivery of legal services has created increased opportunities with private law firms, corporate legal departments, insurance companies, real estate and title firms, banks, and government agencies. Graduates are prepared for careers in business, industry or non-profit corporations that interface with the legal system.

Paralegals organize and manage work flow in law office settings, draft legal documents, research and draft legal memoranda and file them with the appropriate court. They conduct background checks, interview clients and pursue factual investigations for employers. Paralegals may prepare witnesses for depositions, trial and organize client files. Paralegals may serve as employer liaisons to business, the police, other attorneys, government officials and the courts. Paralegals cannot accept a case, set fees, give legal advice or represent a client in court.

THE PARALEGAL PROGRAM AT KVCTC

- has a challenging curriculum
- requires that you possess excellent written and oral communication skills, analytical ability and a high level of motivation
- uses Westlaw Paralegal Primary Law Library Online
- incorporates the expectations of employers into a curriculum that teaches practical job-related paralegal skills in conjunction with underlying theory
- internship opportunity
- faculty that consists of legal professionals and other similarly qualified persons

PROGRAM LEARNING OUTCOMES

- Conduct legal research
- Prepare legal documents
- Apply critical thinking skills
- Communicate clearly and effectively
- Serve as a member of a legal team
- Exemplify a high standard of ethics as a legal professional
- Apply computer skills to specific law office software applications

PARALEGAL STUDIES
ASSOCIATE IN APPLIED SCIENCE

CURRICULUM/SUGGESTED SEQUENCE
60 hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COL 102</td>
<td>First Year Experience</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Mathematical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>BST 240</td>
<td>Fundamentals of Business Computer Technologies</td>
<td>3</td>
</tr>
<tr>
<td>PLS 126</td>
<td>Introduction to the Paralegal Profession</td>
<td>2</td>
</tr>
<tr>
<td>BST 203</td>
<td>Business Law I</td>
<td>3</td>
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SECOND SEMESTER

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<tbody>
<tr>
<td>PLS 210</td>
<td>Criminal Litigation</td>
<td>4</td>
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<tr>
<td>PLS 201</td>
<td>Civil Law I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PLS 120</td>
<td>Civil Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>COM 100</td>
<td>Oral Communications</td>
<td>3</td>
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THIRD SEMESTER

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<tbody>
<tr>
<td>PLS 202</td>
<td>Civil Law II</td>
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</tr>
<tr>
<td>PLS 203</td>
<td>Civil Litigation II</td>
<td>3</td>
</tr>
<tr>
<td>PLS 216</td>
<td>Legal Research &amp; Writing I</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Natural Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>CJC 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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<td></td>
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FOURTH SEMESTER

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 218</td>
<td>Legal Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>PLS 298</td>
<td>Paralegal Studies Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PLS 266</td>
<td>Paralegal Studies Internship</td>
<td>3</td>
</tr>
<tr>
<td>ACC 180</td>
<td>Survey of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>SOC 100</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Restricted Elective (Advisor Approved)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
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</tr>
</tbody>
</table>

CONTACT INFORMATION:
Mr. Craig Giffin, Program Director
Email: cgiffin@kvctc.edu
Office: 207B
MICROSOFT OFFICE SPECIALIST
EXCEL, WORD, POWERPOINT
SKILL SET

BST 244 Microsoft Office Specialist: Excel
1 Credit Hour
This course provides an effective, systematic way to review and master Microsoft Excel which will prepare the students to take the Microsoft Certified Application Specialist certification exam. The class consists of step-by-step on-screen instructions, performance-based activities, practice assessments and registration information. 
Prerequisite: Knowledge of Microsoft Excel

BST 245 Microsoft Office Specialist: Word
1 Credit Hour
This course provides an effective, systematic way to review and master Microsoft Word which will prepare the students to take the Microsoft Certified Application Specialist certification exam. The class consists of step-by-step on-screen instructions, performance-based activities, practice assessments and registration information. 
Prerequisite: Knowledge of Microsoft Word

BST 254 Microsoft Office Specialist: PowerPoint
1 Credit Hour
This course provides an effective, systematic way to review and master Microsoft PowerPoint which will prepare the students to take the Microsoft Certified Application Specialist certification exam. The class consists of step-by-step on-screen instructions, performance-based activities, practice assessments and registration information. 
Prerequisite: Knowledge of Microsoft PowerPoint

NOTE: All courses charge an exam fee.

CONTACT INFORMATION:
Mrs. Lori Tate, Program Director
Email: ltate@kvctc.edu
Office: 204C
General Education
OVERVIEW
The Board of Governors Associate in Applied Science degree program is a non-traditional degree completion opportunity at the associate degree level. It is specifically designed for adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. The 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.

The A.A.S. Board of Governors degree program is designed to articulate with the Board of Regents Bachelor of Arts degree at West Virginia State University.

PROGRAM LEARNING OUTCOMES
Upon completion of this program, graduates will be able to:
• Apply effective written and oral communication skills
• Work collaboratively in groups
• Think critically and solve problems
• Demonstrate practical application of quantitative and scientific reasoning skills
• Demonstrate analysis and evaluation of skill competencies derived from multiple sources including work, volunteer activities, hobbies, etc.
• Demonstrate understanding of principles of good citizenship
• Develop long-range vocational or transfer goals
• Demonstrate basic computer literacy and use of computerized communication technology
• Examine issues from a global perspective
• Demonstrate mastery of interdisciplinary competencies as defined in educational plan

RESIDENCY REQUIREMENTS:
Twelve credit hours from a regionally accredited higher education institution are required. A minimum of three credit hours from KVCTC are required.

ADMISSION REQUIREMENTS:
Students are eligible for admission to the program two years after graduation from high school. In the case of those passing a high school equivalency exam, admission must be two years after their high school class has graduated.

GENERAL EDUCATION
Suggested courses for completion of the degree; may use related coursework with permission of the Program Director.

Communications - 6 Credit Hours
(3 credit hours of ENG 101 or equivalent)
ENG 101, 102, 120
BST 230
COM 100

Mathematics/Sciences - 6 Credit Hours
(3 credit hours of Math 100 or higher)
MAT 110, 120, 130, 140
BST 104
BIO 101, 270
PHY 109
CHM 100, 101 & 102
MET 110

Social Sciences/Humanities - 6 Credit Hours
BHT 120
GRN 206, 209
PSY 101, 210
ECN 201, 202
HUM 101

Computer Literacy - 3 Credit Hours
CIT 106
BST 240

GENERAL ELECTIVES
Credit hour requirements may be met through a variety of means, such as:
• Traditional coursework
• Work and life experiences (see Note)
• Standardized exams
• Institutional challenge exams
• Military Training
• Evaluation of non-collegiate sponsored instruction

General Electives include:
Optional area of emphasis, BST 190 - Portfolio Development (required for students submitting a portfolio for assessment of credit for prior learning).

Note: A $300 evaluation fee plus a $10 per-credit hour posting fee is charged for portfolio evaluation/assessment. Evaluation fee is charged when the portfolio is submitted and posting fee charged after the portfolio is evaluated.

Graduation Requirement: Students must take a General Education Proficiency Profile exam prior to graduation.

CONTACT INFORMATION:
Mrs. Judy Whipkey, Program Director
Email: whipkeyj@kvctc.edu
Office: 204G
THE CRIMINAL JUSTICE FIELD
The field of criminal justice involves the three components of the criminal justice system: police, courts and corrections. This academic discipline also includes study of the juvenile justice system and the extent and causes of crime among adults and juveniles. The corrections concentration emphasizes the corrections component of the criminal justice system. Criminal justice is an exciting and interesting discipline that can lead to attractive and worthwhile careers.

CAREERS IN CRIMINAL JUSTICE
Criminal justice continues to provide employment opportunities and is predicted to do so in the future. Employment is available at the local, state and federal levels of corrections and the juvenile justice system. An associate degree in criminal justice will provide students with a competitive advantage.

PROGRAM LEARNING OUTCOMES
• The student will have the fundamental knowledge of the criminal justice field.
• The student will know and understand the basic philosophies behind policing, corrections, juvenile justice, probation, parole and victimology.
• The student will have current information on trends in criminal justice.
• The student will understand the need for lifelong learning, as a result of the changing trends and laws in the US.
• The student will be exposed to a wide variety of situations in the criminal justice field and be able to use the knowledge to better understand the situation and develop the correct response of the criminal justice professional.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>COL 102</td>
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</tr>
<tr>
<td>COL 103</td>
<td>Classroom Success Strategies AND</td>
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<tr>
<td>COL 104</td>
<td>Professional Development OR Approved Course</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>CJC 204</td>
<td>Juvenile Justice and Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CJC 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology OR</td>
<td></td>
</tr>
<tr>
<td>SOC 100</td>
<td>Introduction to Sociology</td>
<td>3</td>
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SECOND SEMESTER
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<tbody>
<tr>
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<td>Fund. of Business Computer Tech. OR</td>
<td></td>
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<tr>
<td>CIT 106</td>
<td>Intro. to Computers and Office Apps.</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II OR</td>
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<tr>
<td>BST 230</td>
<td>Business Communications and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CJC 230</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CJC 223</td>
<td>Police and Society</td>
<td>3</td>
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<tr>
<td>CJC 224</td>
<td>Punishment and Corrections</td>
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SUMMER SEMESTER
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<tr>
<td>CJC 200</td>
<td>Criminal Justice Internship OR</td>
<td></td>
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<tr>
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THIRD SEMESTER
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<thead>
<tr>
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<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 110</td>
<td>Intermediate Algebra OR</td>
<td></td>
</tr>
<tr>
<td>MAT 130</td>
<td>Technical Math OR</td>
<td></td>
</tr>
<tr>
<td>MAT 140</td>
<td>Mathematical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>COM 100</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>CJC 213</td>
<td>Race and Gender in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJC 211</td>
<td>Drugs and Society</td>
<td>3</td>
</tr>
<tr>
<td>CHM 100</td>
<td>Consumer Chemistry OR Approved Natural Science Course</td>
<td>3</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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FOURTH SEMESTER
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<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>HUM 101</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>CJC 207</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJC 226</td>
<td>Court System in the US</td>
<td>3</td>
</tr>
<tr>
<td>CJC 262</td>
<td>Contemporary Issues in Criminal Justice</td>
<td>3</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</tr>
</tbody>
</table>

CONTACT INFORMATION:
Ms. Deborah McDaniel, Program Director
Email: dmcdaniel@kvctc.edu
Office: 207A
PURPOSE
This certificate is intended for students interested in working for a law enforcement agency, a federal homeland security organization, a private security organization, or in the emergency management field. In particular, students will develop a broad-based knowledge that includes a basic understanding of the structure and mission of homeland security. Additional topics that will be covered include weapons of mass destruction, transportation and border security, legal and ethical issues, sources of terrorist threats and natural hazards, risk assessment and mitigation, the National Incident Command System (NIMS), intelligence and security analysis.

PROGRAM LEARNING OUTCOMES
• Identify security threats that affect border and transportation security.
• Describe the foundation and goals for security.
• Differentiate between ethical and unethical attitudes and actions regarding execution of homeland security practices.
• Apply knowledge of constitutional, case, and statutory law to homeland security scenarios.
• Communicate homeland security concepts through oral and written formats.

Please note, the courses are taught at Yeager Airport and exclusive to TSA employees.

CURRICULUM
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>Introduction to Homeland Security</td>
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<tr>
<td>CJC 142</td>
<td>Intelligence Analysis &amp; Security Management</td>
<td>3</td>
</tr>
<tr>
<td>CJC 143</td>
<td>Transportation &amp; Border Security</td>
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</tr>
</tbody>
</table>

Total Credit Hours 9

CONTACT INFORMATION:
Ms. Deborah McDaniel, Program Director
Email: dmcdaniel@kvctc.edu
Office: 207A
EARLY CHILDHOOD EDUCATION
ASSOCIATE IN APPLIED SCIENCE

The A.A.S. in Early Childhood Education degree is a four-semester program designed to prepare students for employment as teachers or aides in early childhood programs, preschools, and Head Start Programs. Students will gain background in child development as well as planning and administering early childhood educational programs. The courses will combine lecture with observation and participation in early childhood settings. The degree will allow students to enter the workforce or further their education as early childhood professionals.

PROGRAM LEARNING OUTCOMES
Upon successful completion of all program requirements, graduates will be able to:
• Identify a variety of current and historical theoretical approaches to Early Childhood Education.
• Identify and assess the elements that determine quality in early childhood settings.
• Articulate the beginnings of a personal philosophy of Early Childhood Education.
• Identify and evaluate ethical issues that may be encountered in the field of Early Childhood Education.
• Plan, implement and evaluate age-appropriate and individually appropriate activities. Also, plan curriculum that is based on child development knowledge, observations and assessments of typical and atypical children from culturally diverse backgrounds.
• Create and evaluate a learning environment that supports children's physical, social, emotional, creative, language and cognitive development.
• Identify and apply positive approaches to discipline that encourage children to develop self-control and self-esteem.
• Create strategies that will support and maintain positive, collaborative relationships with families.
• Recognize current issues and policies that affect young children and their families.
• Identify and communicate effectively with other professionals concerned with supporting children's development and well-being.
• Identify sources and participate in opportunities available for professional growth.
• Demonstrate competence in integrating theory and practice in early childhood programs serving diverse populations of children and their families.
• Reflect, analyze and evaluate their teaching practices in order to strengthen their work with young children.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER  Credit Hours
ENG 101 English Composition I  3
MAT 120 College Algebra OR  3
MAT 140 Mathematical Reasoning  3
COL 102 First Year Experience  1
PSY 210 Life Span Development  3
EDU 120 Foundations of Early Childhood  3
ASL 101 Finger Spelling  1
BST 240 Fund. of Business Computer Tech. OR  3
CIT 106 Introduction to Computer and Office Applications  3
Total Credit Hours  17

SECOND SEMESTER  Credit Hours
ENG 102 English Composition II  3
SCIENCE Any Lab Science Course  4
COM 100 Oral Communication  3
EDU 101 Healthy Environments for Young Children  3
EDU 225 Early Childhood Development  3
ASL 102 Finger Spelling II  1
PHE 104 First Aid  1
Total Credit Hours  18

THIRD SEMESTER  Credit Hours
EDU 110 Family Relationships  3
EDU 115 Infant and Toddler Development  3
EDU 220 Integrating Technology in the Classroom  3
EDU 291 Pre-K Curriculum and Methods  3
Total Credit Hours  12

FOURTH SEMESTER  Credit Hours
EDU 260 Special Needs in Early Childhood  3
EDU 290 Language and Literacy  3
EDU 292 Assessing Young Children  3
EDU 295 Early Childhood Education Capstone  4
Total Credit Hours  13

CONTACT INFORMATION
Mrs. Kim Sovine, Program Director
ksovine@kvctc.edu
Office: 005F

2012-2013 Course Catalog • General Education
The A.A.S. in Early Childhood Education degree is a four-semester program designed to prepare students to transfer to Marshall University. Students will gain background in child development as well as planning and administering early childhood educational programs. The courses will combine lecture activities with observation and participation activities in early childhood settings. The degree will allow students to continue their education toward a Bachelor of Science in Early Childhood Education at Marshall University.

PROGRAM LEARNING OUTCOMES
Upon successful completion of all program requirements, graduates will be able to:

- Identify a variety of current and historical theoretical approaches to Early Childhood Education.
- Identify and assess the elements that determine quality in early childhood settings.
- Articulate the beginnings of a personal philosophy of Early Childhood Education.
- Identify and evaluate ethical issues that may be encountered in the field of Early Childhood Education.
- Plan, implement and evaluate age-appropriate and individually appropriate activities. Also, plan curriculum that is based on child development knowledge, observations and assessments of typical and atypical children from culturally diverse backgrounds.
- Create and evaluate a learning environment that supports children’s physical, social, emotional, creative, language and cognitive development.
- Identify and apply positive approaches to discipline that encourage children to develop self-control and self-esteem.
- Create strategies that will support and maintain positive, collaborative relationships with families.
- Recognize current issues and policies that affect young children and their families.
- Identify and communicate effectively with other professionals concerned with supporting children’s development and well-being.
- Identify sources and participate in opportunities available for professional growth.
- Demonstrate competence in integrating theory and practice in early childhood programs serving diverse populations of children and their families.
- Reflect, analyze and evaluate their teaching practices in order to strengthen their work with young children.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>College Algebra* OR MAT 140</td>
<td>Mathematical Reasoning*</td>
</tr>
<tr>
<td>COL 102</td>
<td>First Year Experience</td>
<td>1</td>
</tr>
<tr>
<td>PSY 210</td>
<td>Life Span Development*</td>
<td>3</td>
</tr>
<tr>
<td>EDU 120</td>
<td>Foundations of Early Childhood*</td>
<td>3</td>
</tr>
<tr>
<td>ASL 101</td>
<td>Finger Spelling</td>
<td>1</td>
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<td><strong>Total Credit Hours</strong></td>
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SECOND SEMESTER

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<thead>
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<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
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<tr>
<td>Science</td>
<td>BIO 101/103 or CHM 101/102</td>
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</tr>
<tr>
<td>COM 100</td>
<td>Oral Communication*</td>
<td>3</td>
</tr>
<tr>
<td>EDU 101</td>
<td>Healthy Environ. for Young Children*</td>
<td>3</td>
</tr>
<tr>
<td>ASL 102</td>
<td>Finger Spelling II</td>
<td>1</td>
</tr>
<tr>
<td>PHE 104</td>
<td>First Aid*</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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THIRD SEMESTER

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<tbody>
<tr>
<td>EDU 110</td>
<td>Family Relationships*</td>
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<tr>
<td>EDU 115</td>
<td>Infant and Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>EDU 220</td>
<td>Integrating Technology in the Classroom*</td>
<td>3</td>
</tr>
<tr>
<td>EDU 225</td>
<td>Early Childhood Development</td>
<td>3</td>
</tr>
<tr>
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FOURTH SEMESTER

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<thead>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EDU 260</td>
<td>Special Needs in Early Childhood*</td>
<td>3</td>
</tr>
<tr>
<td>EDU 290</td>
<td>Language and Literacy*</td>
<td>3</td>
</tr>
<tr>
<td>EDU 292</td>
<td>Assessing Young Children*</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>EDU 295</td>
<td>Early Childhood Education Capstone</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>16</strong></td>
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</tbody>
</table>

*Courses must be passed with a grade of C or better.

Social Science Electives
SOC 101, HIS 101, HIS 102 or PSY 101

Fine Arts Electives
ART 101, MUS 101, or HUM 103

CONTACT INFORMATION
Mrs. Kim Sovine, Program Director
ksovine@kvctc.edu
Office: 005F
PARAPROFESSIONAL EDUCATION
CERTIFICATE OF APPLIED SCIENCE

The Paraprofessional Education Certificate of Applied Science fulfills all of the requirements for a Paraprofessional Certificate as outlined by the West Virginia State Board of Education.

The Paraprofessional Certificate entitles the holder to serve in a support capacity including, but not limited to, facilitating instruction and director or indirect supervision of pupils under the direction of an educator. The Paraprofessional Certificate is approximately one-half of the curriculum required for an associate degree in this area.

CURRICULUM/SUGGESTED SEQUENCE
30 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT</td>
<td>College Algebra OR</td>
<td>3</td>
</tr>
<tr>
<td>BST</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>HUM</td>
<td>Introduction to Humanities OR</td>
<td>3</td>
</tr>
<tr>
<td>CIT</td>
<td>Introduction to Computers and Office Apps</td>
<td>3</td>
</tr>
<tr>
<td>BST</td>
<td>Fundamentals of Business Computer Technologies</td>
<td>3</td>
</tr>
<tr>
<td>EDU</td>
<td>Special Needs in Early Childhood</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 15

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSY</td>
<td>General Psychology OR</td>
<td>3</td>
</tr>
<tr>
<td>PSY</td>
<td>Life Span Development</td>
<td>3</td>
</tr>
<tr>
<td>HIS</td>
<td>US History to 1865 OR</td>
<td>3</td>
</tr>
<tr>
<td>HIS</td>
<td>US History 1865 to Contemporary Times</td>
<td>3</td>
</tr>
<tr>
<td>ART</td>
<td>Art Appreciation OR</td>
<td>3</td>
</tr>
<tr>
<td>MUS</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>EDU</td>
<td>Field Experiences in Classroom Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 15

GAINFUL EMPLOYMENT INFORMATION

Graduates may find employment as:
25-9041  Teacher Assistants  www.onetonline.org/link/summary/25-9041.00

Tuition and Fees*: $4050 In-State Resident  $10950 Non-Resident
Books*: $1000
Graduation Rate: n/a
Job Placement Rate: 72% (college average)
Median Loan Debt: $0

*Actual costs may vary.

CONTACT INFORMATION:
Mrs. Bertlela Montgomery, Program Director
Email: bmontgomery@kvctc.edu
Office: 217C
CHILDCARE ADVANCED SKILL SET
The 12 credit hour Advanced Skill Set in Childcare focuses on the skills and education that staff in childcare centers need. The four courses provide students with a solid foundation in the growth and development of infants and toddlers, plus advanced exposure in developing and implementing appropriate nurturing and developmental experiences.

PRE-KINDERGARTEN ADVANCED SKILL SET
The 18 credit hour Advanced Skill Set in Pre-Kindergarten includes six courses that have been approved by the West Virginia Department of Education to fulfill the requirements for the Temporary/Permanent Authorization required to teach in Community Programs such as Collaborative Pre-Kindergarten and Universal Head Start classrooms.

CURRICULUM/SUGGESTED COURSES
12 credit hours required for graduation

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EDU 120</td>
<td>Foundations of Early Childhood 3</td>
</tr>
<tr>
<td>EDU 101</td>
<td>Healthy Environments for Young Children 3</td>
</tr>
<tr>
<td>EDU 115</td>
<td>Infant and Toddler Development 3</td>
</tr>
<tr>
<td>EDU 220</td>
<td>Integrating Technology in the Classroom 3</td>
</tr>
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<td><strong>Total Credit Hours</strong></td>
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CURRICULUM
18 credit hours required for graduation

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EDU 110</td>
<td>Family &amp; Parenting 3</td>
</tr>
<tr>
<td>EDU 225</td>
<td>Early Childhood Development 3</td>
</tr>
<tr>
<td>EDU 260</td>
<td>Special Needs in Early Childhood 3</td>
</tr>
<tr>
<td>EDU 290</td>
<td>Early Childhood Language &amp; Literacy 3</td>
</tr>
<tr>
<td>EDU 291</td>
<td>Preschool Curriculum &amp; Methods 3</td>
</tr>
<tr>
<td>EDU 292</td>
<td>Assessment of Young Children 3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

GAINFUL EMPLOYMENT INFORMATION
Graduates may find employment as:
47-4099 Weatherization Installers and Technicians www.onetonline.org/links/summary/47-4099.03
13-1199 Energy Auditors www.onetonline.org/link/summary/13-1199.01
Tuition and Fees: $3162 In-State Resident $8844 Non-Resident
Books*: $1100 Graduation Rate: n/a
Job Placement Rate: n/a Median Loan Debt: n/a

EARLY EDUCATION CAREER OUTLOOK
Early childhood education graduates work in childcare centers, school districts, non-profit organizations, privately owned preschools/centers, community education programs, private schools and churches.

<table>
<thead>
<tr>
<th>Occupation</th>
<th>25th Percentile</th>
<th>50th Percentile</th>
<th>75th Percentile</th>
<th>Projected Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool Teachers (Except Special Education)</td>
<td>$19,280</td>
<td>$24,540</td>
<td>$32,240</td>
<td>22.50%</td>
</tr>
</tbody>
</table>

CONTACT INFORMATION:
Mrs. Kim Sovine, Program Director
Email: ksovine@kvctc.edu
Office: 005F
The Associate of Arts Degree is a degree program that serves a dual purpose:

- It provides the first two years of general study to students who plan to transfer to a baccalaureate program and work toward a Bachelor of Arts or Bachelor of Science degree;
- It provides two years of general study to individuals who do not plan to transfer to a baccalaureate program but who desire a structured non-technical degree program in the arts to gain employment or to secure promotions in current employment.

TRANSFER UPON COMPLETION OF ASSOCIATE IN ARTS DEGREE
Students who complete the A.A. degree may transfer into a baccalaureate degree program in a diverse variety of academic majors.

In some cases, students who have attended other institutions and meet all of the requirements for the Associate in Arts degree may only need to fulfill KVTC’s residency requirements to graduate.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 101</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>College Algebra OR</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Mathematical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>BST 240</td>
<td>Fundamentals of Business</td>
<td></td>
</tr>
<tr>
<td>CIT 106</td>
<td>Introduction to Computer and Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>COL 102</td>
<td>First Year Experience</td>
<td>1</td>
</tr>
<tr>
<td>COM 100</td>
<td>Oral Communication</td>
<td>3</td>
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</table>

Total Credit Hours 16

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art Appreciation OR</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101</td>
<td>US History to 1865</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Principles of Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Principles of Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
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Total Credit Hours 16

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ENG 155</td>
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<tr>
<td>HIS 102</td>
<td>US History 1865 to Contemporary Times</td>
<td>3</td>
</tr>
<tr>
<td>SOC 100</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>PHE 104</td>
<td>First Aid</td>
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<tr>
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<td>Science Elective (see list below)</td>
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Total Credit Hours 13

FOURTH SEMESTER

<table>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HUM 103</td>
<td>Introduction to the Performing Arts</td>
<td>3</td>
</tr>
<tr>
<td>PSC 101</td>
<td>American Government</td>
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</tr>
<tr>
<td>PHE 101</td>
<td>Health and Wellness</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td>Free Elective</td>
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<tr>
<td>Elective</td>
<td>Free Elective</td>
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<tr>
<td>COL 104</td>
<td>Professional Development</td>
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</tbody>
</table>

Total Credit Hours 15

Science Electives
CHM 100, BIO 285, BIO 286, MET 110, PHY 107, PHY 109
The Associate in Science degree in General Education is an associate degree program that provides for transfer to a number of baccalaureate degrees or to the non-traditional Board of Regents degree at West Virginia State University.

The A.S. is comparable to other associate degrees but is more flexible. It is designed for persons beginning college for the first time as well as for persons with community college or baccalaureate experience.

In some cases, students who have attended other institutions and meet all of the requirements for the Associate in Science degree may only need to fulfill KVCTC's residency requirements to graduate.

TRANSFER UPON COMPLETION OF ASSOCIATE IN SCIENCE DEGREE

Students who complete the A.S. degree may transfer into a diverse variety of academic majors.

CURRICULUM/SUGGESTED SEQUENCE

60 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>HUM 101</td>
<td>Introduction to Humanities</td>
<td>3</td>
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<tr>
<td>MAT 130</td>
<td>Technical Math</td>
<td>3</td>
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<td>BST 240</td>
<td>Fundamentals of Business</td>
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</tr>
<tr>
<td>CIT 106</td>
<td>Introduction to Computer and Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>COM 100</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>COL 102</td>
<td>First Year Experience</td>
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Total Credit Hours: 16

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
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</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101</td>
<td>US History to 1865 OR</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>US History 1865 to Contemporary Times</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>College Algebra</td>
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<tr>
<td>BIO 101</td>
<td>Principles of Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Principles of Biology Lab</td>
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Total Credit Hours: 16

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHE 101</td>
<td>Health and Wellness</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td>PSY 210</td>
<td>Life Span Development</td>
<td>3</td>
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<tr>
<td>CHM 101</td>
<td>General Chemistry</td>
<td>3</td>
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<td>CHM 102</td>
<td>General Chemistry Lab</td>
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</tr>
<tr>
<td>SOC 100</td>
<td>Introduction to Sociology</td>
<td>3</td>
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</table>

Total Credit Hours: 15

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BIO 270</td>
<td>Human Biology</td>
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<tr>
<td>Elective</td>
<td>Free Elective</td>
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<tr>
<td>Elective</td>
<td>Natural Science Elective</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 13

CONTACT INFORMATION:
Mrs. Bertlela Montgomery, Program Director
Email: bmontgomery@kvctc.edu
Office: 217C
AMERICAN SIGN LANGUAGE
SKILL SETS

Kanawha Valley Community & Technical College offers four skill set certificates for American Sign Language interpreting: Basic, Communicator, Advanced Communicator and Specialist.

These skill sets prepare students for the Educational Interpreter Performance Assessment.

CURRICULUM

<table>
<thead>
<tr>
<th>SKILL SET</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>BASIC SKILL SET</strong></td>
<td>ASL 101</td>
<td>Fingerspelling I</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ASL 111</td>
<td>American Sign Language</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ASL 121</td>
<td>Educational Interpreting as a Career</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ASL 122</td>
<td>Deaf Culture &amp; History</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

| **COMMUNICATOR SKILL SET** | ASL 102     | Fingerspelling II                     | 1       |
|                            | ASL 112     | American Sign Language II             | 3       |
|                            | ASL 200     | Voicing I                            | 3       |
|                            | ASL 123     | Cochlear Implants                     | 1       |
| **Total Credit Hours**     |             |                                       | 8       |

| **ADVANCED COMMUNICATOR SKILL SET** | ASL 103 | Fingerspelling III                   | 1       |
|                                    | ASL 113 | American Sign Language III           | 3       |
|                                    | ASL 201 | Voicing II                           | 3       |
|                                    | ASL 124 | Educational Interpreting Principles  | 3       |
| **Total Credit Hours**            |         |                                       | 10      |

| **SPECIALIST SKILL SET**         | ASL 104 | Educational Fingerspelling I         | 1       |
|                                  | ASL 114 | American Sign Language IV            | 3       |
|                                  | ASL 202 | Voicing III                          | 3       |
|                                  | ASL 221 | English Interpreting                 | 3       |
| **Total Credit Hours**           |         |                                       | 10      |

CONTACT INFORMATION:
Mrs. Bertlela Montgomery, Program Director
Email: bmontgomery@kvctc.edu
Office: 217C
A chemical process operator works in the safe production, refining and transfer of various chemicals in three states of matter - solid, liquid and gas. Production is carried out in reactors and converters. Refining is done in distillation columns, filter presses, separators and many other types of equipment. These chemicals are transferred through pipelines to shipping containers or storage tanks.

In operating equipment, the operator must observe and interpret data from gauges, instruments, computer displays and log books and laboratory analysis. The operator will need to make changes in pressure, flow, temperature, level and other parameters by operating control devices including valves, switches and levers.

Operators may also be required to operate moving equipment such as aerial work platforms, forklifts and track mobiles. Minor maintenance activities requiring the use of hand tools is done frequently by operators. The operators must be able to solve simple math problems and be able to run lab tests to assure quality products are being made. An operator must have good written and verbal communication skills. Being able to recognize unusual conditions and troubleshoot problems are essential traits for a chemical process operator.

**PROGRAM LEARNING OUTCOMES**

Upon completion of this program, graduates will be able to:
- Prepare, measure and feed raw material and processing agents into plant equipment.
- Draw samples of products for lab analysis.
- Use standard test equipment, materials and procedures to perform chemical tests.
- Monitor gauges, signals and recording instruments; turn valves and move controls to regulate temperatures, pressures, levels and flows through a process system to affect prescribed reaction within critical limits, according to knowledge of equipment and process.
- Maintain log of gauge readings and shift production.

**CURRICULUM/SUGGESTED SEQUENCE**

*60 credit hours required for graduation*

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APT 101</td>
<td>Introduction to Process Technology</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>APT 202</td>
<td>Safety, Health, and Environment</td>
</tr>
<tr>
<td>APT 206</td>
<td>Quality</td>
</tr>
<tr>
<td>COL 102</td>
<td>First Year Experience</td>
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<td>COL 103</td>
<td>Classroom Success Strategies</td>
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<td>COL 104</td>
<td>Professional Development</td>
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*Total Credit Hours 15*

**SECOND SEMESTER**

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<tr>
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<td>APT 103</td>
<td>Process Technology I</td>
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<tr>
<td>EGT 113</td>
<td>Industrial Mechanics</td>
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<tr>
<td>BST 240</td>
<td>Fundamentals of Business</td>
</tr>
<tr>
<td>CIT 106</td>
<td>Computer Technologies OR</td>
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*Total Credit Hours 16*

**THIRD SEMESTER**

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<tr>
<td>PPT 202</td>
<td>Instrumentation &amp; Control</td>
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<td>CHM 101</td>
<td>General Chemistry</td>
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<td>PHY 109</td>
<td>Introductory Physics</td>
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<tr>
<td>APT 203</td>
<td>Process Technology II</td>
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<tr>
<td>COM 100</td>
<td>Oral Communications OR</td>
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<tr>
<td>HUM 101</td>
<td>Introduction to Humanities</td>
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*Total Credit Hours 16*

**FOURTH SEMESTER**

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<tbody>
<tr>
<td>ENG 120</td>
<td>Technical Writing OR</td>
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<tr>
<td>BST 230</td>
<td>Business Communication and Ethics</td>
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<tr>
<td>APT 205</td>
<td>Process Technology III</td>
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<td>APT 201</td>
<td>Water and Wastewater Treatment</td>
</tr>
<tr>
<td>APT 250</td>
<td>APT Capstone</td>
</tr>
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</table>

*Total Credit Hours 13*

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**CONTACT INFORMATION:**

Mr. James Boley, Program Director  
Email: jboley@kvctc.edu
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Graduates may find employment as:
51-9011 Chemical Equipment Operators and Tenders  www.onetonline.org/link/summary/51-9011.00

Tuition and Fees*: $4050 In-State Resident
$10950 Non-Resident

Books*: $1000.00

Graduation Rate: n/a
Job Placement Rate: 72% (college average)
Median Loan Debt: $0

*Actual costs may vary.
CHEMICAL OPERATIONS

SKILL SET

A chemical process operator works in the safe production, refining and transfer of various chemicals in three states of matter - solid, liquid and gas. Production is carried out in reactors and converters. Refining is done in distillation columns, filter presses, separators and many other types of equipment. These chemicals are transferred through pipelines to shipping containers or storage tanks.

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program learning outcomes

Upon completion of this program, graduates will be able to:
• Prepare, measure and feed raw material and processing agents into plant equipment.
• Draw samples of products for lab analysis.
• Use standard test equipment, materials and procedures to perform chemical tests.
• Monitor gauges, signals and recording instruments; turn valves and move controls to regulate temperatures, pressures, levels and flows through a process system to effect prescribed reaction within critical limits, according to knowledge of equipment and process.
• Maintain log of gauge readings and shift production.

CURRICULUM

9 credit hours required for graduation

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<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>APT 101 Introduction to Process Technology</td>
<td>3</td>
</tr>
<tr>
<td>APT 202 Safety, Health and Environment</td>
<td>3</td>
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<tr>
<td>APT 206 Quality</td>
<td>3</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</tr>
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</table>

CONTACT INFORMATION:
Mr. James Boley, Program Director
Email: jbole@kvctc.edu
CAREERS IN COMPUTERS & INFORMATION TECHNOLOGY
If you are planning a career as a computer professional, opportunities are endless! Almost every company, no matter how big or small, employs computer specialists and most of these companies are always looking for qualified people. The number of programmers, system analysts & hardware, software, networking & security specialists needed to fill available positions will continue to grow.

In addition to computer specialists, trained personnel are needed in all fields. Whether one is seeking employment as a teacher, accountant, writer, fashion designer, lawyer or a number of other jobs, one question is frequently asked: What do you know about computers? Interacting with a computer is part of the daily routine for millions of white- and blue-collar workers. No matter the career choice, in all likelihood one will be a frequent user of computers.

PURPOSE OF THE CURRICULUM
The Computer Forensics Concentration prepares students for entry-level employment in supporting technical functions and participating in computer forensics in a criminal justice related environment. Students take courses that prepare them for the CompTIA A+ exam and the CompTIA Security+ exam.

PROGRAM LEARNING OUTCOMES
Upon completion of the program, the student will:
• Have fundamental knowledge of the information technology and criminal justice fields.
• Have fundamental knowledge of computer hardware, software, operating systems, basic networking technologies, disaster recovery concepts and procedures and basic computer forensics.
• Have basic computer security skills.
• Have skills in project management.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER
Credit Hours
COL 102  First Year Experience 1
COL 103  Classroom Success Strategies 1
COL 104  Professional Development 1
ENG 101  English Composition I 3
CIT 101  Introduction to Computers & Information Technology 3
CIT 180  PC Maintenance 3
Elective  Natural Science Elective 3
Total Credit Hours 15

SECOND SEMESTER
Credit Hours
CIT 181  Advanced PC Maintenance 3
COM 100  Oral Communication 3
CJC 101  Introduction to Criminal Justice 3
CIT 109  Foundations for Programming 3
MAT 120  College Algebra 3
Total Credit Hours 15

THIRD SEMESTER
Credit Hours
CIT 210  Fundamentals of Operating Systems 3
CIT 222  Computer & Network Security 3
CJC 207  Criminal Law 3
Elective  Restricted Elective 3
CJC 230  Criminology 3
Total Credit Hours 15

FOURTH SEMESTER
Credit Hours
CJC 226  Court Systems in the US 3
CIT 252  Computer Forensics 3
CIT 269  Project Management 3
Elective  Restricted Elective 3
Elective  Social Science Elective 3
Total Credit Hours 15

RESTRICTED ELECTIVES
CIT 202  Fortran Programming I
CIT 204  Introduction to COBOL Programming
CIT 214  Introduction to Visual Basic
CIT 260  Introduction to C++ Programming
CIT 264  Introduction to C# Programming
CIT 266  Introduction to JAVA

CONTACT INFORMATION:
Mr. Brandon Walker, Program Director
Email: bwalker@kvctc.edu
Office: 319A
CAREERS IN COMPUTERS & INFORMATION TECHNOLOGY

If you are planning a career as a computer professional, opportunities are endless! Almost every company, no matter how big or small, employs computer specialists and most of these companies are always looking for qualified people. The number of programmers, system analysts & hardware, software, networking & security specialists needed to fill available positions will continue to grow.

In addition to computer specialists, trained personnel are needed in all fields. Whether one is seeking employment as a teacher, accountant, writer, fashion designer, lawyer or a number of other jobs, one question is frequently asked: What do you know about computers? Interacting with a computer is part of the daily routine for millions of white- and blue-collar workers. No matter the career choice, in all likelihood one will be a frequent user of computers.

PURPOSE OF THE CURRICULUM

The MIS Concentration prepares students for entry level employment in any type of business functional area. Students will be able to design small business systems, write programs in current programming languages, design, implement and use databases and support most of the technical needs of these areas.

PROGRAM LEARNING OUTCOMES

Upon completion of the program, the student will:

• Have fundamental knowledge of the information technology field and most business functions.
• Have skills in at least one current programming language.
• Be able to design, create, maintain, use and support databases.
• Have knowledge of operating systems and basic networking technologies.
• Have skills in project management.

CURRICULUM/SUGGESTED SEQUENCE

60 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Free Elective</td>
<td>2</td>
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<tr>
<td>HUM 101</td>
<td>Introduction to Humanities*</td>
<td>3</td>
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<tr>
<td>BIO 101</td>
<td>Principles of Biology*</td>
<td>3</td>
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<tr>
<td>BIO 103</td>
<td>Principles of Biology Lab*</td>
<td>1</td>
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<tr>
<td>MAT 120</td>
<td>College Algebra</td>
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Total Credit Hours: 15

SECOND SEMESTER

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<tbody>
<tr>
<td>ACC 227</td>
<td>Financial Accounting*</td>
<td>3</td>
</tr>
<tr>
<td>CIT 106</td>
<td>Introduction to Computers and Office Applications*</td>
<td>3</td>
</tr>
<tr>
<td>CIT 109</td>
<td>Foundations for Programming</td>
<td>3</td>
</tr>
<tr>
<td>ECN 201</td>
<td>Principles of Macroeconomics*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
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Total Credit Hours: 15

THIRD SEMESTER

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<thead>
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<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CIT 214</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CIT 230</td>
<td>Database Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIT 240</td>
<td>Data Communication and Networking</td>
<td>3</td>
</tr>
<tr>
<td>MGT 202</td>
<td>Principles of Management*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 205</td>
<td>Writing for Business*</td>
<td>3</td>
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Total Credit Hours: 15

FOURTH SEMESTER

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<tbody>
<tr>
<td>BST 263</td>
<td>Business Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>BST 203</td>
<td>Business Law I*</td>
<td>3</td>
</tr>
<tr>
<td>CIT 280</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIT 269</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT 210</td>
<td>Fundamentals of Operating Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 15

*These courses must be passed with a grade of C or better.

CONTACT INFORMATION:

Mr. Brandon Walker, Program Director
Email: bwalker@kvctc.edu
Office: 319A
CAREERS IN COMPUTERS & INFORMATION TECHNOLOGY
If you are planning a career as a computer professional, opportunities are endless! Almost every company, no matter how big or small, employs computer specialists and most of these companies are always looking for qualified people. The number of programmers, system analysts and hardware, software, networking and security specialists needed to fill available positions will continue to grow.

In addition to computer specialists, trained personnel are needed in all fields. Whether one is seeking employment as a teacher, accountant, writer, fashion designer, lawyer or a number of other jobs, one question is frequently asked: What do you know about computers? Interacting with a computer is part of the daily routine for millions of white- and blue-collar workers. No matter the career choice, in all likelihood one will be a frequent user of computers.

PURPOSE OF THE CURRICULUM
The Networking Concentration prepares students for entry-level employment installing, implementing and configuring computer hardware, software and networks. Students take courses that prepare them for the CompTIA A+ exam, the CISCO CCNA exam and the CompTIA Security + exam.

PROGRAM LEARNING OUTCOMES
Upon completion of the program, the student will:
• Have fundamental knowledge of the information technology field.
• Have fundamental knowledge of computer hardware, software, operating systems and basic networking technologies.
• Have skills in installing and configuring CISCO networking equipment.
• Have basic computer security skills.
• Have skills in project management.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER
Credit Hours
CIT 101 Introduction to CIT 3
COL 102 First Year Experience 1
COL 103 Classroom Success Strategies 1
ENG 101 English Composition I 3
Elective Natural Science Elective 3
CIT 180 PC Maintenance 3
Total Credit Hours 14

SECOND SEMESTER
Credit Hours
CIT 109 Foundations for Programming 3
Elective Social Science Elective 3
MAT 120 College Algebra 3
COM 100 Oral Communication 3
CIT 181 Advanced PC Maintenance 3
Total Credit Hours 15

THIRD SEMESTER
Credit Hours
CIT 131 Networking Fundamentals 4
CIT 141 Router Theory and Technology 4
CIT 210 Fundamentals of Operating Systems 3
CIT 222 Computer and Network Security 3
Elective Restricted Elective 3
Total Credit Hours 17

FOURTH SEMESTER
Credit Hours
CIT 231 Advanced Router Technology 4
CIT 241 Project Based Learning 4
CIT 269 Project Management 3
Elective Restricted Elective 3
Total Credit Hours 14

RESTRICTED ELECTIVES
CIT 202 Fortran Programming I
CIT 204 Introduction to COBOL Programming
CIT 208 Introduction to Python
CIT 214 Introduction to Visual Basic
CIT 240 Data Communications and Networking
CIT 246 Introduction to JavaScript
CIT 252 Computer Forensics
CIT 260 Introduction to C++ Programming
CIT 264 Introduction to C# Programming
CIT 266 Introduction to JAVA
CIT 280 System Analysis and Design
EGT 140 Programmable Logic Controllers
EGT 141 Microcontrollers

CONTACT INFORMATION:
Mr. Brandon Walker, Program Director  
Email: bwalker@kvctc.edu
Office: 319A
CAREERS IN COMPUTERS & INFORMATION TECHNOLOGY

If you are planning a career as a computer professional, opportunities are endless! Almost every company, no matter how big or small, employs computer specialists and most of these companies are always looking for qualified people. The number of programmers, system analysts and hardware, software, networking and security specialists needed to fill available positions will continue to grow.

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PURPOSE OF THE CURRICULUM

The curriculum is intended to prepare entry-level computer programmers to create or maintain programs and systems for business, industry, health care, education and government service. The curriculum is designed to train both first-time job seekers as well as those currently employed in the field who want to upgrade their knowledge and skills. Graduates should be able to transfer their knowledge of computer systems and languages to different systems as technological changes occur.

PROGRAM LEARNING OUTCOMES

Upon completion of the program, the student will:
• Have a thorough understanding of computer hardware and software principles and functions.
• Have a detailed understanding of the fundamentals of computer programming and knowledge of multiple current programming languages.
• Have knowledge of the client-server model for program design and implementation.
• Have knowledge of object-oriented programming techniques.
• Be knowledgeable of all phases of the systems development life cycle (SDLC).
• Be able to design, create, implement, use and support databases.
• Be familiar with current networking models and network operating systems.

CURRICULUM/SUGGESTED SEQUENCE

60 credit hours required for graduation

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>COL 102</td>
<td>First Year Experience</td>
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<td>COL 103</td>
<td>Classroom Success Strategies</td>
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<td>COL 104</td>
<td>Professional Development</td>
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<td>College Algebra</td>
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<td>English Composition I</td>
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<td>CIT 101</td>
<td>Introduction to Computers and Information Technology</td>
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SECOND SEMESTER

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<td>CIT 109</td>
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<td>COM 100</td>
<td>Oral Communication</td>
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<tr>
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<tr>
<td>CIT 210</td>
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<td>CIT 230</td>
<td>Database Management Systems</td>
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<tr>
<td>CIT</td>
<td>Programming Language Elective</td>
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FOURTH SEMESTER

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<tbody>
<tr>
<td>CIT 269</td>
<td>Project Management</td>
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<tr>
<td>CIT</td>
<td>Restricted Electives (4)</td>
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</table>

PROGRAMMING LANGUAGE ELECTIVES

CIT 202, CIT 204, CIT 208, CIT 216, CIT 246, CIT 260, CIT 264, CIT 266

RESTRICTED ELECTIVES

CIT 120, CIT 122, CIT 124, CIT 142, CIT 240, CIT 242, CIT 244, CIT 280, EGT 140, EGT 141

CONTACT INFORMATION:
Mr. Brandon Walker, Program Director
Email: bwalker@kvctc.edu
Office: 319A
COMPUTERS & INFORMATION TECHNOLOGY
WEB DESIGN CONCENTRATION
ASSOCIATE IN APPLIED SCIENCE

CAREERS IN COMPUTERS & INFORMATION TECHNOLOGY
If you are planning a career as a computer professional, opportunities are endless! Almost every company, no matter how big or small, employs computer specialists and most of these companies are always looking for qualified people. The number of programmers, system analysts & hardware, software, networking & security specialists needed to fill available positions will continue to grow.

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PURPOSE OF THE CURRICULUM
The Web Design Concentration prepares students for employment in all areas of web design. Individuals can work for a company or independently as an entrepreneur. Students get hands-on experience using the latest in web design software, database software and networking technologies.

PROGRAM LEARNING OUTCOMES
Upon completion of the program, the student will:
• Have fundamental knowledge of the information technology field.
• Have an understanding of computer program design and development using one or more programming languages.
• Have skills in developing and implementing relational databases.
• Understand basic networking technologies.
• Have skills in graphic design.
• Have skills in project management.
• Have skills in designing and developing database-driven Web sites with graphical and multimedia content.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER
<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CIT 101</td>
<td>Introduction to Computers and Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Natural Science Elective</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>CIT 120</td>
<td>Computer Graphics - Vector Illustration</td>
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<td>COL 103</td>
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SECOND SEMESTER
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<tr>
<td>CIT 109</td>
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<td>CIT 122</td>
<td>Computer Graphics - Desktop Publishing</td>
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<tr>
<td>CIT 142</td>
<td>Introduction to Web Site Design</td>
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<td>College Algebra</td>
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<td>CIT 210</td>
<td>Fundamentals of Operating Systems</td>
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</tr>
<tr>
<td>CIT 214</td>
<td>Introduction to Visual Basic</td>
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<td>Intermediate Web Design</td>
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FOURTH SEMESTER
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<th>Course</th>
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<tbody>
<tr>
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<td>Database Management Systems</td>
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<td>CIT 244</td>
<td>Advanced Web Design</td>
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RESTRICTED ELECTIVES
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<td>Introduction to C# Programming</td>
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<tr>
<td>CIT 280</td>
<td>System Analysis and Design</td>
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CONTACT INFORMATION:
Mr. Brandon Walker, Program Director
Email: bwalker@kvctc.edu
Office: 319A
CAREERS IN POWER PLANT TECHNOLOGY
Many of the area power plants are expected to have several workers retire in the next few years. Due to the increasing complexity of power plant jobs, American Electric Power has elected to pursue development of the Power Plant Technology program to help assure the availability of a qualified workforce. As a result, AEP and KVCTC formed a partnership to offer a Power Plant Technology program.

The program is designed to prepare students for employment as a power plant operator. Upon graduation students may be employed by any power company that has open positions.

Students will also be eligible to apply for similar work at other types of companies including hospitals, commercial buildings, manufacturing plants and chemical plants.

Students who do not meet the minimum requirements for math and English may be required to enroll in developmental coursework.

PROGRAM LEARNING OUTCOMES
Students graduating from the program will:
- Be qualified to start work at a power plant as a junior operator.
- Have theoretical knowledge of power plant operations gained through the completion of courses.
- Have practical knowledge of power plant operations gained through an internship.

Note: Students will have to successfully complete the Edison Electric Institute POSS and MASS battery of tests prior to employment with most power companies. Some companies may require their own tests to qualify for an internship.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COL 102</td>
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</tr>
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<td>Elective</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I 3</td>
</tr>
<tr>
<td>MAT 130</td>
<td>Technical Math I 3</td>
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<tr>
<td>CIT 106</td>
<td>Introduction to Computers and Office Applications OR</td>
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<td>BST 240</td>
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<tbody>
<tr>
<td>EGT 112</td>
<td>Introduction to CADD 3</td>
</tr>
<tr>
<td>PPT 201</td>
<td>Gas Turbines/Integrated Cycles 3</td>
</tr>
<tr>
<td>PPT 102</td>
<td>Power Plant Water Systems 3</td>
</tr>
<tr>
<td>MAT 131</td>
<td>Technical Math II 3</td>
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<td>PPT 105</td>
<td>Basic DC Circuits 3</td>
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<td>HUM 101</td>
<td>Introduction to Humanities 3</td>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BST 230</td>
<td>Business Communication and Ethics 3</td>
</tr>
<tr>
<td>PPT 106</td>
<td>Basic AC Circuits 3</td>
</tr>
<tr>
<td>PPT 107</td>
<td>Electrical Controls 3</td>
</tr>
<tr>
<td>PPT 204</td>
<td>Power Plant Steam Systems 3</td>
</tr>
<tr>
<td>PHY 109</td>
<td>Introductory Physics 3</td>
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<tr>
<td>ECN 150</td>
<td>Survey of Economics 3</td>
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<td>PPT 202</td>
<td>Instrumentation &amp; Control 3</td>
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<td>Power Plant Seminar 3</td>
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CONTACT INFORMATION:
Mr. Ron Rogillio, Program Director
Email: rrogillio@kvctc.edu
Office: 318B
CAREERS IN POWER PLANT TECHNOLOGY
Many of the area plants are expected to have several workers retire in the next few years. Due to the increasing complexity of plant jobs, employers have asked for greater skills in their workforces. This program will help to assure the availability of a qualified workforce.

The program is designed to prepare students for employment in the process industry as a plant operator. Upon graduation students may be employed by any company using process operations. These companies include but are not limited to power plants and chemical plants. Other types of companies that employ process operators include hospitals, commercial buildings and manufacturing plants.

Students who do not meet the minimum requirements for math and English may be required to enroll in developmental coursework.

PROGRAM LEARNING OUTCOMES
Students graduating from the program will:
- Be qualified to start work at a plant, hospital or commercial building as a junior operator.
- Have theoretical knowledge of process and plant operations gained through the completion of courses.
- Have practical knowledge of process and plant operations gained through an internship.

Note: Power plant students will have to successfully complete the Edison Electric Institute POSS and MASS battery of tests prior to employment with most power companies. Some companies may require their own tests to qualify for an internship.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

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<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COL 102</td>
<td>First Year Experience <strong>AND</strong></td>
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<td>COL 103</td>
<td>Classroom Success Strategies <strong>AND</strong></td>
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<td>COL 104</td>
<td>Professional Development <strong>OR</strong></td>
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<td>Approved Elective</td>
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<td>ENG 101</td>
<td>English Composition I</td>
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<td>MAT 130</td>
<td>Technical Math I</td>
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<tr>
<td>CIT 106</td>
<td>Introduction to Computers and Office Applications <strong>OR</strong></td>
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<td>BST 240</td>
<td>Fundamentals of Business Computer Technologies</td>
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<tr>
<th>SECOND SEMESTER</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PPT 202</td>
<td>Instrumentation and Control</td>
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<tr>
<td>PPT 201</td>
<td>Gas Turbines/Integrated Cycles</td>
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<tr>
<td>APT 103</td>
<td>Process Technology I</td>
</tr>
<tr>
<td>MAT 131</td>
<td>Technical Math II</td>
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<td>PPT 105</td>
<td>Basic DC Circuits</td>
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<tbody>
<tr>
<td>BST 230</td>
<td>Business Communication and Ethics</td>
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<td>PPT 106</td>
<td>Basic AC Circuits</td>
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<td>Power Plant Steam Systems</td>
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<td>Introductory Physics</td>
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<tr>
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<td>Process Technology III</td>
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CONTACT INFORMATION:
Mr. Ron Rogillio, Program Director
Email: rrogillio@kvctc.edu
Office: 318B
The Associate in Applied Science in Sustainable Building Technology is a two-year program focused on sustainability and its application to building design and construction. The program concentrates on new construction at both a residential and commercial level. It also addresses existing buildings from a residential remodeling, commercial operations and maintenance, historic preservation, and home performance perspective. The United States Green Building Council's (USGBC) LEED rating systems are introduced in the form of the LEED Green Associate (GA), LEED for New Construction (NC), LEED for Existing Buildings (EB), LEED for Homes, and LEED for Neighborhood Development. The home performance component trains students in residential energy efficiency retrofitting, home performance auditing, and home energy modeling. Advanced building science, passive building design strategies, building systems integration, and building information modeling are emphasized during the last two semesters.

CERTIFICATIONS
Students will have the opportunity to earn three Building Performance Institute (BPI) certifications. Students wishing to earn the LEED GA or LEED Accredited Professional (AP) credentials will need to meet the requirements of the Green Building Certification Institute (GBCI).

PROGRAM LEARNING OUTCOMES
Students graduating from the program will be able to:
- Understand sustainability and how it applies to the design and construction industry.
- Perform a home energy audit and perform retrofitting work to BPI standards.
- Design and construct sustainable envelope assemblies in new construction.
- Evaluate existing buildings and develop a sustainable plan of action.
- Understand the scope, intent and requirements of the GBCI’s LEED GA credential.
- Understand the scope, intent and requirements of the USGBC’s LEED rating systems.
- Implement passive building design strategies in combination with active building systems integration.
- Understand how a sustainable structure fits into a larger context of sustainable development.
- Construct a virtual building model from concept to construction using building information modeling software.

CURRICULUM/SUGGESTED SEQUENCE
60 credit hours required for graduation

FIRST SEMESTER

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<th>Course</th>
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<td>SBT 102</td>
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<tr>
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<td>MAT 130</td>
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Total Credit Hours: 15

SECOND SEMESTER

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<td>SBT 104</td>
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<td>SBT 140</td>
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Total Credit Hours: 15

THIRD SEMESTER

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<td>PHY 109</td>
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<td>COM 100</td>
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Total Credit Hours: 15

FOURTH SEMESTER

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<tr>
<td>SBT 210</td>
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<tr>
<td>BST 230</td>
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Total Credit Hours: 15

CONTACT INFORMATION:
Mr. Ron Rogillio, Division Dean
Email: rrogillio@kvctc.edu
Office: 318B
SUSTAINABLE BUILDING TECHNOLOGY
CERTIFICATE OF APPLIED SCIENCE

PURPOSE
The Certificate of Applied Science in Sustainable Building Technologies is a one-year program focused on sustainability and its application in building and construction. The program concentrates on new construction at both a residential and commercial level. It also addresses existing building from a residential remodeling, commercial operations and maintenance, historic preservation, and retrofitting perspective. The United States Green Building Council’s (USGBC) LEED rating systems are introduced in the form of the LEED Green Associate, LEED for New Construction (NC), LEED for Existing Buildings (EB), and LEED for Homes. The home energy performance component trains students in residential energy efficiency retrofitting, home-energy auditing, and residential building envelope consulting.

CERTIFICATIONS
Students will have the opportunity to earn three BPI certifications. Students wishing to earn the LEED Green Associate (GA) or LEED Accredited Professional credentials will need to meet the requirements of the Green Building Certification Institute (GBCI).

PROGRAM LEARNING OUTCOMES
Upon completion of this program, graduates will be able to:
• Understand sustainability and how it applies to the design and construction industry.
• Perform a home energy audit and perform the retrofitting work to BPI standards.
• Design and construct sustainable envelope assemblies in new construction.
• Evaluate existing buildings and develop a sustainable plan of action.
• Understand the scope and intent of USGBC’s LEED GA credential.
• Understand the scope and intent of USGBC’s LEED rating systems.

GAINFUL EMPLOYMENT INFORMATION
Graduates may find employment as:
47-4099 Weatherization Installers and Technicians www.onetonline.org/links/summary/47-4099.03
13-1199 Energy Auditors www.onetonline.org/link/summary/13-1199.01
Tuition and Fees: $4050 In-State Resident
$10950 Non-Resident
Books*: $1100
Job Placement Rate: n/a
Graduation Rate: n/a
Median Loan Debt: n/a

CONTACT INFORMATION:
Mr. Ron Rogillio, Division Dean
Email: rrogillio@kvctc.edu
Office: 318B
The Home Performance Skill Set focuses on reducing the energy consumption and improving the indoor air quality and comfort of existing residential homes. Topics include: building science, health and safety on the job, the “house-as-a-system” approach, fire protection, combustion safety awareness, and air-sealing insulating. Students will gain hands-on laboratory experience in air-sealing and insulating various problem areas throughout the home. Upon successful completion of SBT 102 - BPI Installer, students will have the opportunity to earn BPI’s Whole House Air Leakage Control Installer (RBE-WHALCI) certification.

After an introduction to residential building science, students will continue to develop more advanced concepts on how to optimize airflow and quality, control moisture and heat in the building envelope, implement energy upgrades for lighting fixtures and appliances, and test combustion appliances for safety. Students will gain hands-on expertise in residential energy auditing in using the “test-in” “test-out” approach. Diagnostic testing includes: combustion appliance safety testing, infiltration testing using a blower door machine, and duct leaking testing. Upon successful completion of SBT 104 - BPI Building Analyst and SBT 112 - BPI Envelope Professional, students will have the opportunity to earn BPI’s Building Analyst (BA) and Envelope certifications respectively.

Students completing the Home Performance Skill Set will be trained to work as an insulator/air-sealer and/or a residential energy auditor. Students will be equipped with the knowledge to begin work as a retrofitting or auditing entrepreneur, or seek employment with existing contractors. BPI certifications will only be awarded upon successful completion of the BPI certification requirements.

CURRICULUM
7 credit hours required for graduation

<table>
<thead>
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<th>Course Title</th>
<th>Credit Hours</th>
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<td>SBT 102</td>
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<td>SBT 104</td>
<td>BPI Building Analyst</td>
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<tr>
<td>SBT 113</td>
<td>Home Energy Modeling</td>
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</tr>
<tr>
<td>SBT 112</td>
<td>BPI Envelope Professional</td>
<td>2</td>
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</tbody>
</table>

Total Credit Hours 9

CONTACT INFORMATION:
Mr. Ron Rogillio, Division Dean
Email: rrogillio@kvctc.edu
Office: 318B
GENERAL FEATURES
A program of study developed under this degree designation leads to an A.A.S. Degree in Technical Studies. This program of study will include general education, general technical education, and specific occupational training. On-the-job training is an optional component that may be included. Portions of this type of education and training are currently offered on a no-college credit basis via quality industry-based educational and training programs.

This degree program is designed to provide a vehicle to assist the community and technical colleges in responding to the needs of employers in a timely manner. Those educational needs that are one time or short term are the primary focus for this program.

PROGRAM FOCUS
Business, industry, labor, and government organizations interested in furthering the education and training of their employees/members constitute the target audience of this degree program. By providing a program of study designed to enhance and maintain employee knowledge and skills, it is expected that such individuals will maintain employee knowledge and skills, it is expected that such individuals will enjoy greater job security and job flexibility while providing employers with a more highly skilled and educated workforce. For those just entering the job market, the program of study will include the education and training needed to assure basic entry level skills for the specific technical/occupational filed. Such programs will typically be offered only if the need for new employees or the need for expanded education and of current employees is needed by the employers served by the sponsoring community and technical college.

SUGGESTED CURRICULUM
60 credit hours required for graduation

COMPONENT I – GENERAL EDUCATION
Communication Skills
(At least one business or technical writing course)
Quantitative Skills/Laboratory Science/Experience
(At least one mathematics course)
General Education Electives
Credit Hours 15

COMPONENT II – TECHNICAL CORE
Each program of study must include a general technical core that meets the goal of developing skills that may be applied to a variety of occupations or that may be specific to an occupation. Technical courses such as the examples listed below are to be a part of every program of study under this degree designation.

- Labor Management Relations
- Safety and Industrial Hygiene
- Principles of Management
- Principles of Supervision
- Methods of Inquiry
- Computer Applications
- Draft/CAD/Blueprint Reading
- Accounting Principles
- Advanced Mathematics
- Human Resource Management
- Qualitative Business Analysis
- Quality Control Principles

Maximum Credit Hours 39

COMPONENT III – TECHNICAL/ OCCUPATIONAL SPECIALTY
The component consists of technical specialty courses specific to an occupational area. Technical courses developed and delivered by the college, apprenticeship courses, or approved courses included in a business or industry training program can be included in this component. Apprenticeship and industry based education and training program courses are to be converted to college credit hours at the usual ratio of 15:1 for lecture and at a rate consistent with KVCTC’s lab hour/credit hour ratio for lab credit.

Maximum Credit Hours 39

COMPONENT IV – ON-THE-JOB TRAINING IN THE OCCUPATION OR SUPERVISED WORK BASED LEARNING
The component consists of a paid or unpaid OJT, internship, or practicum performed in a business or industry setting in the occupational area. The on-the-job training component is converted to credit hours at a ratio of 160:1 with the maximum of 1,920 contact hours allowable. A statement of the total number of contact hours experience through on-the-job-training may be placed on the college record. This credit will be recorded immediately prior to graduation from college.

Maximum Credit Hours 12

CONTACT INFORMATION:
Mr. Ron Rogillio, Program Director
Email: rrogillio@kvctc.edu
Office: 318B
The Certificate of Applied Science in Technical Studies addresses the identified educational and training needs of business, industry, labor and governmental agencies through the delivery of customized programs in a timely and efficient manner.

The program is designed to allow KVCTC to package courses in a manner that will address short-term educational and training needs of employers.

PROGRAM FOCUS
Individuals currently employed in business and industry are the primary focus of this program. By providing a program of study designed to enhance and maintain employee knowledge and skills, it is expected that such individuals will enjoy greater job security and flexibility. For those preparing to enter the job market, the program of study will include the education and training needed to assure basic entry-level skills for the specific occupational/technical field. Such programs will typically be offered only if the need for new employees or the need for expanded education and training of current employees is demonstrated by the local businesses and industries KVCTC serves.

GAINFUL EMPLOYMENT INFORMATION
Graduates may find employment as:
49-9052  Telecommunications Line Installers and Repairers
www.onetonline.org/link/summary/49-9052.00

15-1041  Computer Support Specialists
www.onetonline.org/link/summary/15-1041.00

49-9042  Maintenance and Repair Workers, General
www.onetonline.org/link/summary/49-9042.00

51-9011  Chemical Equipment Operators and Tenders
www.onetonline.org/link/summary/51-9011.00

51-2022  Electrical and Electronic Equipment Assemblers
www.onetonline.org/link/summary/51-2022.00

Tuition and Fees*:
$4050 In-State Resident
$10950 Non-Resident

Books*:
$1100

Graduation Rate:
n/a

Job Placement Rate:
72% (college average)

Median Loan Debt:
$0

*Actual costs may vary.
The Pre-Engineering Certificate will prepare graduates to be successful in an engineering or technical degree program at a baccalaureate institution, or to enter the workforce in a technical area. It is designed for students who are not academically prepared to directly enter an engineering program or would like to complete some general education courses before entering an engineering program. This certificate will also prepare a student who chooses to enter the workforce in an engineering or architecture company, a company providing technical services, or a manufacturing operations company in an entry-level position. The certificate provides the basic skills needed by employers. The curriculum includes technical elective courses such as computer science, programming, CADD, microcontrollers, programmable logic controllers, global positioning system, and geographic information systems. Technical elective courses, together with the general education core courses, prepare students for employment in various technical fields as well as for continuation of their education in engineering.

**PROGRAM LEARNING OUTCOMES**
Upon completion of the program, a graduate will be able to:

- Communicate articulately in speech, writing, and visual presentation
- Use standard methods of mathematical analysis including algebra and trigonometry in solving problems
- Use general concepts, theories, and principles of sciences in practical applications
- Use computer technology to organize, access, and communicate information
- Use mathematical, problem-solving, and college success skills in future engineering courses
- Continue in a baccalaureate degree program in engineering or a related technical field.

**GAINFUL EMPLOYMENT INFORMATION**
Graduates may find employment as:

- 17-3011 Architectural Drafters
- 17-3013 Mechanical Drafters
- 17-3029 Manufacturing Production Technicians
- 15-1199 Geographic Information Systems Technicians
- 19-4031 Chemical Technicians
- 47-5013 Service Unit Operators, Oil, Gas, and Mining

Tuition and Fees*:
- $4050 In-State Resident
- $10950 Non-Resident

Job Placement Rate: n/a

**CURRICULUM/SUGGESTED SEQUENCE**
30 credit hours required for graduation

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 102</td>
<td>First Year Experience*</td>
</tr>
<tr>
<td>COL 103</td>
<td>Classroom Success Strategies*</td>
</tr>
<tr>
<td>COL 104</td>
<td>Professional Development*</td>
</tr>
<tr>
<td>MAT 120</td>
<td>College Algebra</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>CIT 106</td>
<td>Intro. to Computers &amp; Office Apps. OR</td>
</tr>
<tr>
<td>BST 240</td>
<td>Fund. of Business Computer Tech.</td>
</tr>
<tr>
<td>Elective</td>
<td>Social Science or Natural Science</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II OR</td>
</tr>
<tr>
<td>ENG 120</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>MAT 150</td>
<td>Plane Trigonometry</td>
</tr>
<tr>
<td>EGT 112</td>
<td>Introduction to CADD</td>
</tr>
<tr>
<td>Electives</td>
<td>Technical Electives</td>
</tr>
</tbody>
</table>

*Only required if ACT composite score is 19 or below, otherwise take a social science or fine art elective.

**SOCIAL SCIENCE ELECTIVES**

- HUM 101, ART 101, MUS 101, COM 100, HIS 101, HIS 102, ECN 201, ECN 202, PSY 101, SOC 100, PSC 101

**TECHNICAL ELECTIVES**

- PHY 109, MET 110, CHM 101, CHM 102, CIT 109, CIT 260, CIT 269, EGT 214, EGT 216, EGT 120, EGT 122, EGT 141, EGT 142

**CONTACT INFORMATION:**
Dr. Desa Gobovic, Program Director
Email: dgobovic@kvctc.edu
Office: 318E

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**Tuition and Fees**: $4050 In-State Resident

**Books**: $1100

**Graduation Rate**: n/a

**Median Loan Debt**: $0

*Actual costs may vary.
LAND PROFESSIONAL SKILL SET

This skill set is designed for individuals employed in the legal industry, oil and gas industry and natural resources industry who wish to expand their skills in relation to real property and mineral leases. The certificate is designed to prepare students how to search deeds at the courthouse, negotiate mineral leases with land owners and understand the many ways land can be titled and the instruments used to affect real property.

CURRICULUM
8 credit hours required for graduation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPT 101</td>
<td>Introduction to Oil &amp; Gas Leases</td>
<td>3</td>
</tr>
<tr>
<td>LPT 102</td>
<td>Principles of Land Professional Technology</td>
<td>2</td>
</tr>
<tr>
<td>LPT 201</td>
<td>Introduction to Court House Research and Abstracting</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 8
## COURSE DESIGNATIONS

Course descriptions are listed alphabetically by subject.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>ACC</td>
</tr>
<tr>
<td>Allied Health</td>
<td>AHC</td>
</tr>
<tr>
<td>American Sign Language</td>
<td>ASL</td>
</tr>
<tr>
<td>Applied Process Technology</td>
<td>APT</td>
</tr>
<tr>
<td>Art</td>
<td>ART</td>
</tr>
<tr>
<td>Behavioral Health Technology</td>
<td>BHT</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO</td>
</tr>
<tr>
<td>Business Studies</td>
<td>BST</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHM</td>
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<tr>
<td>College</td>
<td>COL</td>
</tr>
<tr>
<td>Communication</td>
<td>COM</td>
</tr>
<tr>
<td>Computers and Information Technology</td>
<td>CIT</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>CJC</td>
</tr>
<tr>
<td>Economics</td>
<td>ECN</td>
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<tr>
<td>Education</td>
<td>EDU</td>
</tr>
<tr>
<td>Emergency Medical Technology</td>
<td>EMT</td>
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<tr>
<td>Engineering Technology</td>
<td>EGT</td>
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<tr>
<td>English</td>
<td>ENG</td>
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<tr>
<td>Gaming</td>
<td>GAM</td>
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<tr>
<td>Gerontology</td>
<td>GRN</td>
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<tr>
<td>History</td>
<td>HIS</td>
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<tr>
<td>Humanities</td>
<td>HUM</td>
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<tr>
<td>Land Professional Technology</td>
<td>LPT</td>
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<tr>
<td>Mathematics</td>
<td>MAT</td>
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<tr>
<td>Medical Coding</td>
<td>MCD</td>
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<tr>
<td>Meteorology</td>
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<tr>
<td>Music</td>
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<tr>
<td>Nuclear Medicine</td>
<td>NMT</td>
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<tr>
<td>Nursing</td>
<td>NUR</td>
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<tr>
<td>Paralegal Studies</td>
<td>PLS</td>
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<tr>
<td>Physical Education</td>
<td>PED</td>
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<tr>
<td>Physics</td>
<td>PHY</td>
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<tr>
<td>Power Plant Technology</td>
<td>PPT</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY</td>
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<tr>
<td>Sociology</td>
<td>SOC</td>
</tr>
<tr>
<td>Sustainable Building Technology</td>
<td>SBT</td>
</tr>
</tbody>
</table>
ACC 180  Survey of Accounting  (3 credit hours)
A one-semester accounting course to provide an overview of the basic topics in financial accounting. Topics include: the mechanics of accounting, accounts receivable and payable, inventories, depreciation, fixed and intangible assets, accrual and cash basis of accounting. This course is designed for students without prior accounting knowledge. Prerequisites: Eligible for BST 104 or MAT 110.

ACC 227  Financial Accounting  (3 credit hours)
The course provides students with an understanding of the nature and purpose of accounting and its function in business. The principles and concepts underlying the accounting cycle, transaction analysis and recording; financial statement preparation, disclosures and analysis; and ethical issues are addressed. The course includes units on inventories, internal control, cash, receivables, fixed and intangible assets, current and long-term liabilities, stockholders’ equity, income tax and investments. Prerequisites: MAT 120 or BST 104.

ACC 235  Integrated Computer Accounting  (3 credit hours)
This course is the study of the processing of accounting data through the use of integrated accounting systems. This course of study will involve the operation of the General Ledger, Accounts Receivable, Accounts Payable, Invoicing, Financial Statement Analysis and Payroll Accounting Systems, which are the major systems commonly found in computerized accounting environments. Prerequisite: Grade of C or better in ACC 227.

ACC 237  Managerial Accounting  (3 credit hours)
The analysis of internal accounting practices with emphasis on use of data for performance evaluation, control, cost analysis, capital budgeting, cash flows, and the contribution approach to decision making. Prerequisite: Grade of C or better in ACC 227.

ACC 284  Cost Accounting  (3 credit hours)
This course is a study of cost and managerial accounting procedures and concepts designed to develop students who have a functional knowledge of the basic managerial accounting principles. The course introduces the basics of cost (managerial) accounting which apply to service, merchandising, and manufacturing firms. Concepts covered include job order and process costing, cost-volume-profit analysis, activity-based costing, variable costing, budgeting, standard costing systems and variance analysis, decision making using managerial accounting information, and related topics in addition to analytical and communication skills. Prerequisite: Grade of C or better in ACC 237.

ACC 285  Individual Income Tax  (3 credit hours)
This course emphasizes the income taxation of individuals as prescribed in the Internal Revenue Code, related Regulations, rulings and case law. Topics include sources of tax law, basic tax principles, introduction to U.S. federal, state and local tax systems, income and expense definitions, property transactions, developing research skills, ethical considerations, calculations of taxable income, and tax planning. Prerequisite: Grade of C or better in ACC 237.

ACC 291  Certified Bookkeeper Preparation and Accounting Review  (6 credit hours)
This course offers students a review of accounting knowledge, bookkeeping subject matter, and prepare to sit for the Certified Bookkeepers (CB) designation with the American Institute of Professional Bookkeepers (AIPB). This capstone course focuses on the seven primary subject areas: Accounting Review, Adjusting Entries, Correction of Accounting Errors, Payroll, Depreciation, Inventory and Internal Controls. Prerequisites: Grade of C or better in ACC 237.

ACC 293  Intermediate Accounting I  (3 credit hours)
This course is a continued study of the accounting process and the reporting process in conjunction with the development of accounting theory. The course includes the conceptual framework for generally accepted accounting; the accounting cycle; financial statement preparation and limitations' present value of money applications; current assets including cash, receivables, and inventories; plant assets, depreciation, impairments and depletion. Prerequisite: Grade of C or better in ACC 237.
Allied Health

AHC 101 Introduction to Health Care (3 credit hours)
This interdisciplinary course introduces students to the medical care system with emphasis on medical specialties, allied health fields, and medical terminology. Major units of the course include the history and evolution of medicine, clinical experiences, the patient’s concerns, medical trends, economics, and the legal and professional aspects of medical care. The course will utilize a programmed text for medical terminology. The course is designed specifically for students enrolled in an allied health discipline but may be taken by others interested in the health professions.

AHC 104 Health and the Caring Professions (3 credit hours)
This course is focused on the health promotion/risk reduction behaviors of an individual which enables one to assume responsibility for their own health and move toward self-actualization. The teaching/learning methodology includes evaluation of one's present health behaviors and lifestyle from a holistic perspective. Upon completion of the evaluation, students will develop a plan for health goal achievement and responsibility for self-actualization. Critical reading of the health literature and development of critical thinking skills is emphasized.

AHC 107 Nursing Assistant (4 credit hours)
This course is designed to provide students interested in becoming a Certified Nursing Assistant with entry level skills most commonly associated with this entry level career title. The students are required to meet professional guidelines as designated by applicable regulator agencies. Students meeting all academic and attendance requirements will meet the requirements to sit for the West Virginia Registry's Examination. Prerequisites: High school diploma/GED preferred or working on concurrently. Must be 18 years old with no criminal record, background check will be performed prior to beginning training. Preliminary placement testing will be performed within the first week of class.

AHC 108 Phlebotomy Technician (4 credit hours)
This course will provide a complete introduction to the practice of phlebotomy in all its aspects. Course content will include (but is not limited to) such topics as safety, infection control, medical terminology, specimen collection, specimen handling and processing and legal issues. The course will be team-taught with a technical instructor and a resource instructor sharing instructional time. Students will be expected to complete a clinical rotation in a health care facility to be arranged by the Program Director after the conclusion of the didactic course work. Emphasis will be placed on the successful completion of the national certification exam after the course is completed. Prerequisites: High school diploma/GED preferred or working on concurrently. Must be 18 years old with no criminal record, background check will be performed prior to beginning training. Preliminary placement testing will be performed within the first week of class.

AHC 109 Pharmacy Technician (3 credits hours)
This course will begin with an introduction to pharmacy practice, including pharmacy laws and ethical considerations and a review of medical terminology and abbreviations. The actual operation of a pharmacy will then be discussed with such considerations as insurance billing, inventory management and the daily tasks involved with the operation. Both basic math and pharmacy-related math tasks, such as dosage calculations, ratios, percentages, concentrations and dilutions will be stressed. Students will also be provided with an understanding of body systems and how drugs are used to create these systems. After completing the course work, students will be given the opportunity to take practice certification examinations in order to prepare for the actual exam. Prerequisites: High school diploma or GED preferred/working on educational diploma concurrently. Must be 18 years old with no criminal record, background check will be performed prior to the beginning of class. Preliminary placement testing will be performed within the first week of class.

AHC 110 Administrative Medical Assistant (3 credit hours)
This course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. The training covers important background information on medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects. This program is intended to provide students with a well-rounded introduction to medical administration so a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field.

AHC 141 Foundations of Medicaid (3 credit hours)
This course is an introductory overview of Medicaid. Topics include, but are not limited to, eligibility, benefits, administration, providers, and funding.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC 142</td>
<td>Medicaid and the Health Care Provider</td>
<td>(3 credit hours)</td>
</tr>
<tr>
<td>AHC 143</td>
<td>Overview of State Medicaid Administration</td>
<td>(4 credit hours)</td>
</tr>
<tr>
<td>AHC 144</td>
<td>Introduction to Medicaid Program Integrity</td>
<td>(2 credit hours)</td>
</tr>
<tr>
<td>AHC 145</td>
<td>Topics in Health Care and Health Care Technology Trends</td>
<td>(3 credit hours)</td>
</tr>
<tr>
<td>AHC 146</td>
<td>Introduction to Medicaid Security</td>
<td>(1 credit hour)</td>
</tr>
<tr>
<td>AHC 149</td>
<td>Pathophysiology and Basic Pharmacology</td>
<td>(3 credit hours)</td>
</tr>
<tr>
<td>AHC 199</td>
<td>Special Topics in Allied Health and Human Services</td>
<td>(1-3 credit hours)</td>
</tr>
<tr>
<td>AHC 205</td>
<td>Human Relationship Skills</td>
<td>(3 credit hours)</td>
</tr>
<tr>
<td>AHC 299</td>
<td>Special Topics in Allied Health and Human Services</td>
<td>(1-3 credit hours)</td>
</tr>
<tr>
<td>ASL 101</td>
<td>Finger Spelling</td>
<td>(1 credit hour)</td>
</tr>
<tr>
<td>ASL 102</td>
<td>Finger Spelling II</td>
<td>(1 credit hour)</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
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<tr>
<td>-------------</td>
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</tr>
<tr>
<td>ASL 103</td>
<td>Fingerspelling III</td>
<td>(1 credit hour)</td>
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<tr>
<td></td>
<td>Dactylogy uses the manual alphabet to provide a visual representation of English words. Fingerspelling is generally limited to proper names of people, places, acronyms, brand names, vocabulary, numbers, spelling words and titles. Fingerspelled loan or lexical signs are a combination of English letters and ASL movements. Prerequisites: ASL 101 and 102 or EIPA performance score of 3.5 or higher.</td>
<td></td>
</tr>
<tr>
<td>ASL 104</td>
<td>Educational Fingerspelling I</td>
<td>(1 credit hour)</td>
</tr>
<tr>
<td></td>
<td>Dactylogy uses the manual alphabet to provide a visual representation of English words. Fingerspelling is generally limited to proper names of people, places, acronyms, brand names, vocabulary, numbers, spelling words and titles. Fingerspelled loan or lexical signs are a combination of English letters and ASL movements. At times key information may need to be fingerspelled, especially if a student must recognize a term while reading or taking a test. This class will also focus on the students' ability to produce manual numbers with a fluent rate.</td>
<td></td>
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<tr>
<td>ASL 111</td>
<td>American Sign Language I</td>
<td>(3 credit hours)</td>
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<td></td>
<td>This course teaches rules and techniques for finger spelling, along with lexical items. Students well become fluent in the manual alphabet.</td>
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</tr>
<tr>
<td>ASL 112</td>
<td>American Sign Language II</td>
<td>(3 credit hours)</td>
</tr>
<tr>
<td></td>
<td>Continued development of knowledge and language skills for communicating for deaf people who sign. Includes numbers, fingerspelling and culture. Emphasis on enhancement of receptive skills and continued development of expressive sign skills. Application of rudimentary, syntactical and grammatical structures stressed with continued development of sign vocabulary.</td>
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<tr>
<td>ASL 113</td>
<td>American Sign Language III</td>
<td>(3 credit hours)</td>
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<tr>
<td></td>
<td>Continuation of ASL 112. This course is grounded in contemporary language theories that balance grammar instruction and conversational skills while developing language proficiency. This course focuses on prosodic language development via expressive narratives, utilizing exercises that reach multiple learning styles, along with scope and sequence topics mimic natural conversation. This course focuses on highlighting the differences between ASL and English and making cultural and linguistic uniqueness of the deaf world accessible. Prerequisites: ASL 111 and 112 or EIPA performance score of 3.5 or higher.</td>
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</tr>
<tr>
<td>ASL 114</td>
<td>American Sign Language IV</td>
<td>(3 credit hours)</td>
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<td></td>
<td>This course is a continuation of ASL 113. Grounded in contemporary language theories that balance grammar instruction and conversational skills while developing language proficiency. This course focuses on prosodic language development via expressive narratives, utilizing exercises that reach multiple learning styles, along with scope and sequence topics mimic natural conversation. This course focuses on ASL entirely and no voicing/speaking will occur during class. Prerequisite: ASL 113 or EIPA performance score of 3.5 or higher.</td>
<td></td>
</tr>
<tr>
<td>ASL 121</td>
<td>Educational Interpreting as a Career</td>
<td>(1 credit hour)</td>
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<tr>
<td></td>
<td>Interpreting as a Career will prepare students for interpreting business practices according to state guidelines and school policies. This class will enhance students' knowledge of educational interpreting principles while following the Educational Interpreter Guidelines. This class focuses on the interpreting model theories, invoices, portfolios, invoice keeping and professional business practices for those interpreters on contract in school systems and at the same time prepares students for professional business practices while adhering to interpreting guidelines, school policies and procedures.</td>
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</tr>
<tr>
<td>ASL 122</td>
<td>Deaf Culture and History</td>
<td>(3 credit hours)</td>
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<tr>
<td></td>
<td>This course teaches the history of American Sign Language which is based in French Sign Language and the development of Martha's Vineyard, historically deaf community. In addition, the stories of notable figures in deaf history that the pertinent to the understand and appreciation ASL and interpreting will be studied.</td>
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</tr>
<tr>
<td>ASL 123</td>
<td>Cochlear Implants</td>
<td>(1 credit hour)</td>
</tr>
<tr>
<td></td>
<td>This course focuses on different implant technologies and prepares students to correctly adjust the educational environment for accessibility for those with implants. This course will prepare students in the contents of early identification, intervention techniques, oral deaf education, amplification programs, audio logical testing, interpreting audiograms and alternative placement. The students will discuss Cochlear Implants and the ramifications the implants have on the education setting, student, hearing peers and the deaf community.</td>
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</tr>
</tbody>
</table>
ASL 124 Educational Interpreting Principles (3 credit hours)
This course will prepare students for the EIPA written portion exam. This class will enhance students’ knowledge of educational interpreting guidelines and code of ethics while working in the educational setting. The EIPA written test is based on a set of knowledge standards that was developed by a group of experts, including deaf consumers, interpreters, interpreter trainers, deaf educators and ASL linguistics. The test is not a factual memory test. In other words, memorization of the knowledge standards only may not enable you to receive a passing score. Application of knowledge to situations is necessary in order to pass this examination. The test is also based on the EIPA Code of Professional Conduct of Educational Interpreters. The Rid Code of Ethics is not the basis for professional conduct in the EIPA written test.

ASL 200 Voicing I (3 credit hours)
This course engages students in the development of consecutive interpreting skills, focusing on further development of processing skills associated with interpreting. Prerequisite: ASL 111.

ASL 201 Voicing II (3 credit hours)
Development and cognitive processing skills in English focuses on those trilingual skills necessary to develop before working between two languages: understanding the relationship between visual form and meaning, lexical substitution, paraphrasing, at the proposition and discourse levels, identifying the main idea, summarizing, comprehension, memory, repetition, pattern, inference and multitasking. Prerequisite: Qualified students should see Kim Lovinski to enroll.

ASL 202 Voicing III (3 credit hours)
This course engages students in the development of simultaneous interpreting skills, focusing on further development of the dual tasking skills associated with interpreting. This class focuses on the interpreter’s ability to listen to the message and predict where the speaker is going. In simultaneous interpretation (SI), the interpreter renders the message in the target-language as quickly as he or she can formulate it from the source language, while the source-language speaker continuously speaks. Students will show the ability to use process decalage, the ability to watch a signed message, use process time, analyzing, construction form and then creating a spoken equivalent without changing the meaning. Prerequisite: ASL 200 or 201 or EIPA performance score of 3.5 or higher.

ASL 221 English Interpreting (3 credit hours)
This course examines the different methodologies incorporated when interpreting in an English course. When interpreting in an English course, students learn to follow the rules of grammar to communicate information and ideas effectively in a written form. Interpreters must know the phoneme sequencing program for reading, spelling and speech in order to interpret effectively and accurately. This course examines the components of language and theories of language acquisition of phonology, morphology, syntax, semantics and pragmatics. Prerequisite: ASL 112 or EIPA performance score of 3.5 or higher.

APPLIED PROCESS TECHNOLOGY

APT 101 Introduction to Process Technology (3 credit hours)
Introduction to process technology, including the history, as well as the economic and social impact on the community. Other aspects of plant work will include shift work, union and non-union operations, physical work environment, drug and alcohol testing, team structures and dynamics, future trends, government agencies, business ethics and Total Quality Management.

APT 102 Process Fundamentals (4 credit hours)
Introduction to basic process fundamentals including gases & flowing liquids, fluid systems, heat transfer, evaporation, condensation, vacuum systems, and other physical science principles. Three hours lecture & one-hour lab.

APT 103 Process Technology I (4 credit hours)
This course is an introduction to process technology equipment. Topics include industry-related equipment concepts, including purpose, components, operation and the operator’s role for operating and troubleshooting the equipment. Three hours lecture and two hours lab.
APT 105 Industrial Mechanics (3 credit hours)
Introduction to concepts of industrial mechanical systems, principles and equipment. All aspects of the systems, principles and equipment, including rigging, lifting, ladders & scaffolds, hydraulics pneumatics, lubrication, bearings, belts and pulleys, mechanical drives, vibration, alignment and electricity are investigated. Identical to EGT 113.

APT 201 Water and Wastewater Treatment (3 credit hours)
Introduction to basic principles of water treatment chemistry, types and operation of equipment, controls and instruments, accessory equipment, water treatment and wastewater treatment operations.

APT 202 Safety, Health and Environment (3 credit hours)
Introduction to safety basics including hazard communication, hazardous waste operations and emergency response (HAZWOPER), personal protective equipment, respiratory protection, industrial hygiene topics, permit systems and environmental protection.

APT 203 Process Technology II (4 credit hours)
This course is an introduction to basic operating fundamentals including typical plant facilities layout. Students will study the interrelation of process equipment and systems. Students will arrange process equipment into basic systems, describe the purpose and function of specific systems, and explain how operating parameters are maintained and controlled while recognizing factors that may affect process systems. Students will also study the concepts of system and plant economics. These principles are reinforced by laboratory activities.

APT 205 Process Technology III (4 credit hours)
This course is an introduction to operations within the process technology industry. Students use existing knowledge of equipment, systems, and instrumentation to understand the operation of an entire unit. Concepts relating to commissioning, normal start-up, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the operator’s role in performing the tasks associated with these concepts are also studied. Prerequisite: APT 203.

APT 206 Quality (3 credit hours)
Students gain knowledge in customer expectations in a manufacturing system and continuous improvement methodology. Demonstrates procedures and policies to insure operating consistency, reduce variability in the process, reduce waste and prevent safety incidents. Students use quality tools and team problem-solving techniques.

APT 250 APT Capstone (3 credit hours)
Capstone course. Prior Applied Process Technology course information is reviewed in preparation for certifications. Course includes preparations for employment, WorkKeys testing and review of General Education Portfolio. Prerequisite: Permission of the Program Director.

ART 101 Art Appreciation (3 credit hours)
This course is intended to be a first level introductory art course for the beginning art student, as well as the student seeking a humanities elective in the visual arts. The student’s appreciation of art will be developed through aesthetics, disciplines, critical evaluations, projects, history and attendance at a real or virtual art show. Prerequisite: Eligible for ENG 101

ART 220 Computer Graphics - Vector Illustration (3 credit hours)
The course covers the use of Adobe Illustrator to create and use vector graphics. Students learn to create and draw shapes, lines text; import graphics and pictures; and to use these features to create web pages. Dual listed as CIT 120

ART 222 Computer Graphics - Desktop Publishing (3 credit hours)
This graphics course focuses on desktop publishing using Adobe InDesign. This course teaches students to create print layouts, multimedia content, interactive PDF documents, posters, fliers, brochures, magazines and books. Students will also learn to work with text and set up a document, work with frames, colors, place and link graphics, create graphics, work with transparency, work with tools and tables, prepare, package and export documents. Dual listed as CIT 122
ART 224  Computer Graphics - Raster Image Editing  (3 credit hours)
This graphics design course focuses on digital photo and image editing using Adobe Photoshop. Students will learn to work with photos, downloaded icons or scanned artwork and edit these images by modifying size and scale, changing image compression and putting one image within another. Students will also learn to create icons, buttons, lines and text art. Dual listed as CIT 124

BEHAVIORAL HEALTH TECHNOLOGY

BHT 106  Peer Support Specialist I  (4 credits hours)
The Peer Support Specialist sequence of courses is a skill-focused curriculum designed to provide students who have relevant life experience with an academic background in the skills of recovery-oriented peer support with exposure to the field of person-centered psychiatric rehabilitation. The use of self to inspire hope and promote recovery in others is emphasized. Students will become familiar with key recovery concepts; wellness tools; people-first language; telling of personal narratives; and the importance of self-determination. Students will have the opportunity to learn about mental health and addiction concerns; managing negative self-talk; dealing with urges and triggers; and handling intense situations. Development of self-care for the Peer Support Specialist worker is emphasized, including characteristics of recovery-focused environments, building community partnerships, and promoting cultural awareness. Students are expected to participate in a job fair and course completion celebration.

BHT 107  Peer Support Specialist II  (4 credits hours)
The Peer Support Specialist II course is part of the skill-focused curriculum sequence designed to provide students who have relevant life experience with an academic background regarding recovery-oriented peer support and exposure to the field of person-centered psychiatric rehabilitation. Students will become familiar with various models of recovery and methodologies for strengthening self-help groups and programs, with an emphasis on self-determination and social supports. Students will have opportunity to apply leadership and advocacy skills as well as address workplace issues. Students will utilize interpersonal skills and techniques for working with individuals, groups, and organizations to create positive change. Students are expected to participate in a job fair and course completion celebration, as well as present on a relevant topic of personal interest. Community guest speakers will be included in this course to raise awareness on special topics. Prerequisite: BHT 106

BHT 120  Introduction to Community Behavioral Health  (3 credit hours)
An overview of the modern delivery of behavioral health care services in the community. A knowledge base is provided for sensitivity to the human dimensions of service delivery, as well as the need for cooperative functioning in multi-disciplinary working environments.

BHT 123  Psychiatric Rehabilitation I  (3 credit hours)
The Psychiatric Rehabilitation sequence of courses is a skill-focused curriculum designed to provide students with experience in the skills of person-centered psychiatric rehabilitation practice. The ongoing development of effective interpersonal skills is emphasized. The material is derived from the field of Human Resource Development. The course includes a two hour weekly skill session where students will be provided further supervised practice, alternating the roles of practitioner and participant along with other students. This “hands-on” approach, from the two perspectives, provides opportunity for the students’ own personal development as they learn the skills of facilitating the development of others. The primary focus of this course is to provide students with introductory counseling skills training. NOTE: The Psychiatric Rehabilitation courses must be taken in sequence. Prerequisite: BHT 120

BHT 124  Psychiatric Rehabilitation II  (3 credit hours)
The Psychiatric Rehabilitation sequence of courses is a skill-focused curriculum designed to provide students with experience in the skills of person-centered psychiatric rehabilitation practice. The on-going development of effective interpersonal skills is emphasized. The material is derived from the field of Human Resource Development. The course includes a two hour weekly skill session where students will be provided further supervised practice, alternating in the roles of practitioner and participant along with other students. This “hands-on” approach, from the two perspectives, provides opportunity for the students’ own personal development as they learn the skills of facilitating the development of others. The primary focus of this course is to provide students with training in Psychiatric Rehabilitation Readiness Assessment and Setting Self-Determined Goals. NOTE: The Psychiatric Rehabilitation courses must be taken in sequence. Prerequisite: BHT 123
BHT 125 Observation, Crisis and Documentation (3 credit hours)
This course is designed to develop awareness and skill in the monitoring of, intervention in and recording of critical events. The primary focus of this course is to provide students with the basic skills and techniques of Nonviolent Crisis Intervention: The safe management of disruptive and assaultive behavior.

BHT 126 Impairments, Disabilities and Handicaps (3 credit hours)
The problems of persons with mental disorders vary in nature. An objective of this course is to provide students a familiarity with the symptoms and treatment for various disorders, while also providing a knowledge base for the understanding of non-medical needs and issues. The primary focus of this course is to teach students to use the Diagnostic and Statistical Manual of Mental Disorders IV (DSM IV) as an investigative path for on-going understanding of mental disorders. NOTE: Observation/practicum experiences with written and oral reports are required as out-of-class assignments of this course.

BHT 133 Introduction to Autism: History, Diagnosis and Intervention (3 credit hours)
This course is an introductory course for the three course, ten-credit-hour skill set certificate in Autism Intervention and Education I. In this course, students will be introduced to autism, its history, epidemiology, symptoms and behaviors, diagnostic protocols and therapeutic, biomedical and educational intervention options.

BHT 134 Introduction to Applied Behavioral Analysis: The Lovaas Method (3 credit hours)
This course is the second in a series of three courses required for the ten-credit-hour skill set certificate in Autism Intervention and Education I. This course is an introduction to the landmark research of child psychologist Ivor Lovaas, based on the behavioral principles of B.F. Skinner, in the effective treatment and education of children with autism. Students will learn the techniques of discrete trial teaching as a fundamental component of applied behavioral analysis.

BHT 135 Practicum I: Home-Based Programming (4 credit hours)
Students are afforded a practicum experience, under the guidance of an ABA therapist, in the home (or non-school) environment of a child with a diagnosis of an autism spectrum disorder. Students are expected to utilize the knowledge and skills acquired in AHC 133 and AHC 134 in providing supervised, direct, one-to-one ABA and discrete trial teaching. Students will log approximately 100 hours of clinical time, under a preceptor, in 2-2.5 hour increments (a maximum of 5 hours per week) during the course of the semester. Prerequisites: BHT 133, 134

BHT 136 Practicum II: School-Based Programming (4 credit hours)
This course is an advanced-level course for the two course, seven-credit-hour Skill Set Certificate in Autism and Intervention and Education II. Students are afforded a practicum experience, under the guidance of an ABA therapist, in the school (public or private) environment of a child with a diagnosis of an autism spectrum disorder. Students are expected to utilize the knowledge and skills acquired in BHT 133, BHT 134 and BHT 135 in providing direct, supervised, one-to-one ABA and discrete trial teaching. Students will log 150 hours of clinical time, under a preceptor, in 2.5 hour increments (a minimum of ten hours per week) during the course of the semester. Prerequisites: BHT 133, 134, 135, 137

BHT 137 Legal Aspects of Autism Intervention, Education and Services (3 credit hours)
In this course the students will be introduced to the legal aspects associated with a child's diagnosis of autism. Accessing services and funding through state Early Intervention and federal Title XIX MR/DD Community-Based Waiver programming, public school services required by the Individuals with Disability Education Act (2004 reauthorization), and vaccine injury causes of action will be addressed. Students will learn skills necessary to apply for and secure funding, and to prosecute causes of action regarding a FAPE. Disclaimer: this course is not intended to give legal advice, but simply to provide information about accessing services. Prerequisites: BHT 133

BHT 199 Special Topics in Community Behavioral Health Technology (1-3 credit hours)
Special topics course relating to Community Behavioral Health Technology.
BHT 217  Peer Support Specialist III  
(4 credits hours)
The Peer Support Specialist III course is part of the skill-focused curriculum sequence designed to provide students who have relevant life experience with an academic background regarding recovery-oriented peer support and exposure to the field of person-centered psychiatric rehabilitation. In addition to class meetings, students will have a field experience which will allow for direct experience in an appropriate setting for the purpose of observation and limited participation; presenting an opportunity to blend peer support theory and practice. The experience is integrated into this course, and it is anticipated students will demonstrate their understanding of recovery-focused Peer Support Specialist services within the community support service system. Students are expected to create a project of excellence from their field experience, participate in a job fair and graduation celebration. Prerequisites: BHT 106, 107

BHT 221  Psychiatric Rehabilitation III  
(3 credit hours)
The Psychiatric Rehabilitation sequence of courses is a skill-focused curriculum designed to provide students with experience in the skills of person-centered psychiatric rehabilitation practice. The on-going development of effective interpersonal skills is emphasized. The material is derived from the field of Human Resource Development. The course includes a two hour weekly skill session where students will be provided further supervised practice, alternating in the role of practitioner and participant along with other students. The “hands-on” approach, from two perspectives, provides opportunity for the students’ own personal development as they learn the skills of facilitation and the development of others. The primary focus of this course is to provide students with the skills to perform functional assessments. NOTE: The Psychiatric Rehabilitation courses must be taken in sequence. Prerequisite: BHT 124

BHT 222  Psychiatric Rehabilitation IV—Practicum  
(3 credit hours)
Fieldwork experience affording theory-practice and geared towards students’ career interests and objectives. Utilization of skills will be performed in local Community Behavioral Health Centers and Social Service agencies. The extended presence of students at these sites will aid the students’ understanding of the individual recovery and rehabilitation process of persons with psychiatric and developmental disabilities. (240 hours required on site.) Attendance is required at two 3-hour practicum seminars to address portfolio development. NOTE: The Psychiatric Rehabilitation courses must be taken in sequence. Prerequisite: BHT 221

BHT 223  Systems and Accountability in Behavioral Health  
(3 credit hours)
This course is an overview of the vision, values, principles, and tasks essential for effective leadership in behavioral health services. Students will be introduced to leadership principles and regulations essential to assuring behavioral health systems that are driven by recovery, hope and choice. This course will introduce students to regulations and outcome measurement tools and how they may be used to assess leadership success.

BHT 230  Service Populations in Community Behavioral Health: Developmental Disabilities  
(3 credit hours)
This course focuses on the basic knowledge, skills, and attitudes necessary for effectiveness as a technician in the field of development disabilities. NOTE: Observations/ practicum experiences with written and oral reports are required as out-of-class assignments in this course. Prerequisite/Co-requisite: BHT 120.

BHT 231  Service Populations in Community Behavioral Health: Psychiatric Disabilities  
(3 credit hours)
This course provides an in-depth overview of the field of services to persons with psychiatric disabilities and its specialized technical skills. NOTE: Students are expected to participate in project learning and CPRP test preparation. Prerequisite: BHT 120 and 126.

BHT 232  Service Populations in Community Behavioral Health: Substance Abuse Disorders  
(3 credit hours)
The focus of this course is to provide an in-depth understanding of the nature of addiction to various psychoactive substances and its treatment. NOTE: Observation/ practicum experiences with written and oral reports are required as out-of-class assignments in this course. Prerequisite/Co-requisite: BHT 120.

BHT 270  Adjudicated Youth  
(3 credit hours)
This course is an introduction to understanding the youthful offender and recognizing specific sub-groups in this population. The course focuses on the skills of assessments, treatment and counseling unique to the Juvenile System as well as the rights of the juvenile offender while in the correctional facility. This course is recommended for those students wishing to become a Correctional Counselor or who wish to work with children in agencies affiliated with the judicial system. Prerequisite: BHT 120.
BHT 271  Childhood Psychiatric Disorders  (3 credit hours)
Childhood Psychiatric Disorders vary in nature. An objective of this course is to provide students a familiarity with the symptoms and treatments for various disorders, while also providing a knowledge base for the understanding of non-medical needs and issues. The focus of this course is for students to be able to use the Diagnostic and Statistical Manual of Mental Disorders (DSM IV TR-2000) as an investigative path for on-going understanding of disorders first diagnosed in childhood and adolescence. Prerequisite: BHT 120.

BHT 290  Intake, Assessment and Diagnosis in Addictions  (3 credit hours)
This course teaches the rationale, process, and procedures for completion of a professional biopsychosocial assessment, a diagnosis, and a treatment plan for adolescents and adults with addiction disorders. Implications of chemical dependency on the family are addressed. Prerequisite: BHT 232.

BHT 292  Rehabilitation Case Management  (3 credit hours)
This case management model has a recovery and rehabilitation focus. This course teaches students the purpose, process, objectives, and core case management activities needed to access resources and services, within a planned framework, for people with psychiatric and addictive disorders. Prerequisites: BHT 120, 232.

BHT 293  Family and Addiction  (3 credit hours)
This is an introduction course presenting the family as a dynamic system focusing on the effects of addiction on family roles, rules, and behavior patterns. The addiction effects of mood-altering substances, behaviors, and therapeutic alternatives as they relate to the family from a multicultural and trans-generational perspectives. Prerequisites: BHT 120, 232.

BHT 294  Treatment and Supports for Addiction  (3 credit hours)
This course will explore the scope of professional and self help services available for persons with addiction disorders. Prevailing and controversial models, along with their scientific and philosophical underpinnings, will be examined, compared, and contrasted. Prerequisite: BHT 232.

BHT 296  Addictions with Co-occurring Disorders  (3 credit hours)
Students examine the special characteristics and service needs of persons experiencing addiction related disorders and other mental disorders simultaneously. A particular focus is given to the need for integrated treatment to address the person as a whole, avoiding the pitfalls of service "silouing". Prerequisites: BHT 120, 126, 232.

BHT 297  Motivational Interviewing for Addictions  (3 credit hours)
This course is an introduction to the spirit, principles, and techniques of Motivational Interviewing, a counseling technique for exploring and resolving ambivalence regarding health behavior change. Prerequisites: BHT 120, 123.

BHT 298  Clinical Practice Addictions  (4 credit hours)
Students engage in a three hundred (300) hour clinical experience at a chemical dependency facility. Students will be afforded the opportunity to complete clinical practice and increase their competency in the addictions counseling domains while fulfilling the practicum experience requirements mandated by the state certification board. Ongoing supervision will be given by a qualified staff member on site and a faculty member off site. Students will be interviewed by the Program Director and the Clinical Coordinator to determine eligibility and suitability of placement. Students are required to submit to a drug screen test before placement. Prerequisites: BHT 232, 290, 292, 293, 294, 296, 297 and permission of the Program Director/Clinical Coordinator

BHT 299  Special Topics in Community Behavioral Health Technology  (1-3 credit hours)
Special topics course relating to Community Behavioral Health Technology.

BIOLOGY

BIO 101  Principles of Biology  (3 credit hours)
A biology course for non-science majors. The focus is on examining the building blocks of plant and animals, how energy and life interact, discovering genetics, studying evolution and diversity of life, learning about ecology and ecosystems and investigating human and plant anatomy and physiology.
BIO 103 Principles of Biology Lab (1 credit hour)
A lab course for BIO 101. A biology course for non-science majors. The focus is on giving students a greater understanding of themselves and of issues in a biological context. The exercises are built on a traditional foundation, yet provide new avenues to explore the natural world. The exercises encompass many levels of biology. Laboratory demonstrations are given by faculty and experiments are conducted by students to reinforce concepts. This course may be offered in a traditional lab or a virtual lab.

BIO 270 Human Biology (4 credit hours)
This course will cover the basic principles of human anatomy and physiology beginning with the cell and progressing to tissues and body systems. Anatomical exploration of the human body will include the integumentary, skeletal, muscular, nervous, sensory, endocrine, circulatory, lymphatic, immune, respiratory, digestive, urinary and reproductive systems. Human physiologic function will be reviewed as it applies to cells, tissues, organs, and body systems. The concepts of heredity and human anatomical and physiologic development will be studied. Correct terminology utilization will be expected throughout the course. Prerequisites: Eligible for MAT 110/140 and ENG 101.

BIO 285 Human Anatomy (4 credit hours)
This course will review the principles of human anatomy beginning with the cell and progressing to tissues and body systems. Anatomical exploration of the human body will include the integumentary, skeletal, muscular, nervous, sensory, endocrine, circulatory, lymphatic, immune, respiratory, digestive, urinary and reproductive systems. The use of electronic cadaver dissection and selected diagnostic imagery will reinforce the student's understanding of anatomical structures. Human anatomical development from conception to across the life span will be synthesized within the course content. Correct human anatomical terminology utilization will be expected throughout the course. Prerequisites: Eligible for ENG 101 and MAT 110/140.

BIO 286 Human Physiology (4 credit hours)
This course will explore the principles of human physiology. The cause and effect mechanisms of the human body will be examined as they apply to cells, tissues, organs, and body systems in the healthy state. The physiology of human body systems to be reviewed include the nervous, sensory, endocrine, muscular, hematologic, circulatory, immune, respiratory, urinary, digestive, and reproductive systems. Special emphasis will be placed upon the principles of homeostasis, glycolysis, Krebs Cycle, and meiosis. On-campus laboratory experiences will include both on-site experimentation and virtual interactive simulations. Prerequisite: BIO 285 with a C or better.

BIO 290 Microbiology for Allied Health (3 credit hours)
This course will focus on the form, function and environment of microorganisms with emphasis on those which are pathogenically active and of medical importance. Course topics will include information regarding epidemiology, immunology, genetics, and the physical and chemical control of microorganisms. Microbial techniques such as gram staining, identification of common microbes, microscopic observation of selected specimens and principles of asepsis will be included. Prerequisites: Eligible for MAT 110/140 and ENG 101.

BIO 295 Nutrition and Diet Therapy (3 credit hours)
This course will review the principles of basic nutrition and diet therapy. The requirements of a healthy diet will be discussed as it occurs across the human life span. Selected dietary alterations associated with nutritional health will be reviewed including sports nutrition, eating disorders, diabetes, CVD, obesity, bone health and cancer. Prerequisites: Eligible for MAT 110/140 and ENG 101.

BUSINESS STUDIES

BST 100 Keyboarding (1 credit hour)
This course is designed for students with no previous keyboarding skills. In this eight-week course, emphasis is placed on utilizing the touch system to facilitate the input of data on the computer. Upon completion of this course, the student will be able to key at a minimum rate of 30 net words for three minutes. (BST 102 is an acceptable substitute.)
**BST 101 Computer Literacy**  
(3 credit hours)  
This course is designed as an introductory class for incoming college students who have had little or no computer training or keyboarding instruction. It provides coverage on computer basics, including computer hardware/components, operating system software, computer communications and application software. This course is intended to help students become computer literate as they learn to use Microsoft Windows, Microsoft Office 2007 and the touch typing method of keyboarding. It is also helpful to those who want to understand how to use the computer effectively for class and personal use.

**BST 102 Beginning Document Processing**  
(3 credit hours)  
Emphasis is placed on learning the keyboard and developing proper formatting techniques using the latest in computer technology. English grammar, proofreading skills, and composition are strengthened through learning activities. Upon completion of this course, it is expected that the student will be able to key at a minimum rate of 50 net words for 3 minutes. The student will also have mastered basic formatting skills using Microsoft Word.

**BST 103 Advanced Document Processing**  
(3 credit hours)  
Emphasis is placed on maintaining proper formatting techniques, enhancing English grammar, proofreading and composition skills while increasing speed and accuracy. Upon completion of this course, it is expected that the student will be able to key at a minimum of 60 net words per minute for 3 minutes. The student will master advanced skills in the formation of business documents and will be able to integrate documents, spreadsheets, presentations, and databases. Prerequisite: BST 102.

**BST 104 Business Mathematics**  
(3 credit hours)  
This course will use fractions, decimals, and percentages to solve problems involving equations, simple and compound interest, payroll, banking, inventory valuation, depreciation, merchandising, taxes and insurance, allocations, investments, simple statistics, and credit changes. Prerequisites: Eligible for MAT 110.

**BST 106 Introduction to Business**  
(3 credit hours)  
This course is a survey of business principles, practices and procedures. It analyzes business functions and focuses on the management of resources through organization, finance, production, marketing, law, ethics, and technology.

**BST 109 Survey of the Hospitality and Tourism Industry**  
(3 credit hours)  
Survey of the history of the hospitality and tourism industry, the industry as a system network and the dynamics from the global economy with emphasis on the wide variety of career opportunities.

**BST 114 Hotel/Motel Practices and Procedures**  
(3 credit hours)  
Front office procedures, legal aspects of inn-keeping, the payroll, and other common procedures.

**BST 115 Introduction to Fashion Business**  
(3 credit hours)  
Introduces the student to the subject of retail merchandising. Explores career opportunities, retail concepts and practices, retail management, promotion, and selling with emphasis on the merchandising of apparel products.

**BST 117 Visual Merchandising**  
(3 credit hours)  
Retailing concepts and the elements and principles of design are studied and applied to the design, creation, and analysis of business/commercial, retail and institutional displays. Store layout and design, retail web pages, and print advertising will be analyzed. Students will create visual displays and promotional materials using props, signage, lighting, and other materials.

**BST 121 Records Management**  
(3 credit hours)  
This course is designed to provide office workers with the basic terminology of records management and to present students with the opportunity to develop filing systems for various forms of businesses. Electronic information management systems instruction will include database systems, image technology, computer software used to manage paper records, and electronic records security systems. Upon completion of this course, the student will be able to manage files manually and electronically (using Access). The student will be able to apply the rules for alphabetic, numeric, geographic and subject filing. The student will be able to purge files according to government rules for records retention.
**BST 124 Food and Beverage Management** (3 credit hours)
This course lays the groundwork to help students make smart management decisions in commercial and institutional food and beverage operations. Students will learn how to increase profits by maximizing service, efficiency, productivity, and technology; learn to satisfy the food quality and nutritional demands of today’s guests; meet legal, safety, and sanitation requirements; and build business through effective marketing strategies.

**BST 171 Customer Service for the Hospitality Industry** (2 credit hours)
This course explores customer service in the hospitality industry, specifically in the restaurant, hotel and gaming sectors. This course shows front-line service providers how to solve customer problems by building rapport, asking questions, using active listening skills and meeting needs in ways that make sure every customer has an excellent experience. Upon completion, students should be able to demonstrate the ability to handle customer relations.

**BST 172 Sanitation, Safety and Food/Beverage Control** (2 credit hours)
Sanitation and safety issues and practices involved in the food preparation process are emphasized and ServSafe requirements are covered. Prevention of all types of food contamination and hazard analysis critical control point food safety system is emphasized. Food safety, cleanliness standards and work safety are presented from a management perspective. The course will include the food distribution system and purchasing procedures.

**BST 178 Human Resource Certification Preparation** (3 credit hours)
This course provides an in-depth study of the six key areas of the human resource body of knowledge including: strategic management, workforce planning and employment, human resource development, total rewards (compensation and benefits), employee and labor relations, and risk management (health, safety and security). Students will be prepared to sit for the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification exams.

**BST 190 Portfolio Development** (1 credit hour)
The portfolio development course is designed to assist adult students with the development of a comprehensive documenting of knowledge acquired through life/work experiences and other formal and informal learning experiences. Each student is responsible for the development of a written portfolio, which provides the analysis and documentation of learning experiences appropriate for his/her own educational program of study. Prerequisites: Eligible for ENG 101 and keyboarding skills. Board of Governors A.A.S. majors only.

**BST 199 Business Studies Special Topics** (1-3 credit hours)
Courses or seminars on timely subjects related to the special interests and needs of business professionals. Prerequisites: As stated for each offering.

**BST 200 Machine Transcription and Office Procedures** (3 credit hours)
Office procedures will be refined through interaction of the teacher and the students in a model office environment. The student will select the appropriate learning resources based upon the concentration chosen: Executive, Legal, or Medical. Emphasis is placed on the mastery of English skills as well as the specific vocabulary germane to the area of specialization. Upon completion of the course, the student will be able to transcribe dictation from prerecorded tapes at a minimum rate of 25 net words per minute. The student will have a working knowledge of legal, medical, or general office procedures. Prerequisites: BST 103 and BST 230.

**BST 201 Personal Finance** (3 credit hours)
This course examines the financial problems encountered by the individual in the management of his/her own affairs. Areas covered include budgeting, consumer borrowing, real estate, investments, insurance, taxes, and estate and retirement planning.

**BST 203 Business Law I** (3 credit hours)
This course is intended to serve as a basis for understanding of the legal system and legal processes as well as legal reasoning. The course will explore various aspects of the law including substantive and procedural law as well as topics such as contracts, property, crimes, torts, business organizations and other aspects of the law related to business. The students will acquire an overview of the law but will not be able to practice law or deal with complicated legal issues. Prerequisites: Eligible for ENG 101.
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BST 204</td>
<td>E-Commerce</td>
<td>(3 cr)</td>
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<td></td>
<td>E-Commerce is a class that provides an opportunity for hands-on experience in developing web skills and business plans for use in starting an e-Business. Prerequisite: BST 106 or permission of the instructor.</td>
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<tr>
<td>BST 208</td>
<td>Housekeeping Management</td>
<td>(3 cr)</td>
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<td>This course presents a systematic approach to managing housekeeping operations, showing students housekeeping's day-to-day operations from “big picture” management down to technical details. Success tips from professionals show students how to increase efficiency of housekeeping activities; hire, manage, and motivate a staff; make the most cost-effective use of labor and supplies; and apply a systematic approach to guest room and public area cleaning.</td>
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<tr>
<td>BST 210</td>
<td>Food and Beverage Service</td>
<td>(3 cr)</td>
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<td>This course provides students with practical skills and knowledge for effective management of food and beverage service in outlets ranging from cafeterias to high-check-average dining rooms. Presents basic service principles and emphasizes the special needs of guests. Students gain in-depth management skills and hands-on techniques for delivering quality service in every type of operation. Practical examples help students apply important ideas.</td>
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<tr>
<td>BST 212</td>
<td>Desktop Publishing</td>
<td>(3 cr)</td>
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<td>Emphasis is placed on creating, revising, and producing print and multimedia materials using various desktop publishing software packages. Upon completion of the course, the student will be knowledgeable in selecting page layouts, formatting text, positioning graphics, and applying appropriate typographic design enhancements.</td>
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<td>BST 214</td>
<td>International Business</td>
<td>(3 cr)</td>
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<td>This course reviews how to compete ethically in the external environment (cultural, legal, political and social) of international business. It examines international practices in accounting, communication, finance, management and marketing. It discusses theories of international trade and international economic development. Prerequisite: BST 106</td>
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<tr>
<td>BST 215</td>
<td>Catering, Convention and Events Planning</td>
<td>(3 cr)</td>
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<td>A survey of the many facets of catering and special events, including: types of catering and events, sales and marketing, client contact, bidding, contracts, planning, tools and equipment, staffing, organization, management and production, creating theme events, service development, menu planning and costing, and beverage management.</td>
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<tr>
<td>BST 223</td>
<td>Principles of Banking</td>
<td>(3 cr)</td>
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<td>Considers many bank functions such as language and documents of banking, check processing, teller functions, deposit functions, trust services, investments, and the bank’s role in the community.</td>
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<tr>
<td>BST 224</td>
<td>Financial Management</td>
<td>(3 cr)</td>
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<td>Basic understanding of the functions of a financial manager. A descriptive approach is used to cover such topics as time value of money, ratio analysis, leverage, capital budgeting and stocks and bonds. Prerequisite: Grade of C or better in ACC 227.</td>
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<tr>
<td>BST 230</td>
<td>Business Communication and Ethics</td>
<td>(3 cr)</td>
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<td>This course is designed to help students develop writing skills needed to succeed in today’s technologically enhanced workplace through the use of a comprehensive grammar/mechanics review. Upon completion of this course the student will possess the skills needed to compose business correspondence (letters, memos, reports, etc.) at the computer. The student will have enhanced listening, speaking, critical thinking, and nonverbal skills enhanced through the use of workshop activities. The student will be able to take a conscious stand on social issues such as ethics, etiquette, and multicultural concerns. Prerequisites: Eligible for ENG 101 and keyboarding skills.</td>
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<tr>
<td>BST 233</td>
<td>Textiles</td>
<td>(3 cr)</td>
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<tr>
<td></td>
<td>An introduction to the study of textile fibers, their sources, structures and properties. Emphasis is placed on fabric care and selection for various uses.</td>
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<tr>
<td>BST 236</td>
<td>Retail Buying</td>
<td>(3 cr)</td>
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<tr>
<td></td>
<td>An understanding of the retail buying practices, procedures, activities, considerations, and techniques. Prerequisite: BST 115 and BST 104 or 100 level MAT.</td>
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</table>
BST 240  **Fundamental of Business Computer Technologies**  
(3 credit hours)
This course is an overview that will give students an opportunity to investigate business computer applications. Upon completion of this course, the student will discover the essentials of the Microsoft Office Suite. The student will become proficient in Word, Excel, Access, and PowerPoint. The student will integrate documents from one application to another. Prerequisites: BST 100 or BST 102 or permission from Program Director.

BST 241  **Consumer Lending**  
(3 credit hours)
A complete study of the consumer lending function with special emphasis placed on credit evaluation process. Other topics include types of loans, collection procedures, and marketing techniques.

BST 243  **Advanced Computer Technology**  
(3 credit hours)
Emphasis is placed on applying advanced computer technology procedures through the use of resources and equipment in simulated centers: executive, legal, and medical. Upon completion of this course, the student will be able to demonstrate advanced uses of the Microsoft Office Suite. The student will exhibit critical thinking skills in determining the appropriate approach to completing assignments. The student will be adept in project management. Prerequisites: ENG 101 and BST 240 or permission of the Program Director.

BST 244  **Microsoft Office Specialist Excel Certification**  
(1 credit hour)
This course provides an effective, systematic way to review and master Microsoft Excel. Step-by-step, on screen instructions, performance-based activities, practice assessments, and registration information are provided. Upon completion of this course, the student will have the requisite skills to become MOS certified in Excel. (If credit equivalency or test-out is desired student must pay test-out fee plus certification fee.) Prerequisites: ENG 101 and BST 240 or permission of the Program Director.

BST 245  **Microsoft Office Specialist Word Certification**  
(1 credit hour)
This course provides an effective, systematic way to review and master Microsoft Word. Step-by-step, on screen instructions, performance-based activities, practice assessments, and registration information are provided. Upon completion of this course, the student will have the requisite skills to become MOS certified in Word. (If credit equivalency or test-out is desired student must pay test-out fee plus certification fee.) Prerequisites: ENG 101 and BST 240 or permission of the Program Director.

BST 246  **Microsoft Office Specialist PowerPoint Certification**  
(1 credit hour)
This course provides an effective, systematic way to review and master Microsoft PowerPoint. Step-by-step, on screen instructions, performance-based activities, practice assessments, and registration information are provided. Upon completion of this course, the student will have the requisite skills to become MOS certified in PowerPoint. (If credit equivalency or test-out is desired student must pay test-out fee plus certification fee.) Prerequisites: ENG 101 and BST 240 or permission of the Program Director.

BST 248  **Introduction to Commercial Lending**  
(3 credit hours)
An overview of the commercial lending function. Four sections include commercial lending overview, the lending process, portfolio management, regulation and business development. Topics such as the commercial loan customer, types of commercial loans, the loan decision analysis, cost analysis, control and profitability, and the regulatory and legal environment are considered.

BST 246  **Microsoft Office Specialist PowerPoint Certification**  
(1 credit hour)
This course provides an effective, systematic way to review and master Microsoft PowerPoint. Step-by-step, on screen instructions, performance-based activities, practice assessments, and registration information are provided. Upon completion of this course, the student will have the requisite skills to become MOS certified in PowerPoint. (If credit equivalency or test-out is desired student must pay test-out fee plus certification fee.) Prerequisites: ENG 101 and BST 240 or permission of the Program Director.

BST 263  **Business Statistics**  
(3 credit hours)
Business statistics is an introduction to descriptive statistics and some inferential statistics. It explains measures of central tendency, measures of dispersion, probability concepts, hypothesis testing and other statistical techniques. It explains both discrete and continuous probability distributions. It shows how to use these distributions to describe and make inferences so better decisions can be made in the fields of business and economics. These uses are transferable to other fields such as engineering, medicine, and other fields. The use of technology and/or a statistical calculator will be required in certain applications. Prerequisite: MAT 120 with a C or better.
BST 264  Math Analysis for Business Decisions  (3 credit hours)
This course is an introduction to mathematical concepts underlying many of the qualitative tools used by business and the social sciences to make informed decisions. Mathematical concepts from finite math, algebra, matrix algebra, linear programming, functions, graphing, probability and statistics and other areas are used in business areas such as finance, management, economics, marketing and the health sciences to make better decisions. Students will have a better understanding of the mechanics behind compound interest, time value of money, maximizing output with limited resources and constraints, expected outcomes and expected values, and some areas of the health sciences. Prerequisite: MAT 120 with a C or better.

BST 266  Business Internship  (3 credit hours)
Associate degree business students work in businesses and industries in the community at least 40 hours per credit hour for the purpose of gaining on-the-job experience. Students attend a weekly seminar. Students are responsible for securing employment. Prerequisites: Completion of a minimum of 45 hours and/or permission of supervising instructor and Program Director. (Graded on a Pass/Fail basis.)

BST 295  Money, Banking and Financial Markets  (3 credit hours)
A survey of the historical development of the American monetary and banking institutions; the rationale behind financial tools; the concept of a global financial system; and the economic theory that is basis of our understanding of the role of financial markets.

BST 298  Business Studies Seminar  (1 credit hour)
This capstone course must be taken the semester the community college student plans to graduate. Program specific and general knowledge exit examinations, oral presentations, writing assignments, and case analyses will be used to measure student competencies. Seminars will be presented on such topics as resume writing, interviewing skills, time management, business etiquette, and customer service. Prerequisites: All graduation requirements except for the courses in which the student is currently enrolled must be completed.

BST 299  Special Topics  (1-3 credit hours)
Courses or seminars on timely subjects related to the special interests and needs of business professionals. Prerequisites: As stated for each offering.

CHEMISTRY

CHM 100  Consumer Chemistry  (3 credit hours)
A study of chemistry for non-science majors. The focus is on the role that chemistry plays in the daily lives of individuals and the impact of chemistry on society.

CHM 101  General Chemistry  (3 credit hours)
A one semester general chemistry course for non-science majors that provides an introduction to elements, atoms, the periodic table, covers the nature of ionic and molecular compounds; discusses chemical reaction and their stoichiometry energies, rates and equilibria. Topics include gasses, liquids, solids, solutions, acids, bases and nuclear chemistry. CHM 102 is the associated General Chemistry Lab. Prerequisites: MAT 110 or 130 or 140; ENG 101; CHM 100 or high school chemistry.

CHM 102  General Chemistry Lab  (1 credit hour)
A lab course for CHM 101 General Chemistry. Explores the five different chemistry areas: inorganic qualitative analysis, simulation of foundational experiments of quantum mechanics, behavior of ideal, real and van der Waals gases, precise quantitative titration experiments and calorimetry experiments. The lab may be a virtual lab. Co-requisite or Prerequisite of CHM 101.

CHM 105  Introduction to Chemistry for Allied Health  (1 credit hour)
This course is intended for non-chemistry majors, particularly for those students in Allied Health-related fields. Basic principles of General and Organic Chemistry will be discussed including (but not limited to) the following: atomic and molecular structure, chemical bonding, solutions, acids and bases, classes of organic compounds and their reactions. Particular emphasis will be placed on the chemistry of the human body and its relationship to health and disease. Prerequisites: Eligible for ENG 101 and MAT 110 and MAT 140. Restricted to students currently enrolled within an Allied Health program or by permission of the Allied Health Dean.
COLLEGE

COL 099 Special Topics (3 credit hours)
Courses or seminars on timely subjects related to the subject. Prerequisites: As stated for each offering.

COL 100 College Transitions (3 credit hours)
This course is designed to develop confidence and improve chances of success for the incoming freshman. This course will provide students with the opportunity to assess and develop abilities in line with college expectations including utilization of college services, program planning, study skills, library skills, interpersonal relationship skills, self-management skills, and career/life planning strategies.

COL 102 First Year Experience (1 credit hour)
This course is a first year experience course designed to develop confidence and improve chances of success for the incoming freshman. This course will provide students with the opportunity to assess and develop abilities in line with college expectations including utilization of college services, program planning, library skills, self-management skills, critical thinking and problem solving.

COL 103 Classroom Success Strategies (1 credit hour)
This course is designed to develop confidence and improve chances of success for the incoming freshman. This course will provide students with the opportunity to access and develop current and alternative learning styles for college success, college-level learning strategies for improved concentration and memory, reading strategies for improved comprehension and strategies for college-level test preparation, and development of critical reading skills.

COL 104 Professional Development (1 credit hour)
This course is designed to develop confidence and improve chances of success for students as they enter their professional field. This course will provide students with the opportunity to investigate career opportunities within fields of study and assess skills necessary to succeed in the professional world. Students will be exposed to job acquisition skills such as resume and cover letter writing, interviewing skills, networking and online job search skills, leadership and business ethics, ethical reasoning, strategic thinking, and creative problem solving.

COL 105 Military to College (3 credit hours)
This course is designed to introduce new recruits to military service and the completion of a college degree as they enter the Future Soldier program. Course covers basic military training concepts, military history, financial readiness, utilization of the GI Bill, tuition assistance and connection to the community college for degree completion. Enrollment limited to recruits in the Future Soldier program. Pass/Fail grading.

COL 199 Special Topics (3 credit hours)
Courses or seminars on timely subjects related to the subject. Prerequisites: As stated for each offering.

COMMUNICATION

COM 100 Oral Communication (3 credit hours)
This course is designed to develop the student’s skill in the organization of ideas for oral expression and presentation. It also is intended to familiarize students with the theory and practice of basic speech communication skills. Topics covered include interpersonal communication, intrapersonal communication, small group communication and effective public speaking. Particular emphasis will be placed on self-awareness, professional presentations, team building, effective listening skills, and finding/crediting source material.

COMPUTERS AND INFORMATION TECHNOLOGY

CIT 101 Introduction to Computers and Information Technology (3 credit hours)
This course is an introduction to basic computer information systems principles and terminology. It offers a broad survey of the discipline and illustrates the importance of determining information system requirements. It will examine the importance of information systems in a networked and global business. Topics will include hardware and software selection criteria, scheduling, conversion planning, legal and ethical issues and security.
CIT 106 Introduction to Computers and Office Applications (3 credit hours)
The course introduces students to current computer hardware, use of a Windows operating system, the Internet, Microsoft Word, Excel, PowerPoint and Access. Students complete numerous hands-on exercises in the classroom lab and outside of class.

CIT 107 Introduction to Programming (3 credit hours)
This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation, as well as Object-Oriented Programming concepts and skills, includes language syntax, data and the structures, input/output devices, and files. Computer programs will be developed using the Alice 3D visual programming environment.

CIT 109 Foundations for Programming (3 credit hours)
This course introduces the concepts of logic, numbering systems, and algorithm analysis and design. Prerequisites: MAT 110 or MAT 130, and CIT 106 or approved equivalent.

CIT 120 Computer Graphics - Vector Illustration (3 credit hours)
The course covers the use of Adobe Illustrator to create and use vector graphics. Students learn to create and draw shapes, lines text; import graphics and pictures; and to use these features to create web pages. *Dual listed as ART 220*

CIT 122 Computer Graphics - Desktop Publishing (3 credit hours)
This graphics course focuses on desktop publishing using Adobe InDesign. This course teaches students to create print layouts, multimedia content, interactive PDF documents, posters, fliers, brochures, magazines and books. Students will also learn to work with text and set up a document, work with frames, colors, place and link graphics, create graphics, work with transparency, work with tools and tables, prepare, package and export documents. *Dual listed as ART 222*

CIT 124 Computer Graphics - Raster Image Editing (3 credit hours)
This graphics design course focuses on digital photo and image editing using Adobe Photoshop. Students will learn to work with photos, downloaded icons or scanned artwork and edit these images by modifying size and scale, changing image compression and putting one image within another. Students will also learn to create icons, buttons, lines and text art. *Dual listed as ART 224*

CIT 131 Networking Fundamentals (4 credit hours)
This course is the first in a series of four designed to prepare the student to pass the CCNA. Content includes: The OSI model, network topologies, IP addressing, and subnet masks, and basic network design. Students taking this course should have background in basic computer terminology and Microsoft Office skills. In addition, it is helpful to have A+ certification, introductory programming skills, and introductory electronics knowledge.

CIT 141 Router Theory and Router Technology (4 credit hours)
This course is the second in a series of four designed to prepare the student to pass the CCNA. Content includes router elements, flow control, router configuration in the user and privilege modes, routing protocols, routed network configuration and design, assess lists for TCP/IP networks. Prerequisite: CIT 131.

CIT 142 Introduction to Web Site Design (3 credit hours)
This course will take an in depth look at web design concepts and techniques. It will examine theoretical concepts that make the world of Web design unique. Also, this course will adopt a practical hands-on approach when examining Web development techniques. Along with examining different coding strategies, this course will explore the advancement of Web site implementation, as well as, timeless problem solving strategies.

CIT 180 PC Maintenance (3 credit hours)
This course is designed to prepare students to perform routine maintenance and repairs on the PC. Emphasis will be on installation, maintenance, troubleshooting, upgrading, and repairing of PC’s. The course includes coverage of networking and client/server issues, and prepares students for the A+ Certification. Prerequisite: CIT 101 or permission of the instructor.

CIT 181 Advanced Maintenance (3 credit hours)
This course continues PC Hardware Maintenance I. Emphasis is on operating system installation and troubleshooting skills. Students will complete lab exercises to build a system from individual parts. Prerequisite: CIT 180.
CIT 199 Special Topics (3 credit hours)
Courses or seminars on timely subjects related to the subject matter. Prerequisites: As stated for each offering.

CIT 202 Fortran Programming I (3 credit hours)
This course uses the latest version of FORTRAN with documentation, input-output, loops, logic statements and the many other features of the programming language. Prerequisites: MAT 110 or 130, and CIT 109.

CIT 204 Introduction to COBOL Programming (3 credit hours)
This course provides the basic elements of the COBOL computer language necessary to run programs with an emphasis on business applications. Prerequisites: MAT 110 or 130, and CIT 109.

CIT 208 Introduction to Python (3 credit hours)
This course introduces the student to the Python programming language. Students will learn how to implement all the basic programming constructs as well as perform rudimentary graphics manipulation. The student will conceive, design and implement a project by the end of the class. Prerequisite: CIT 109.

CIT 210 Fundamentals of Operating Systems (3 credit hours)
This course is an introduction to the organization, implementation, and administration of computer operating systems currently in use. Prerequisites: A programming language restricted elective.

CIT 211 Microcomputer Assembly (3 credit hours)
A course designed to develop depth in machine language and mnemonic coding including the symbolic instructions for the personal computer. Prerequisite: A programming language restricted elective.

CIT 212 Software Packages (3 credit hours)
A course designed to introduce the various software packages available, including hands-on use of several different packages such as SAS and Linear Programming. Prerequisites: A programming language restricted elective.

CIT 214 Introduction to Visual Basic (3 credit hours)
This course introduces students to the standard visual basic forms, controls, and event procedures. Students will be heavily exposed to the object-oriented programming paradigm. Prerequisite/Co-requisite: CIT 109.

CIT 216 Advanced Topics in Visual Basic (3 Credit hours)
This course covers advanced topics in Visual Basic and includes most topics required for the MCSD exam Implementing Desktop Applications/Microsoft Visual Basic 6.0. Prerequisite: CIT 214.

CIT 220 Electronic Spreadsheets and Charts (3 credit hours)
This course provides an introduction to electronic spreadsheets as a problem solving tool. Applications in many areas will be explored. Charts will be used as one method of communicating the results. Telecommunications will be introduced as a tool for transferring generated data or receiving it from electronic bulletin boards. Prerequisites: MAT 120 and CIT 106.

CIT 222 Computer and Network Security (3 credit hours)
Security is a major concern on the mind of computer professionals today. This course is intended for students and professionals who want to master practical network and computer security. Topics include securing a network, web security, wireless networks, Virtual Private Networks, use of cryptography, development of security policies, and security management. The course is intended to cover the objectives of the CompTIA Security+ certification exam. Prerequisites: Basic knowledge of computers and networks. A+ and Net+ certifications suggested.

CIT 230 Database Management Systems (3 credit hours)
This course covers database management theory, the logical and physical structures of several current models, and deals in a practical, experiential way with the design of databases and the management systems that control them. Prerequisites: ENG 101 and one programming language restricted elective.
CIT 231 Advanced Router Technologies (4 credit hours)
This course is the third in a series of four designed to prepare the student to pass the CCNA. Content includes IPX addressing and encapsulation; access lists and SAP filtering; LAN segmentation using bridges, routers, switches; FastEthernet guidelines and distance restrictions; Spanning Tree protocol; and virtual LANs. Students start the development of a two-semester threaded-case study to develop a large-area integrated network design from the LAN/host/server design to the WAN that connects the LAN. Prerequisite: CIT 141.

CIT 232 Disaster Recovery (3 credit hours)
The goal of this course is to provide a thorough, step-by-step process for learning the fundamentals of disaster recovery planning. Disaster recovery planning is the process of assessing risks that an organization faces, then developing, documenting, implementing, testing, and maintaining procedures that help the organization quickly return to normal operations and minimize losses after a disaster. This course will enable individuals to become disaster recovery planning team leaders and members. Prerequisites: CIT 181, CIT 210, CIT 240

CIT 240 Data Communications and Networking (3 credit hours)
This course is an introduction to the theories, terminology, equipment, and distribution media associated with data communications and networking. Prerequisites: CIT 109 and a programming language restricted elective.

CIT 241 Project Based Learning (4 credit hours)
This is the fourth in a series of four designed to prepare the student to pass the CCNA. Content includes WAN services, including LAPD, Frame Relay, ISDN/LAPD, HDLC, PPP, and DDR; and concludes the completion of a threaded case study. Prerequisite: CIT 231.

CIT 242 Intermediate Web Design (3 credit hours)
This course will take an in depth look at web design concepts and techniques. It will examine theoretical concepts that make the world of Web design unique. Also, this course will adopt a practical hands-on approach when examining Web development techniques. Along with examining different coding strategies, this course will explore the advancement of Web site implementation, as well as, timeless problem solving strategies. Prerequisites: CIT 142.

CIT 244 Advanced Web Design (3 credit hours)
This advanced course will focus on developing dynamic, database-driven, e-commerce web sites using Dreamweaver. Prerequisite: CIT 242.

CIT 246 Introduction to JavaScript (3 credit hours)
This course uses JavaScript, an interpreted web programming language with object-oriented capabilities. The student will learn how to program in JavaScript and how to efficiently use it in web development. By the end of the course, the student will be able to design and code feature-rich dynamic web pages using JavaScript. Prerequisite: CIT 109.

CIT 248 ASP.NET (3 credit hours)
This course will take an in depth look at ASP.NET, Microsoft’s latest technology for designing websites. The course will explore Web Programming and how to create and maintain interactive and dynamic Web applications using object-oriented programming and Web form server controls. It will also explore the Internet as an essential business tool. Prerequisites: CIT 214, CIT 230, and CIT 242.

CIT 252 Computer Forensics (3 credit hours)
The course presents methods to properly conduct a computer forensics investigation, beginning with a discussion of ethics while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Students should have a working knowledge of hardware and operating systems (OSs) to maximize their success on projects and exercises. Prerequisites: CIT 181, CIT 210, CIT 242.

CIT 260 Introduction to C++ Programming (3 credit hours)
This course presents a comprehensive introduction to the C++ programming language. Students will write programs using most of the standard language constructs. Prerequisite: CIT 109.

CIT 264 Introduction to C# Programming (3 credit hours)
The course introduces students to the standard C# forms, controls, and event procedures. Sequential and random access file handling, database access, web forms, and general language structure and syntax will be explored. Prerequisite: CIT 109.
CIT 266 Introduction to JAVA (3 credit hours)
This course introduces students to the JAVA programming language. This object-oriented language is gaining popularity for developing secure, platform independent applications and is often the language of choice for internet applications. Prerequisite: CIT 109.

CIT 269 Project Management (3 credit hours)
This course covers the topics necessary to achieve quality project management. Topics include project integration, scope, time, cost, quality and HR management along with risk and procurement. This course is the capstone course for Information Technology majors. Prerequisites: Permission of Program Director. Should be taken last or next to last semester.

CIT 280 Introduction to Systems Analysis and Design (3 credit hours)
This course covers all phases of the systems development life cycle (SLDC): feasibility, analysis, design and implementation. Students will learn to use project management and economic analysis tools as part of the development process. A case study approach will be used throughout the course. This course will serve as the capstone course for Computer Science majors and should be taken in the student’s final semester. Prerequisites: One programming language and CIT 230.

CRIMINAL JUSTICE

CJC 101 Introduction to Criminal Justice (3 credit hours)
A course designed to introduce the student to the study of crime, society, reaction to crime, the organization and function of various components of the criminal justice system, law enforcement, the courts and corrections. The student is introduced to the historical, philosophical backgrounds as well as the purposes and functions of each component. Through class discussions the student will also learn about the theories of crime, causation and control; conviction and the rehabilitation of offenders.

CJC 141 Introduction to Homeland Security (3 credit hours)
This course will introduce students to the vocabulary and important components of homeland security. Topics to be covered include the importance of associated agencies and their interrelated duties and relationships; events impacting homeland security; state, national, and international laws; and the most critical threats confronting homeland security.

CJC 142 Intelligence Analysis and Security Management (3 credit hours)
This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors. Students will discuss substantive issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates.

CJC 143 Transportation and Border Security (3 credit hours)
This course provides an indepth view of modern border and transportation security. Specific topics of study will include security for ships and seaports; aircraft and airports; trains; ground transportation and their related terminals; commercial trucking; pipelines and power transmission; bridges and tunnels; and major border crossing control points. Existing and emergent technologies needed to detect terrorists, their weapons, and inherent vulnerabilities in infrastructure, will be a special emphasis on the course, along with discussion of the legal, economic, political, and cultural aspects of transportation safety and border security.

CJC 200 Criminal Justice Internship (3 credit hours)
This course is designed to provide practical practicum experience to students in a criminal justice agency. Optional elective. Prerequisite: permission of Program Director.

CJC 201 Introduction to Forensic Science (3 credit hours)
This course covers the scientific aspects of criminal investigation. It focuses on the physical evidence, fingerprints, then application of forensic science, the collection, examination and preservation of evidence. The student will learn the capabilities of the advanced police science laboratory in the study of firearms, hair, fibers, blood, paint, tools, poisons and other material. Prerequisite: CJC 101
CJC 204  Juvenile Justice and Delinquency  
A study of delinquent and criminal behavior issues among the lower, middle and upper social classes of youths and adolescents giving consideration to history, crime causation, treatment and prevention and court related programs. The course covers the proper handling and referral of juveniles: Juvenile court organization, issues related to operation of juvenile courts, procedures, detention, filing and enforcement of juvenile code. Juvenile drug addiction, mental illness, neglect, dependency cases and habitual offenders are discussed.

CJC 207  Criminal Law  
This course examines criminal, correctional, constitutional and procedural law. The basic constitutional rights applicable to those involved in the criminal justice system from arrest to incarceration are discussed. The development of public policy in the administration of criminal justice and the legal principles for determining criminal and civil liability are studied. Prerequisite: CJC 101

CJC 208  Ethics in Criminal Justice  
This course provides a survey of the various ethical systems, and focuses on the ethical issues, problem and dilemmas encountered by professionals in the field of criminal justice, the recognition of moral issues and the development of moral imagination. Corruption, brutality and morality are discussed. Prerequisite: CJC 101

CJC 211  Drugs and Society  
This course is designed to deal with the use and abuse of drugs and alcohol, both legal and illegal. The etiology, social phenomena, psychological and physiological effects, and the current modes of treatment within the criminal justice setting will be examined. Particular attention will be paid to how the above issues are dealt with in the correctional system (both institution and community) and in police departments.

CJC 212  Community Corrections  
This course provides the student with an understanding of the evolution of the United States’ correction system. It gives a survey of the historical development of alternative approach to incarceration from early correctional procedures through modern approaches. Specific emphasis is on the antecedents of modern correctional procedures, administration, alternatives to incarceration in the state of West Virginia. This course introduces the student to sentencing systems, diversionary programs, then history of probation and parole, the development of intermediate sanctions, and the roles of those who monitor offenders who are in the community-based programs. The public debate of use of these sanctions will be discussed. Prerequisite: CJC 101.

CJC 213  Race and Gender in Criminal Justice  
This course introduces race and gender issues from the perspectives of offenders, victims and professionals who work in the criminal justice system. Theoretical perspectives, as they apply to gender and racial issues in the criminal justice system are explored.

CJC 223  Police and Society  
This course is a study of law enforcement from an operation perspective. Law enforcement functions such as patrol, communications investigations, traffic, special operations and other line staff functions are reviewed. Officer safety and duty-related stress are also examined. Prerequisite: CJC 101.

CJC 224  Punishment and Corrections  
This course is a survey of criminal offenders and their environment. Material is presented describing the types and amount of crime in the United States. Characteristics such as age, race, gender and class of offender types are discussed. The interaction between society, the criminal justice systems and the offender is examined. The current correctional practices that focus on the goals, organization, functions and operations of state, county and local correctional systems are examined. Theories on causation are analyzed. Prerequisite: CJC 101.

CJC 225  Victimology  
This course is an examination of the history and philosophy of treatment, the structure of the correctional system and the legal basis for treatment. Consideration is given to the history of corrections and how that history has shaped treatment approaches. This course focuses on treatment modalities presently being used in working with offenders, issues of public safety, security and raises questions of whether any treatment methods are effective. Prerequisite: CJC 101.
CJC 226  Court Systems in the United States  (3 credit hours)
This course will provide students with a working knowledge of the major structures and basic legal concepts that underlie the court system in the United States. The structure of the courts, the nature of the criminal law they apply, and the procedures followed by them will be examined, in addition to the history and development of our court systems and the goals they seek to achieve will be examined. Local, state, and federal court systems will be examined.

CJC 230  Criminology  (3 credit hours)
This course involves the basic study of the nature and peculiarities of human behavior and its direct relationship to crime and delinquency. Prerequisite: CJC 101

CJC 262  Contemporary Issues in Criminal Justice  (3 credit hours)
This course provides the student with an understanding of the organization and administration of criminal justice system agencies. Topics covered include the primary components of criminal justice and their responsibilities, functions and activities, planning and research, public relations, personnel training inspection and control, and policy formulation in criminal justice system agencies. Identify problems that keep the system from functioning effectively and efficiently. This course will include job seeking and interview skills and serve as the CJC capstone course with an end of program exam. Prerequisite: CJC 101 and/or permission of Program Director.

CJC 280  Criminal Procedures  (3 credit hours)
This is a study of the scope, purpose and principles of criminal law, analysis of crime and offenses and the mechanics of criminal justice procedures in the United States and West Virginia as they apply to search and seizure and investigations. Also considered is the evaluation of evidence and proof with regards to kind, degree, admissibility, competence and weight. The course emphasizes rules of evidence at the operational level of law enforcement. Prerequisite: CJC 101.

ECONOMICS

ECN 150  Survey of Economics  (3 credit hours)
This course is a survey of economics, encompassing both macroeconomics and microeconomics principles. The course covers how modern economics evolved, supply and demand, national income accounting, money and banking, consumer choice, cost and price theory, market structures, and contemporary economic issues. This course is for non-business majors only. Prerequisites: Eligible for ENG 101.

ECN 201  Principles of Macroeconomics  (3 credit hours)
This course explores the macro economy. Macroeconomics emphasizes how society as a whole and various groups within society manage scarce resources. It considers wide phenomena such as unemployment and inflation while focusing on aggregate economic outcomes. To better understand aggregate economic activity, students will be introduced to economic terminology, theory, models, and application. This course will cover topics including but not limited to: supply and demand, real and nominal magnitudes, trade, money, economic growth, inflation, international macroeconomics, aggregate demand and aggregate supply. Prerequisites: BST 104 or 100 level MAT, C or better in ENG 101.

ECN 202  Principles of Microeconomics  (3 credit hours)
This course explores the micro economy. Microeconomics emphasizes how individuals, households, firms and governments within society make decisions to allocate limited resources to satisfy unlimited wants. Students will be introduced to economic terminology, theory, models and application. This course will cover topics including, but not limited to: elasticity, efficiency and exchange, explore the application of economic models, government regulations on the market system and the different types of economic competition that may be found in the individual markets of our economy. Prerequisites: BST 104 or 100 level MAT, C or better in ENG 101.

EDUCATION

EDU 101  Healthy Environments for Young Children  (3 credit hours)
This course is an introduction to the basic requirements and regulations for health and safety in early childhood programs serving young children. This course is intended to prepare students to follow the practices required of all individuals who participate in early childhood programs.
EDU 110  Family Relationships  (3 credit hours)
This course describes current and ongoing research related to the important benefits of family involvement to children's achievement, as well as practical ideas and specific activities for pre-service and in-service teachers to assist them in getting families involved in their children's education.

EDU 115  Infant and Toddler Development  (3 credit hours)
Students will understand why, according to the science of child development, certain practices support or hinder an infant's or toddler's development and how to provide responsive high-quality care. The course will focus on the importance of families' and teachers' relationships and responsiveness in interactions with children while also including the latest developmental research. It emphasizes child-centered planning (and provides tools for planning) and the effects of culture, families, and quality programs on infant/toddler development and interactions. To fully respect the impact of culture on early development, and the importance of inclusion of children with disabilities in early education, information on these topics will be incorporated in the course. Prerequisite: PSY 210.

EDU 120  Foundations of Early Childhood  (3 credit hours)
This is an introductory course of the history, philosophy, and theoretical foundations of early childhood programs with specific attention to current programs serving children prior to school entry. Concepts for providing developmentally appropriate practices are introduced. Observation hours in an early childhood classroom will be required. Prerequisite: eligible for ENG 101.

EDU 220  Integrating Technology in the Classroom  (3 credit hours)
Introduces future educators to technology and digital media. Students will learn about the latest trends in technology and how to integrate these concepts into their classroom using a variety of practical applications to successfully teach the current generation of digital students. Prerequisites: CIT 106 or BST 240.

EDU 225  Early Childhood Development  (3 credit hours)
This course examines the physical, emotional, cognitive and intellectual development of young children. Students will examine relationships with parents and peers and growth in self-direction with a primary focus on young children birth through five years of age. Observation and participation in an early childhood classroom required. Prerequisites: PSY 210 and ENG 102.

EDU 226  Field Experience in Classroom Management  (3 credit hours)
This course is designed for those in the paraprofessional role in the school setting and will give them experience in applying current management strategies in public school classrooms. Both group and individual management strategies will be implemented and a functional behavioral assessment will be required. This is the Capstone course for the Associate in Science in Education. Prerequisites: EDU 200, 201, 202.

EDU 260  Special Needs in Early Childhood  (3 credit hours)
This course introduces students to children who differ from the average child in mental, physical and emotional characteristics. The purpose of this course is to provide educators with an overview of children with exceptional needs, focusing on historical, legal, and multi-cultural issues, high incidence disabilities and giftedness, including characteristics and adaptation of educational procedures. Prerequisites: EDU 225 and ENG 102.

EDU 290  Language and Literacy  (3 credit hours)
This course is designed to teach Pre-K educators how to recognize and implement appropriate environmental strategies that support early literacy development and appropriate early experiences with books and writing. Emphasis is placed on listening and speaking, foundational skills for reading, literatures, and writing. Content will cover current theory, expectations of young children, teaching strategies, and the creation of literacy-rich environments. Upon completion of the course, students will be able to select, plan, implement, observe and evaluate appropriate early literacy experiences. Prerequisites: ENG 102 and EDU 225.

EDU 291  Pre-K Curriculum and Methods  (3 credit hours)
This course offers detailed instruction on making an inquiry and integration approach to early education work. Part One provides a foundation in theory, philosophy, research, and child development - the knowledge future teachers will need to create effective curriculum on their own. Part Two presents an entire chapter devoted to each major curriculum area, organized around the standards developed by the relevant national association. Prerequisites: ENG 102 and EDU 225.
**EDU 292 Assessment of Young Children**  
(3 credit hours)  
An introduction to assessing young children from infancy through age eight. It provides the full range of types of assessment and how, when, and why to use them. Students will study examples, and models of assessment that aid pre-service teachers to learn how to apply the principles of quality assessments. Prerequisites: ENG 102 and EDU 225.

**EDU 295 Early Childhood Education Capstone**  
(4 credit hours)  
Students will utilize the knowledge of early childhood education theory, assessment and curriculum development as they participate in a professional manner during a practicum placement. Observations and assessments of children will be used for learning activities required as the student gains actual testing experience. Includes 120 hours of observation in an approved setting. Prerequisites: EDU 291 and EDU 292.

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**EMERGENCY MEDICAL TECHNOLOGY**

**EMT 101 Emergency Medical Technician**  
(10 credit hours)  
Upon completion of the course, the student will demonstrate the ability to comprehend, apply and evaluate the clinical information relative to his/her role as an entry level EMT, demonstrate the technical proficiency in all skills necessary to fulfill the role of an entry level EMT, and will be able to follow protocols consistent with the national standard.

**EMT 111 Introduction to Paramedic Technology I**  
(3 credit hours)  
This course is an introduction to advanced pre-hospital care with emphasis on roles and responsibilities of the paramedic, his/her well being, the EMS system, illness and injury prevention, medical/legal aspects of pre-hospital care and ethics. The lab component of this course will provide the student with the opportunity to work with simulated real life situations that require the knowledge learned in the course. Prerequisites: EMT-B Certification, BIO 270 with a grade of C or better, admission to the Paramedic Program.

**EMT 112 Introduction to Paramedic Technology II**  
(3 credit hours)  
This course is designed to teach techniques of patient history taking, physical examinations, patient assessment, clinical decision making, communication, and documentation. This course will also review principles of pathophysiology. Extensive lab time will be spent on learning and practicing these skills. Prerequisites: EMT 111.

**EMT 113 Airway Compromised and Advanced Skills**  
(6 credit hours)  
This course is designed for students to further develop their knowledge in assessment and treatment of the patient with a compromised airway. Skills in advanced airway management, intravenous therapy, and pharmacology will be taught. Extensive lab time will be spent on learning and practicing these skills. Prerequisites: EMT 111 and 112.

**EMT 199 Special Topics for Paramedic Technology**  
(1-3 credit hours)  
Courses or seminars on timely subjects related to the interests and needs of paramedic technology.

**EMT 221 Medical Emergencies I**  
(4 credit hours)  
This course is designed for paramedic students who are currently in good standing in the program to review the pathophysiology, assessment, and management of medical patients with pulmonary and cardiovascular emergencies. In addition to instructional sessions, this course will include lab hours. Prerequisites: EMT 111, 112, and 113.

**EMT 222 Medical Emergencies II**  
(4 credit hours)  
This course is designed for paramedic students who are currently in good standing in the program to further enhance their ability to recognize, understand the pathophysiology of, and treat the following medical emergencies: neurological, endocrinological, allergic and anaphylaxis, gastroenterological, urological, toxicological, hematological, environmental conditions, infectious and communicable diseases, behavioral and psychiatric disorders, gynecological and obstetric. In addition to instructional sessions, this course will include lab hours. Prerequisites: EMT 111, 112, 113, and 221.

**EMT 223 Paramedic Operations**  
(4 credit hours)  
This course is designed for the paramedic students who are in good standing in the paramedic program to further enhance their ability to recognize and manage various types of ambulance operational situations. Areas of concentration include ambulance operations, rescuer awareness and operations, hazardous material incidents, abuse and assault patients, and crime scene awareness. In addition to instructional sessions, this course has a lab component. Prerequisites: EMT 111, 112, 113, 221, 222, and 231.
EMT 231 Special Considerations Patients (8 credit hours)
This course is designed for paramedic students who are currently in good standing in the program to further enhance their ability to recognize and treat the patients that have special needs and to deal with medical incident command. These special consideration patients include those with trauma injuries, as well as neonatology, pediatrics, geriatrics, patients with special challenges and acute interventions for home health patients. Extensive time will be spent in the skills lab learning assessment techniques for all categories of special needs patients. Prerequisites: EMT 111, 112, 113, 221, 222.

EMT 232 Clinical Practicum I (4 credit hours)
The clinical practicum is designed for the paramedic students only. The student rotates throughout various affiliated sites. The clinical contact hours are to provide the student with direct experience in working with patients and aid the student in developing proficiencies in performing paramedic procedures. The course requires a minimum of 300 contact hours as well as a minimum number of clinical competencies that must be completed. Prerequisites: EMT 111, 112, 113, and 221.

EMT 233 Clinical Practicum II (4 credit hours)
The clinical practicum is designed for the paramedic student only and is the capstone course. The student rotates throughout various affiliated sites completing their direct experience with patients while developing proficiencies in performing paramedic procedures and assessment based patient management. The course requires a minimum of 300 contact hours as well as completing a minimum number of clinical competencies. Prerequisites: EMT 111, 112, 113, 221, 222, 231, 232.

EMT 299 Special Topics in Paramedic Technology (1-3 credit hours)
Courses or seminars on timely subjects related to the interests and needs of paramedic technology.

ENGINEERING TECHNOLOGY

EGT 112 Introduction to Computer Aided Drafting and Design (3 credit hours)
Computer generated drafting includes terminology, techniques, and application of computer aided drafting to industry standards in Architecture, Electronics, and Mechanical Piping. Students will learn to use an interactive computer drafting system to prepare drawings on a CRT. They will store and retrieve drawings and related information on a magnetic disc and produce commercial quality copies using a computer driven plotter. One hour lecture and four hours laboratory.

EGT 113 Industrial Mechanics (3 credit hours)
Introduction to concepts of industrial mechanical systems, principles and equipment. All aspects of the systems, principles and equipment, including rigging, lifting, ladders & scaffolds, hydraulics pneumatics, lubrication, bearings, belts and pulleys, mechanical drives, vibration, alignment and electricity are investigated. Identical to APT 105

EGT 114 Nanoscience (3 credit hours)
Introductory level class for nanoscience for students of all knowledge levels. This course is designed to provide an overview of nanoscience including perspectives, nanotools, and emphasis on properties, phenomena, synthesis and modifications. Prerequisite: Eligible for ENG 101

EGT 116 Nanofabrication (3 credit hours)
Introductory level class for nanotechnology for students of all knowledge levels. This course is designed to provide an overview of nanotechnology with an exploration of practical applications by examining materials, chemistry, coatings pharmaceuticals, components, mechanisms, devices and systems. Focus is on science and developing nanotechnology.

EGT 120 Fundamentals of Global Positioning System (GPS) (3 credit hours)
This course provides an overview of global positioning systems (GPS). The course includes the history, operation and applications of GPS. Students will gain hands-on experience with GPS software and receivers for navigating and mapping.

EGT 123 Fundamentals of Geographic Information Systems (GIS) (3 credit hours)
This course is an introductory course in geographic information systems (GIS) applications. This course will discuss different types of GIS, datastructures and functions, methods of data collection and the characteristics of data. Students will be introduced to different GIS hardware and software components. GIS data types and basic mapping concepts will be explored.
EGT 135 Lean Six Sigma Yellow Belt (2 credit hours)
Introduction to the concepts of Lean Six Sigma in preparation for Lean Yellow Belt certification. Includes introduction to Six Sigma principles, control charts, Pareto analysis, return on investment, basic statistics and statistical diagrams. Also includes identification of wastes and 5S. Prerequisite: permission of instructor.

EGT 136 Lean Six Sigma Green Belt (5 credit hours)
Introduction to concepts of Lean Six Sigma in preparation for Lean Green Belt certification. Builds on the foundation of Six Sigma Yellow Belt. Includes a study of process capability assessments, process mapping, FMEA, and measures of central tendency and dispersion. Also includes lean topics of value stream mapping, Kaizen events, total productive maintenance and flow pull systems. Students are required to complete one project selected by the instructor. Prerequisite: permission of instructor.

EGT 137 Lean Six Sigma Black Belt (7 credit hours)
Introduction to concepts of Lean Six Sigma in preparation for Lean Black Belt certification. Includes a review of Lean Six Sigma Green Belt topics plus an in-depth study of statistics used in six sigma projects. Students will review all material at the end of the course in preparation for certification testing. Students are required to complete two projects selected by the instructor. Prerequisite: EGT 136 and permission of instructor.

EGT 140 DC/AC Circuits (3 credit hours)
Basic concepts of electricity, voltage, current, resistance, and power in DC and AC circuits are introduced. Topics include Ohm's law, Kirchoff's laws, analysis of series and parallel circuits, principles of electromagnetism, characteristics of alternating currents, capacitive and inductive circuit analysis techniques, operation of basic transformers, equipment protection, and use of test equipment. Prerequisite: MAT 130.

EGT 141 Microcontrollers (3 credit hours)
Introductory level microcontrollers class for students with limited knowledge of programming. This course covers both theoretical concepts and practical applications using the MC68HC11 microcontroller. Microprocessor architecture and related hardware characteristics are introduced. Operating functions, programming techniques, and software development systems are covered. Basic topics and industrial applications are illustrated by examples. Hands-on experiments are designed to explore interrelationships of sensors, microprocessor operations, and control functions.

EGT 142 Programmable Logic Controllers (3 credit hours)
Introductory level programmable logic controllers is a course for students with limited knowledge of electricity which includes a comprehensive introduction to PLC theory, operation, installation, programming, maintenance, and troubleshooting. Special emphasis is placed on the wiring and programming of PLCs for the control of industrial, commercial, and residential systems.

EGT 216 Advanced Computer-Aided Drafting and Design (3 credit hours)
The course will provide techniques for advance application of the commands learned in the introductory CADD Courses. Topics include advanced plotting techniques, merging files, reference files, three dimensional graphics as applied to engineering, architecture, piping and electronics. Students will study system operation, dimensioning, parts geometry, and the creation of a library. One hour of lecture and four hours of laboratory. Prerequisite: EGT 112.

**ENGLISH**

ENG 065 Critical Reading Skills (3 credit hours)
This course focuses on developing reading comprehension and critical thinking skills necessary for academic success in college, such as finding the main idea, identifying supporting details, making inferences, using critical analysis, and building vocabulary. It is required for students with an ACT reading score of less than 17 or an ACCUPLACER Reading Comprehension score of less than 79.

ENG 085 Basic Writing Skills (3 credit hours)
This course allows students to develop entry-level college composition skills, including the writing of complete sentences, well-developed paragraphs, and well-organized essays. It emphasizes basic grammar, mechanics, and usage. It is required for students with and ACT English score of less than 18 or an ACCUPLACER Sentence Skills score of less than 88.
ENG 095 Reading, Reasoning, and Writing (6 credit hours)
This course focuses on developing reading comprehension, composition, and critical thinking skills necessary for academic success in college. Topics include those covered in ENG 065 and ENG 085. It is required for students with an ACT Reading score of less than 17 and an ACT English score of less than 18, or an ACCUPLACER Reading Comprehension score of less than 79 and an ACCUPLACER Sentence Skills score of less than 88.

ENG 101 English Composition I (3 credit hours)
This course emphasizes academic writing, reading, and critical thinking. The focus will be on the process of writing. Prerequisites: ACT score 18+, SAT 450, or C in English 085

ENG 102 English Composition II (3 credit hours)
This course primarily focuses on the research writing process for a broad academic community. It covers basic research inquiry, use of the library with electronic and non-electronic sources, and techniques of formal writing. Attention is given to argumentation and critical thinking skills. Prerequisite: Passing grade in ENG 101 or equivalent. Must be completed within the first 60 hours of college credit.

ENG 120 Technical Writing (3 credit hours)
An introductory course, with emphasis on the process of preparing various technical documents (correspondence and reports) as well as methods of research, especially in the library. Prerequisite: ENG 101.

ENG 155 Introduction to Literature (3 credit hours)
This is a survey course which examines selected poetry, drama and fiction. Principles of literary criticism are introduced. This course focuses on an overview of literary works. Prerequisite: Eligible for ENG 101.

ENG 199 Special Topics (1-3 credit hours)

ENG 205 Writing for Business and Other Professions (3 credit hours)
This course emphasizes reading and writing in professional/business situations. The focus will be on using the tools of your profession to create email, memos, short reports, job proposals and collaborative projects and reports. Prerequisites: ENG 101 and demonstrated computer literacy.

ENG 299 Special Topics (1-3 credit hours)

GAMING

GAM 101 Introduction to Table Games (2 credit hours)
The purpose of this course is to introduce students to table games and instruct them in the basics of handling cheques and shuffling cards, understand the casino management structure, acquaint them with the importance of customer service. This course may only be taken through the Workforce Development Division. TO receive credit you must complete all course sessions and pass an audition with the licensed instructor. This course is taken through the Workforce and Economic Development office at the applicable fees.

GAM 102 Introduction to Carnival Games (1 credit hour)
The purpose of this course is to prepare students for a career as dealers in carnival games by providing the necessary background, training and practice in game rules and regulations, dealing skills, game security and irregularities. Games you will learn are Let it Ride Poker, Caribbean Stud Poker, three Card Poker, Four Card Poker, Texas Hold’ Em and Big Six. To receive credit you must complete all coursework and pass an audition with the licensed instructor. This course is taken through the Workforce and Economic Development office at the applicable fees.

GAM 119 Blackjack Dealing (3 credit hours)
To prepare prospective Blackjack dealers for a career in gaming by providing necessary course work in mechanics and procedures, rules and regulations, game protection and customer service. Class time will involve reading lecture and practice. To receive credit you must complete all course session and pass an audition with the licensed instructor. This course may only be taken through the Workforce and Economic Development Division at the applicable fees. Prerequisites: GAM 101 and GAM 102
GAM 121 Craps (3 credit hours)
The purpose of this course is to prepare students with a fundamental comprehension of the rules, odds, concepts, and procedures, for dealing the game of craps. The student will be able to demonstrate basic dexterity in cheque, dice, and stick handling. Emphasis is placed on the knowledge of the procedures on a variety of bets, accurate and quick mental multiplication and chip handling. To receive credit you must complete all course sessions and pass an audition with the licensed instructor. This course is only taught through the Workforce and Economic Development Division at the applicable fees. Prerequisites: GAM 119

GAM 122 Roulette (3 credit hours)
This course covers the fundamentals of dealing roulette. Emphasis is placed on chip handling, table layout, accurate and quick mental multiplication, and accuracy in clearing the table. To receive credit you must complete all course session and pass an audition with the licensed instructor. This course is offered through the Workforce and Economic Development office at the applicable fees. Prerequisite: GAM 119

GAM 124 Poker Dealing (3 credit hours)
The purpose of this course is to prepare students for a career as dealers in poker by providing the necessary background, training and practice in game rules and regulations, dealing skills, game security and irregularities. Instruction is provided in the fundamentals of rake/antes/blind bets. To receive credit you must complete all course sessions and pass an audition with the licensed instructor. This course is taken through the Workforce and Economic Development office at the applicable fees.

GERONTOLOGY

GRN 102 Health Aspects of Aging (3 credit hours)
This course provides an overview of the health and biological aspects of aging, biological theories of aging and longevity, and chronic illnesses that are common in the elderly. The course orients students to the philosophy that aging is a manageable process. This course recognizes the exciting aspects of the aging process and the creative and resilient ways in which human beings may maximize “life satisfaction” over the life cycle, through health promoting behavior.

GRN 103 Introduction to Gerontology (3 credit hours)
This course provides students with an overview of the field of gerontology and the aging process; current empirical research on adult development and aging; an orientation to tasks facing future gerontologists; demographics of aging; the opportunity to design, conduct, and present a small-scale research project; and the opportunity to think critically about gerontological issues and myths about adult development and aging.

GRN 202 Gerontology Practicum (3 credit hours)
This course requires that a student spend 240 contact hours in an approved agency that provides services to the elderly population. Practicums are geared toward the student’s career interests and objectives. Practicum sites will provide professional work experiences in administration, education, and direct services. Practicum is a capstone course utilizing all of the student’s skills and knowledge regarding gerontology. Prerequisites: GPA 2.0, completion of 6 Gerontology core courses with a grade of “C” or better; concurrent enrollment in other gerontology courses with approval of instructor.

GRN 204 Administration and Program Planning in Gerontology (3 credit hours)
This course presents the basic organizational structure applicable to social service agencies; the objectives of the Older Americans Act and the implications of the act on the current local, state, and national aging networks; various services provided by community programs and residential institutions; grant writing and the processes of planning and evaluating new programs and services; policy-making at the state and national levels; an in-depth review of the resources relevant to the elderly; and entitlement programs, retirement, and older worker programs.

GRN 205 Human Relationship Skills (3 credit hours)
This course provides the student with an introduction to interpersonal skills and intervention techniques to develop effective active listening, assertion skills, problem solving skills, and conflict resolution skills to work with people including the confused, difficult, quiet, and angry. Dual listed as AHC 205.
GRN 206  Death and Dying  (3 credit hours)
This course will provide students with an overview of the stages of dying and bereavement, an understanding of how to care for and communicate with dying clients, an overview of advance directives, and assistance in confronting students' own attitudes toward death and dying.

GRN 208  Long-Term Care  (3 credit hours)
This course provides students with an overview of the long-term care continuum and the different types of long-term care settings. Students will survey the state of long-term care and forecasts for the future, explore how the various segments of long-term care fit together to form an overall system, and be oriented to licensure, accreditation, reimbursement, governance, management, and marketing/public relations in long-term care.

GRN 209  Psychosocial Aspects of Aging  (3 credit hours)
This course provides an overview of the concepts and issues regarding the social and mental health of aging and the aged. It orients students to the psychological transitions that take place later in life, to the illnesses and functional disorders experienced by the aged, and to the various treatments and services for mental disorders. The course also explores various perspectives and sociological developments in aging, cultural diversity, adaptations in later life, social problems facing the elderly, sociological myths that surround the aged, and the social services available to the elderly.

HISTORY

HIS 101  United States History to 1865  (3 credit hours)
An introduction to the political, economic, social, and cultural history of the United States from exploration to the Civil War. Prerequisite: Eligible for ENG 101.

HIS 102  United States History from 1865 to Contemporary Times  (3 credit hours)
An introduction to the political, economic, social and cultural history of the United States from Reconstruction to the contemporary era. Prerequisite: Eligible for ENG 101.

HIS 205  Appalachian Culture and History  (3 credit hours)
This course emphasizes the study of Appalachia and its culture and history. It will be an overview that will include the history of the region and its cultures and customs. Prerequisite: ENG 101. Dual-listed as HUM 205

HUMANITIES

HUM 101  Introduction to Humanities (3 credit hours)
This is a structured course designed to aid students in understanding basic human achievements as represented and expressed in art, philosophy, music, religion, and literature. Emphasis is on the importance of the humanities in conveying and expressing values and attitudes found in the contemporary world in which an individual lives and works. Prerequisite: Eligible for ENG 101.

HUM 103  Introduction to Performing Arts  (3 credit hours)
This course is a survey of theatre, dance and music through observation of theatre and musical theatre and experiential learning. The class will include lectures, discussions and attendance at performances, as well as performance activities. Students will study the varied roles of performing arts in history and throughout the world, as well as their role in contemporary society. The business of performing arts will also be considered. Students will study theatre, dance and music terminology, fundamentals and basic techniques of each art form.

HUM 205  Appalachian Culture and History  (3 credit hours)
This course emphasizes the study of Appalachia and its culture and history. It will be an overview that will include the history of the region and its cultures and customs. Prerequisite: ENG 101. Dual-listed as HIS 205
LAND PROFESSIONAL TECHNOLOGY

LPT 101 Introduction to Oil and Gas Leases (3 credit hours)
This course will provide the student with knowledge of the many facets of oil and gas industry and the required skills for success in the industry. The student will be provided the opportunity to research, present and discuss timely topics associated with the land professional. Topics will include natural resources leases, right-of-way leases and purchase rights to develop and extract natural resources.

LPT 102 Principles of Land Professional Technology (2 credit hours)
The course explains the role of the land professional in the oil and gas industry. The course will explain different types of land ownership and the instruments that affect real property.

LPT 201 Introduction to Courthouse Research and Abstracting (3 credit hours)
It is expected that by the end of this course each student will learn the process of property transfer, courthouse research and abstracting. A basic understanding of geology as it pertains to land mapping and surveying to better prepare students for the review of plotting maps. Students will also gain a general comprehension of courthouse research and participate directly in deed and title searches.

MANAGEMENT

MGT 151 Supervisory Management (3 credit hours)
A management course for those interested in acquiring the knowledge and exploring the skills and techniques required for effective management at the supervisory to mid-management levels. Content is presented within the context of four management functions (Planning, Organizing, Leading, and Controlling). Supporting skills development topics and general human resources management topics are also addressed. Primary focus is on the human relations side of management. Prerequisite: Eligible for ENG 101.

MGT 155 Entrepreneurship Fundamentals (3 credit hours)
This course addresses the unique entrepreneurial experience of conceiving, evaluating, creating, managing and potentially selling a business. The goal is to provide a solid background with practical application of important concepts applicable to the entrepreneurial environment. In addition to creative aspects, key business areas of finance, accounting, marketing, and management will be addressed from an entrepreneurial perspective.

MGT 202 Principles of Management (3 credit hours)
This course familiarizes the student with the management concepts of planning, organizing, directing, and controlling. In addition to introducing the student to the technical knowledge and skills of management, the application of these concepts in the workplace will be considered. Prerequisite: BST 106.

MGT 238 Retail Management (3 credit hours)
This course covers product and service retailing. Emphasis is placed on store management, human resource management, customer buying behavior, customer service, and financial strategy. Prerequisite: MGT 202.

MGT 253 Human Resource Management (3 credit hours)
This course provides a comprehensive overview of human resource/personnel management concepts, practices, and procedures. Emphasis is placed on the practical application of human resource management principles in small business. Prerequisites: BST 106 and BST 151.

MGT 255 Entrepreneurship: Small Business Management (3 credit hours)
Major management problems characteristic of small business entrepreneurs are analyzed and discussed. Requirements for starting a small business are emphasized including selling marketing, legal issues, management, and financial controls. In this capstone course students develop and write a business plan for a small business. Prerequisites: BST 104, BST 106, MGT 151, 202, MKT 205 and ACC 180 or permission of the Program Director.
MARKETING

MKT 173 Sales I (3 credit hours)
A study of the basic principles of selling including product knowledge, presentation of the product or service, demonstrations, objectives and sales resistance, and closing the sale. Includes discussion of customer behavior.

MKT 174 Sales II (3 credit hours)
This course builds upon Sales I by examining the special aspects of industrial, wholesale, retail and international sales. Emphasizes various techniques used in sales presentations. Includes discussion of the various types of distribution and their effect upon product cost. Prerequisite: MKT 173.

MKT 175 Advertising I (3 credit hours)
A comprehensive study of the field of advertising and its many career opportunities. Emphasis on marketing and media strategies with special focus on print and electronic media.

MKT 176 Advertising II (3 credit hours)
This course includes, but is not limited to, the planning and developing of a comprehensive advertising campaign, utilizing current advertising and marketing strategies. Prerequisite: MKT 175.

MKT 205 Fundamentals of Marketing (3 credit hours)
This course explores the marketing concept, examines the marketing environment, and discusses marketing ethics, social responsibility and consumer and organizational buying behavior. It introduces students to the role that marketing research plays in developing products and segmenting markets and explains elements of the marketing mix. Course topics help students understand how marketing plans are developed.

MATHEMATICS

MAT 065 Pre-Algebra (3 credit hours)
This course is designed to review basic arithmetic skills and concepts fundamental to the study of mathematics. Topics include operations on whole numbers, integers, fractions, decimals, and percents; data analysis; basic geometry; and in introduction to algebra. Where appropriate, real-life mathematical applications will be stressed. It is required for students with an ACT math score of less than 16 or an ACCUPLACER Arithmetic score of less than 85.

MAT 085 Introduction to Algebra (3 credit hours)
This course is designed to emphasize basic algebra skills and concepts. Topics include performing basic operations on real numbers, solving equations and inequalities, performing operations on polynomials, factoring, solving quadratic equations, graphing linear equations, and solving systems of equations. Where appropriate, real-life mathematical applications will be stressed. It is required for students with and ACT math score of less than 19 or an ACCUPLACER Elementary Algebra score of less than 84. Prerequisite: MAT 065 if required by placement scores.

MAT 105 Mathematics for Health Care (3 credit hours)
This course is designed to teach health care students the mathematics needed to calculate drug dosages correctly and confidently. Topics will include: a thorough review of ratio and proportion, fractions, decimals, and percent; conversion of measures within the same system of measurement and between different systems of measurement; and calculating safe drug dosages and intravenous fluid administration. Prerequisites: ACT math score of 19 or C or better in MAT 085; admission to Nursing or Paramedic Program.

MAT 110 Intermediate Algebra (3 credit hours)
This course is a continuation of a basic introductory algebra course. Topics include algebraic expressions, linear and quadratic equations and inequalities and their graphs, systems of equations, functions, algebraic fractions, radical expressions, exponential and logarithmic functions. Prerequisite: A grade of C or better in MAT 085 or a score of 19 or higher on ACT math test, or by placement test when appropriate.
MAT 120  College Algebra  (3 credit hours)
This course explores the use of algebra to model real world situations and solve problems. Topics emphasized include functions (linear, polynomial, rational, exponential, logarithmic), equations and inequalities, systems of equations and matrices and conic sections. Prerequisite: A grade of C or better in MAT 110, or score of 23 or above on ACT math test, or by placement test when appropriate.

MAT 130  Technical Mathematics I  (3 credit hours)
This course will cover fundamental concepts of algebra, geometry and trigonometry. Topics included are algebraic expressions, areas and volumes, right angle trigonometry, functions, linear equations and their graphs, systems of equations, factoring polynomials, algebraic fractions, quadratic equations, exponents an radicals, logarithms, graphs, conversions of measures, and applied technical work-related problems. Prerequisites: Math ACT of 19 or C in MAT 085

MAT 131  Technical Mathematics II  (3 credit hours)
This course will cover trigonometric functions and graphs, vectors and oblique triangles, complex numbers, polar coordinates, systems of inequalities, matrices, polynomials of higher degree, sequences and series, introductory statistics, and more applied to technical work-related problems. Prerequisites: MAT 130 or Math ACT of 21.

MAT 140  Mathematical Reasoning  (3 credit hours)
This course will explore selected topics from basic mathematics, algebra, geometry, and probability and statistics as they apply to solving problems in today's world. Emphasis will be placed on logical thinking, quantitative reasoning, and number sense, in addition to computational skills.

MAT 150  Plane Trigonometry  (3 credit hours)
This course is a basic study of trigonometric functions and their applications. Topics include angles and angle measures, unite circle, graphs of trigonometric functions and their inverses, identities, trigonometric equations, solutions of general triangles, polar coordinates, vectors, and complex numbers. Prerequisites: Grade of C or better in MAT 120, or permission of instructor

MEDICAL CODING

MCD 147  CPT/HCPCS Coding  (3 credit hours)
CPT/HCPCS Coding is a class designed to introduce a range of skills which will allow the learner to properly code procedures using basic principles and the conventions of CPT coding. This information will be taught by example, practice exercises and actual case documentation. The student will develop the ability to analyze clinical data and extract necessary information to accurately submit insurance bills.

MCD 148  ICD-9-CM Medical Coding  (3 credit hours)
ICD-9-CM Coding is a class designed to introduce a range of skills which allow the learner to properly identify diseases, disorders and symptoms in the diagnostic record and properly assign codes following the guidelines set forth by the official guidelines for coding and reporting.

MCD 150  Medical Coding Practicum I  (3 credit hours)
This practicum is a supervised experience in coding. It is designed to provide students with an opportunity to obtain technical experience under the supervision of competent practitioners. It is expected that this experience will complement and supplement the knowledge gained from the classroom and laboratory by providing the opportunity to apply the principles learned to a professional environment. Prerequisite: By permission only.

MCD 151  Medical Coding Practicum II  (3 credit hours)
This practicum is a supervised learning experience in coding. It is designed to provide students with an opportunity to obtain technical experience under the supervision of competent practitioners. It is expected that this experience will complement and supplement the knowledge gained from the classroom and laboratory by providing the opportunity to apply the principles learned to a professional environment. Prerequisite: By permission only.

MCD 236  Medical Coding  (3 credit hours)
Utilizing the ICD-9 and the CPT code books, the student will learn how to code medical records in health care facilities. The prerequisites are essential for success in this course. Prerequisites: AHC 101 and BIO 270
MEETEROLOGY

MET 110  Weather and Climate  (3 credit hours)
Examination of weather, atmosphere and climate change using the American Meteorology Society's Weather Studies Education Program. Includes laboratory work.

MUSIC

MUS 101  Music Appreciation  (3 credit hours)
Music appreciation is a basic course that focuses on listening to, appreciating and analyzing music of Western and American heritage. It is designed to enhance the student’s understanding and enjoyment of music.

NUCLEAR MEDICINE

NMT 199  Special Topics in Nuclear Medicine  (1-3 credit hours)
Courses or seminars on timely subjects related to the special interests and needs of nuclear medicine.

NMT 200  Introduction to Nuclear Medicine  (3 credit hours)
Designed for the student who will enter the clinical phase of Nuclear Medicine Technology. This course will orient each student to the policies/procedures of each of the clinical affiliates. In addition, infection control, Nuclear Medicine Codes of Ethics, IV techniques, routine procedures, radiation safety, patient assessment, and body mechanics will be presented. Students will visit each clinical affiliate during this class. Prerequisite: Admission to the Nuclear Medicine Core or permission of the instructor.

NMT 201, 202, 206  Nuclear Medicine Practicum  (3, 6, and 6 hours respectively)
Directed practice in an affiliated hospital. This training will prepare the students to perform routine diagnostic and therapeutic nuclear medicine procedures. Fall and spring semesters, 30 hours per week. Forty hours per week in summer session. Prerequisite: Admission to the Nuclear Medicine Core.

NMT 203  Nuclear Medicine Technology Procedures I  (3 credit hours)
This course, along with AHC 212, covers imaging and non-imaging procedures in nuclear medicine including anatomy & physiology, radiopharmaceuticals, instrumentation, and basic interpretation. It also covers patient care, dose administration, ethics, legal issues, department organization, and radiation safety issues.

NMT 204  Radiation Physics for Medical Imaging  (3 credit hours)
A study of physics, emphasizing radioactivity, ionizing radiation and the interaction of radiation with matter. The course will cover the mathematics as well as application of theory necessary for use in the Medical Imaging field. Prerequisites: admission into the Nuclear Medicine Technology program or permission from the instructor.

NMT 205  Radiobiology and Radiation Protection  (2 credit hours)
Introductory course concerning the effects of ionizing radiation on or with living matter, at cellular and multi cellular levels of organization (including plants). Prerequisite: Admission to the Nuclear Medicine Core or permission of the instructor.

NMT 207  Nuclear Medicine Technology Procedures II  (3 credit hours)
Continuation of issues and procedures discussed in NMT 203. Review for nuclear medicine registry and certification exams.

NMT 208  Nuclear Medicine Instrumentation  (3 credit hours)
The basic principles of Nuclear Instrumentation including scintillation crystals, detectors, P-M tubes, electronic components of scintillation spectrometers, imaging systems, collimators, computers, modulation transfer function and instrument quality control. Three hours lecture with demonstrations and hands-on experience. Prerequisites: Admission to the Nuclear Medicine Core or permission of the instructor.
NMT 209  Radiopharmacy and Radiochemistry  (2 credit hours)
Basic principles of radiopharmacy as practices in the nuclear medicine department will be discussed in this course. Radiopharmaceutical production, methods of localization, quality control and the principles of radiochemical techniques will be presented. Prerequisite: Admission to the Nuclear Medicine Core or permission of the instructor.

NMT 299  Special Topics in Nuclear Medicine  (1-3 credit hours)
Courses or seminars on timely subjects related to the special interests and needs of nuclear medicine.

NUR 101  Health Assessment and Nursing Care I  (2 credit hours)
This course introduces the technical nursing student to the history, characteristics, and legalities of the profession of nursing, the use of therapeutic communication, the fundamental principles of health assessment, the nursing techniques that focus on infection control, basic client safety, and select functional health patterns of Gordon's nursing framework, including the value-belief, health perception-health maintenance, and activity-exercise patterns. Prerequisites: Admission to the Associate Degree Nursing Program and concurrent enrollment or completion of BIO 285 with a grade of C or better.

NUR 102  Health Assessment & Nursing Care II  (2 credit hours)
This course is the second module that introduces the technical nursing students to the principles of health assessment and nursing fundamentals. Students will perform health assessments on the heart, lungs, thorax, abdomen, lower GI and vascular systems. Students will also explore the topics of nursing process, concept mapping, client management, pain management, diagnostic testing, and select functional patterns of Gordon's nursing framework including value-belief, activity-exercise, nutritional-metabolic, and elimination patterns. Prerequisite: NUR 101 and concurrent enrollment or completion of BIO 285 with a grade of C or better.

NUR 103  Health Assessment and Nursing Care III  (2 credit hours)
This is the third module that introduces the technical nursing student to the principles of health assessment and nursing fundamentals. Students will perform health assessments on the breast and reproductive and neurological systems. Students explore the topics of developmental theories, health concerns and risks across the life span, stress, complementary and alternative therapies, preoperative client management, a variety of diagnostic testing, nursing theories and research, and select functional health patterns of Gordon's nursing framework including the perception-self concept, sexuality-reproductive, nutritional-metabolic, coping-stress tolerance, cognitive-perceptual, and sleep-rest patterns. Prerequisite: NUR 102 and concurrent enrollment or completion of BIO 285 with a grade of C or better.

NUR 108  Transition to Professional Nurse  (1 credit hour)
This one hour course will discuss practice changes associated with progressing from LPN to RN. Prerequisites: current LPN license and first year prerequisites (Grade of C or better in ENG 101, 102 or COM 100; BST 240 or CIT 106; BIO 286, CHM 105; MAT 110 or 140; PSY 210).

NUR 109  Advanced Health Assessment and System Review  (2 credit hours)
In this course students will study how to perform and interpret advanced assessment skills. Students will review selected body systems and apply appropriate assessment-based nursing interventions. Prerequisites: ENG 101, 102 or COM 100; BST 240 or CIT 106; BIO 286, 295, CHM 105; MAT 140; PSY 210.

NUR 114  Nursing Care of the Adult in Health & Illness I  (3 credit hours)
This course will cover the principles of medical-surgical nursing in the ambulatory and acute care setting. Students will review concepts of surgical nursing, and care of the client with basic integumentary, musculoskeletal, digestive, urinary, reproductive and infectious disorders. Health promotion and maintenance, risk reduction, and acute disease interventions will be studied. Prerequisite: BIO 285, NUR 103. Co-requisite: BIO 286.

NUR 115  Nursing Care of the Adult in Health and Illness II  (3 credit hours)
The principles of chronic health disorders and nursing in the acute care, rehabilitation, and palliative settings will be explored. Students will study concepts of chronic illness, immobility, chronic pain management, death and dying, and nursing care of the client with chronic musculoskeletal, digestive, renal, elimination, hematologic and oncology disorders. Health promotion and maintenance, risk reduction and chronic disease intervention strategies will be reviewed. Prerequisite: BIO 285, NUR 103. Co-requisite: BIO 286.
NUR 116  Nursing Care in Mental Health and Illness  (3 credit hours)
In this course students will be introduced to the concepts of mental health. Students will explore the topics of psychobiology, mental health disorders, crisis and suicide interventions, treatment modalities, psychopharmacology, nursing process in mental illness, principles of therapeutic communication, and select functional patterns of Gordon's nursing framework including the self-perception/self-concept and coping-stress tolerance patterns. A variety of community health care resources will be used for clinical practice. Prerequisite: NUR 103 and BIO 285. Co-requisite: BIO 286.

NUR 125  Pharmacology for Nursing  (3 credit hours)
This course covers the basic principles of pharmacology for nursing students. Consumer safety, methods of identifying drug names, and references will be identified in addition to emergency preparedness and bioterrorism review. Principles of drug processing, absorption, distribution, metabolism, and excretion will be discussed along with responsibilities for principles of study for the health care worker. Administration of drugs by various routes of administration will be explored including oral, gastrointestinal, and parenteral routes. Prerequisites: Grade of B or better in NUR 101, 102 and 103.

NUR 217  Maternity Nursing Care in Health and Illness  (3 credit hours)
In this course, the student applies the principles of maternity nursing to the obstetrical client in the antepartum, intrapartum and postpartum health states. Additional course topics will include the care of the newborn infant, maternal and newborn health complications, concepts of women's health, health promotion and maintenance, and selected functional health patterns in Gordon's nursing framework. Prerequisite: Completion of all 100-level nursing courses with a grade of B or better. BIO 285 & 286 with a grade of C or better. Co-requisite: BIO 290, BIO 295.

NUR 218  Pediatric Nursing Care in Health and Illness  (3 credit hours)
The principles of pediatric nursing will be explored in this course. Content will include principles of growth and development, health assessment from infancy to adolescence, health promotion and maintenance, parenting, the special needs child, end-of-life care for the pediatric client, common childhood illnesses and select functional health patterns of Gordon's nursing framework including the health promotion-health maintenance, nutritional-metabolic, elimination, activity-exercise, cognitive-perceptual, role relationship, and value-belief patterns. Acute care and community health care settings will be used for clinical experiences. Prerequisite: All 100-level nursing courses with a grade of B or better. BIO 285 & 286 with a grade of C or better. Co-requisites: BIO 290, 295, PSY 210.

NUR 219  Nursing Care of the Adult in Health and Illness III  (3 credit hours)
Principles of medical-surgical nursing in acute care, home health, and long-term care settings will be reviewed in this course. Students will focus on the concepts of adult and geriatric nursing, and the care of clients with sensory, neurologic, endocrine, pancreatic, biliary, hepatic, vascular and immune disorders. This course will incorporate health promotion and maintenance, risk reduction, and disease intervention strategies for the client requiring increasing complexity in nursing care. Prerequisite: All 100-level nursing courses with a grade of B or better. BIO 285 & 286 with a grade of C or better. Co-requisites: BIO 290, 295.

NUR 221  Nursing Care of the Adult in Health and Illness IV  (4 credit hours)
This course will cover the nursing principles of the high acuity client in acute care, critical care and emergency settings. Students will review the concepts of critical care and emergency nursing, shock, trauma, transplantation and organ donation, disaster management, and the care of clients with advanced disorders involving the respiratory, cardiac, integumentary, renal, hematologic, and systems. Health promotion and maintenance, risk reduction and disease intervention strategies will be incorporated. Prerequisites: NUR 217, 218, 219 with a grade of B or better. BIO 285, 286, 290, 295 with a grade of C or better.

NUR 222  Management of Nursing Care  (4 credit hours)
This course will explore the principles of nursing management and leadership. Students will review the topics of effective communication, conflict management, delegation and supervision, nursing care delivery models, Quality Improvement research, health care economic issues and fiscal responsibility, legal and ethical issues, client and workplace advocacy, emergency preparedness, informational computer-based technology, and the use of nursing research to guide practice. Evidence-based clinical nursing practice will allow for the application of these principles in a variety of acute and community health care settings during the course. Prerequisites: NUR 221 with a grade of B or better. Co-requisite: NUR 224.
NUR 223  Preceptorship in Nursing Practice  (4 credit hours)
Students will be provided the opportunity to perform in the role of the registered nurse under the supervision of a RN preceptor and nursing faculty. Students will be able to synthesize scientific concepts to enhance client care, apply critical thinking to form competent clinical judgments, perform and manage evidence-based nursing care, effectively communicate and collaborate with health care team members, utilize discipline-specific technology, demonstrate professional accountability, and participate in professional development activities. Prerequisites: NUR 221 with a grade of B or better. Co-requisite: NUR 224.

NUR 224  Professional Nursing Seminar  (1 credit hour)
This capstone course in the nursing program will focus on current issues in health care and the nursing profession and is designed to facilitate the transition from student to professional nurse. Topics of discussion will include economic issues and health care financing, health care policy and politics, ethical and bioethical issue, career development and preparation for the NCLEX-RN examination. Students will submit a general education portfolio for evaluation. Students must achieve a designated score on the RN Assessment by ERI in order to graduate. Prerequisite: Final semester enrollment prior to graduation.

PARALEGAL STUDIES

PLS 120  Civil Litigation  (3 credit hours)
This course provides students with an overview of the litigation process. The course will focus on the role of the paralegal in the preparation of court documents, investigation, client and witness contact and discovery. Prerequisites: ENG 101 and BST 240 or permission from Program Director.

PLS 126  Introduction to the Paralegal Profession  (2 credit hours)
The role of paralegals/legal assistants in the legal system and the skills needed to work as a paralegal/legal assistant are the main focus of the course. Students will also be introduced to legal ethics, the regulation of legal assistants/paralegals, legal interviewing, law office administration and employment information.

PLS 199  Special Topics in Paralegal Studies  (1-3 credit hours)
Courses or seminars on timely subjects related to the interests and needs of paralegals.

PLS 201  Civil Law I  (3 credit hours)
This course builds upon material, including the process of legal reasoning and critical thinking, that is covered in BST 203 Business Law I. Specifically, this course covers a number of substantive areas which include contracts, warranties, employment, consumer protection, negotiable instruments, personal property, anti-trust, environmental, and real property law. In covering these various substantive areas of law, students are taught and encouraged to think and understand how these various areas of law are applied to real life scenarios. Prerequisites: Grade of C or better in BST 203 and ENG 101.

PLS 202  Civil Law II  (3 credit hours)
This course builds upon material, including the process of legal reasoning and critical thinking, that is covered in PLS 201. Specifically, the course covers the following substantive areas of law: property, leases, deeds, real estate finance, distribution of assets through testamentary and non-testamentary means, and advanced medical directives. In covering these various areas of law and how these areas are applied to real life scenarios. Students are also required to learn how to draft various testamentary, non-testamentary and other end-of-life directives. Prerequisites: Grade of C or better in PLS 201 and ENG 101.

PLS 203  Civil Litigation II  (3 credit hours)
This course builds upon material, including the process of legal reasoning and critical thinking, that is covered in PLS 120. Specifically, the course continues coverage of matters involving civil litigation, appellate procedure, and it introduces and reviews matters relating to debt collection and bankruptcy. The course also seeks to expose students to practical applications of litigation theory by allowing the students to have an opportunity to visit various court hearings. Prerequisites: Grade of C or better in PLS 120 and ENG 101.
PLS 210 Criminal Litigation (4 credit hours)
This course studies criminal law and procedure. Topics to be covered include information regarding the proper authority of law enforcement officials to engage in pre-trial searches and seizures, the process by which a criminal defendant is arraigned, tried, and sentenced, information regarding the habeas corpus petition process, and information concerning various types of misdemeanors and felonies. Students will be taught to think critically about these topics.

PLS 216 Legal Research and Writing I (3 credit hours)
This course is designed to cover basic legal research and the proper methods for preparing pleadings, briefs and memoranda of law. The student will utilize manual research techniques as well as computer-based research. Prerequisite: PLS 125 and 123. ENG 101 and 102 with a grade of B or higher.

PLS 218 Legal Research and Writing II (3 credit hours)
A course designed to examine the integrated skills of legal analysis and to increase the online legal research and writing skills. The students will be able to access and apply material developed by judges, legislators, administrators, and private citizens. Prerequisite: PLS 216.

PLS 266 Paralegal Studies Internship (3 credit hours)
Associate degree business students work in businesses and industries in the community at least 40 hours per credit hour for the purpose of gaining on-the-job experience. Students attend a weekly seminar. Students are responsible for securing employment. Prerequisite: ENG 101.

PLS 298 Paralegal Studies Seminar (1 credit hour)
This capstone course must be taken the semester the student plans to graduate. Program specific and general knowledge exit examinations, oral presentations, writing assignments and case analyses will be used to measure student competencies. Seminars will be presented on such topics as resume writing, interviewing skills, time management, business etiquette and customer service. Prerequisite: All graduation requirements except for the courses in which the student is currently enrolled must be completed.

PLS 299 Special Topics in Paralegal Studies (1-3 credit hours)
Courses or seminars on timely subjects related to the interests and needs of paralegals.

PHYSICAL EDUCATION

PHE 101 Health and Wellness (2 credit hours)
This course is designed to provide the student with knowledge of current health issues and problems, including physical fitness, nutrition, and major diseases and to encourage application of this knowledge for healthful living.

PHE 102 Introduction to Yoga (1 credit hour)
Introduction to Yoga is an activity course that develops the following areas of health-related fitness: muscular endurance, flexibility and body awareness. This course also enhances the student’s overall wellness and stress management through a combination of stretching, breathing exercises, and deep relaxation.

PHE 104 First Aid (1 credit hour)
This course teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical service personnel arrive. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies.

PHYSICS

PHY 107 Conceptual Physics (3 credit hours)
This course is an introduction to basic process physics, including vectors, forces and motion, work and energy, gases and flowing liquids, fluid systems, heat transfer, simple machines and mechanical advantage, and other physical science principles. The math requirements are reduced as compared to an introductory physics course. Laboratory demonstrations in class are used in lieu of a separate lab section. Prerequisites: MAT 085 or ACT math score of 19 or higher.
PHY 109  Introductory Physics (3 credit hours)
This course is an introduction to basic process physics, including vectors, forces and motion, work and energy, gases and flowing liquids, fluid systems, heat transfer, simples machines and mechanical advantage, and other physical science principles. Laboratory demonstrations in class are used in lieu of a separate lab section. Prerequisite: MAT 110 or MAT 130.

POLITICAL SCIENCE

PSC 101  American Government (3 credit hours)
A study of the theory, organization, functions, politics, and issues of the United States political system. Primary emphasis is on the federal level of government. The course focuses on how the system is supposed to work, how it does work, its achievements and shortcomings. Topics include the legislative, executive branches of government, political parties, campaigns and elections, and formulation of public policy.

POWER PLANT TECHNOLOGY

PPT 101  Power Plant Fundamentals (3 credit hours)
Introduction to power plant systems including boiler, turbine, generator, condenser, pumps, and auxiliary equipment. Emphasizes use of schematics and diagrams in discussing plant systems. Includes plant safety topics.

PPT 102  Power Plant Water Systems (3 credit hours)
Study of Water Treatment Systems for power plants. Introduction to mechanical equipment found in power plants including cooling towers, pumps and other equipment. Includes thermodynamics and mechanical assembly drawings and diagrams.

PPT 105  Basic DC Circuits (3 credit hours)
This course covers basic concepts of electric circuits, voltage, current, resistance and power. Fundamental circuit laws, such as Ohm's law, Kirchoff's voltage and current laws, and circuit theorems including superposition theorem, Wheatstone bridge, Thévenin and Norton theorems, and their applications in DC circuit analysis are studied. Series, parallel, and series-parallel DC circuit are defined and analyzed. Direct-current sources, voltage divider, basic electromechanical devices, equipment protection and use of multimeters are presented. Prerequisites: Concurrent registration in MAT 130 or completion of MAT 130.

PPT 106  Basic AC Circuits (3 credit hours)
This course introduces basic concepts of alternating current, impedance, phase angle, power and power factor as they relate to resistive, inductive, and capacitive (RLC) circuits. Series, parallel, and series-parallel AC circuit are defined and analyzed in time and phasor domain. Resonance in RLC circuits, basic filters, and fundamental principles of electromagnetism and electromagnetic induction are presented. Discussed are devices like inductors and transformers that make use of electromagnetic induction. Three-phase systems, wye and delta connections of power generators, transformers and three-phase loads as well as power factor correction are analyzed. Prerequisites: MAT 131 and PPT 105.

PPT 107  Electrical Controls (3 credit hours)
Study of electrical diagrams, control circuits and control devices, including motor starters. Prerequisite: PPT 105.

PPT 150  Power Plant Internship (3 credit hours)
Compensated and evaluated work experience at an electric power plant typically during the summer. Actual hours and shift schedule determined by the company. Prerequisites: PPT 101 and Permission of Power Plant Technology Program Director.

PPT 199  Special Topics in Power Plant Technology (1-3 credit hours)
Courses or seminars on timely subjects related to the interests and needs of power plant technology.

PPT 201  Gas Turbines/Integrated Cycles (3 credit hours)
Study of gas turbines used in power plants as generators and equipment associated with Integrated Cycles Systems including gas turbines, heat recovery steam generators and coal gasification process equipment.
PPT 202 Instrumentation and Control (3 credit hours)
Introduces the basic principles of process instrumentation and control systems. Measurement parameters such as flow, pressure, level, temperature pH will be examined. Includes programmable logic controllers, distributed control systems, and process and control diagrams (P&CD's).

PPT 203 Power Plant Electrical Machinery (3 credit hours)
This course provides an introduction to basic machinery concepts as well as the study of various types of transformers, induction and synchronous motors and generators including their protective systems. In addition, operating characteristics, testing, inspection, selection criteria specifications, protection, fault detection, troubleshooting and maintenance issues of electrical machinery and power plant stations are also covered. Prerequisites: Concurrent registration in PPT 106 or completion of PPT 106.

PPT 204 Power Plant Steam Systems (3 credit hours)
Study of boiler design and construction, boiler operating and maintenance, steam turbines, boiler auxiliary systems and pollution control equipment.

PPT 205 Introduction to Nuclear Power Plants (3 credit hours)
An introduction to nuclear power plant operations. The course will examine nuclear installations for electric power generation, nuclear fuels, basic principles of nuclear reactors, nuclear radiation protection, nuclear equipment manufacture, water chemistry consideration for nuclear power, and nuclear waste management. Includes a study of the Rankine cycle.

PPT 250 Power Plant Seminar (3 credit hours)
Capstone course. Prior Power Plant Technology course information is reviewed in preparation for practice Stationary Engineer Exam. Course includes preparations for employment, WorkKeys testing, General Education Portfolio and Power Plant Administration. Prerequisite: Permission of Program Director.

PPT 299 Special Topics in Power Plant Technology (1-3 credit hours)
Courses or seminars on timely subjects related to the interests and needs of power plant technology.

PSYCHOLOGY

PSY 101 General Psychology (3 credit hours)
This course involves a general survey of the discipline and concepts of psychology, utilizing landmark and recent research to examine relevance (application) to students' lives outside the classroom. Emphasis in this course is on real-world application (personally and professionally) of psychological concepts, within the context of a diverse and ever-changing society. Prerequisite: Eligible for ENG 101.

PSY 210 Life Span Development (3 credit hours)
This course explores the major theoretical perspectives in developmental psychology. Emphasis will be on the interconnectedness of the three domains of development and changes in these domains across each stage of the life cycle. Effects of individual difference variables (sex, culture, ethnic heritage) on development are examined.

SOCIOLOGY

SOC 100 Introduction to Sociology (3 credit hours)
This course is designed to provide a basic understanding of the processes of human social life through the theories, methods, and research findings of sociological inquiry. The purpose is to establish a perspective that will enable you to better understanding the social world around you. Such a framework will give you insights into your own social experiences as well as aid you in analyzing the social and cultural settings and processes that influence your thoughts, feelings, and actions. Prerequisite: Eligible for ENG 101.
SUSTAINABLE BUILDING TECHNOLOGY

SBT 100  Introduction to Green Technology  (3 credit hours)
This course will introduce students to green technologies currently being practiced. Topics covered include a description of green technologies, the seven green wastes, LEED, case studies in sustainable activities, sustainable energy systems and green employment opportunities.

SBT 101  Introduction to Sustainable Design & Construction  (3 credit hours)
An introduction to the theory and practice of sustainable design and construction. This course will explore the meaning of sustainability and how it is applied to architectural design and building construction in the context of ecology, economy, and social equity. This course will cover a range of sustainable precedents from indigenous cultures to modern-day design and construction. Prerequisite: Eligible for ENG 101

SBT 102  BPI Installer  (3 credit hours)
This course is designed to prepare students to perform air-sealing and insulating jobs to the Building Performance Institute's (BPI) standard. Course content includes: health and safety on the job, the house as a system, introductory building science, air-sealing and insulating, fire protection, and combustion safety awareness. Upon successful completion of the BPI requirements, students will have the opportunity to earn BPI's Residential Building Envelope-While House Air Leakage Control Installer (RBE-WHALCI) certification.

SBT 103  Climate-Based Envelope Design  (3 credit hours)
This course explores the hygrothermal behavior of building envelope design and construction within the context of climate and season. Topics that address structure, water-resistant barriers, vapor diffusion, air barriers, and insulation will be addressed. A variety of materials and techniques will be used to examine foundations, exterior wall assemblies, roof assemblies, and floor assemblies.

SBT 104  BPI Building Analyst  (3 credit hours)
This course is designed to prepare students to perform home energy audits to the Building Performance Institute's (BPI) standard. Course content includes: building science, building envelope diagnosis and performance, air infiltration testing, pressure diagnostics, indoor air quality, and combustion appliance safety testing. Upon successful completion of the BPI requirements, students will have the opportunity to earn BPI's Building Analyst (BA) certification. Prerequisite: Eligible for MAT 130.

SBT 105  Renovation/Operations/Preservation  (3 credit hours)
This course examines existing buildings in a sustainable context. Topics covered include residential green remodeling, retrofitting, commercial building operations and maintenance, adaptive reuse, and historic preservation. Students will learn how to implement sustainable practices to reduce the environmental impact of an existing building over its life span.

SBT 112  BPI Envelope Professional  (2 credit hours)
This course is designed to advance student competence in home energy auditing to the Building Performance Institute's (BPI) standard. Course content includes: building science, building envelope diagnosis and performance, air-infiltration testing, pressure diagnostics and testing, indoor air quality, duct pressure testing, and combustion appliance safety testing. Upon successful completion of the BPI requirements, students will have the opportunity to earn BPI's Envelope certification. Prerequisite: SBT 104.

SBT 113  Home Energy Modeling  (1 credit hour)
This course is designed to prepare students to build an energy model of single-family residence using computer software. Students will learn how to calculate current energy consumption and accurately estimate energy savings based upon various improvement options. Life-cycling costing and savings to investment ratio (SIR) will also be addressed. Prerequisites: SBT 104 and CIT 106.

SBT 120  Introduction to Building Assessment  (1 credit hour)
An introduction to green building rating systems. Strategies and concepts covered include: sustainable sites, water efficiency, energy and atmosphere, materials and resources, and indoor environmental quality. This course will prepare students to sit for the LEED Green Associate credential exam, demonstrating green building expertise in non-technical fields of practice.
SBT 130 Sustainable Rating Systems II - LEED BD+C  
(2 credit hours)
This course will prepare students to successfully complete the LEED Accredited Professional (AP) Building Design + Construction (BD+C) exam. The course will also provide knowledge of the LEED Rating System and the skills necessary to facilitate the LEED project certification process. The LEED AP BD+C credential provides a standard for professionals participating in the design and construction phases of high-performance, healthful, durable, affordable, and environmentally sound commercial, institutional, and high-rise residential buildings. Prerequisite: SBT 120.

SBT 140 Residential Building Assessment  
(2 credit hours)
This course explores green building rating systems from a low-rise residential perspective. Topics covered include: location and linkages, sustainable sites, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, and awareness and education. This course will prepare students to sit for the LEED AP Homes credential exam which provides a standard for the design and construction of high-performance green homes. Prerequisite: SBT 120.

SBT 201 Passive Building Design  
(3 credit hours)
This course will provide students with the knowledge on how to design buildings that heat with the sun, cool with the wind, light with the sky, and move into the future using on-site renewable resources. Topics include climate and site analysis, program and use, form and envelope, and building design strategies. Prerequisite: Eligible for ENG 101.

SBT 203 Building Systems Integration  
(3 credit hours)
This course will explore the design of environmental control systems in buildings. An emphasis will be given to sustainability in architecture and how these systems can be integrated. Topics covered include energy conservation, heat flow, heating and cooling design, indoor air quality, and heating ventilating and air conditioning systems (HVAC). Prerequisites: SBT 103, MAT 130, Eligible for ENG 101.

SBT 205 Sustainable Development  
(3 credit hours)
Sustainable development integrates principles of smart growth, urbanism, and green building. This course addresses how green buildings fit into a larger sustainable context beginning with an analysis of the region, transitioning to the neighborhood, end ending with the street. Topics include location and linkages, neighborhood patterns and design, and green infrastructure and buildings. Prerequisite: Eligible for ENG 101.

SBT 207 Advanced Topics in Building Science  
(3 credit hours)
Capstone course. This course will review and build upon the principles of heat, air, and vapor flow through the building envelope. Types of materials (their properties and assembly) will be analyzed for various building assemblies including the roof, walls, and foundation. Analysis results will depend upon climate, orientation, components, and assemblies. Building envelope recommendations will be made based on the results of each analysis. Prerequisites: SBT 103, 112, 203.

SBT 210 Building Information Modeling  
(3 credit hours)
This course will teach students how to quickly and efficiently model design concepts for visualization using building information modeling software. The software will be used as a management tool throughout the design and construction process. Building information modeling improves coordination, supports sustainable design, reduces conflicts and errors, and ensures project success. Prerequisite: CIT 106.
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