Associate in Applied Science in Community Behavioral Health Technology (Leading to Bachelor of Science in Health Sciences)

# CAREERS IN COMMUNITY BEHAVIORAL HEALTH TECHNOLOGY

The last 30 years have marked the era of deinstitutionalization, an on-going movement eliminating 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 technicians the capacity for significant contributions to the effective delivery of behavioral healthcare in communities. Community behavioral health-care is comprised of many professional disciplines, which include psychology, psychiatry, nursing, social work, human resource development, counseling, adult education, and rehabilitation.

This program provides coursework and experience aimed at providing students with the knowledge, skills, and attitudes needed to perform direct service effectively in this challenging work environment. Graduates of this degree program may expect to find employment in both public and private day treatment, residential, and vocational service settings which address the needs of persons with psychiatric and developmental disabilities.

The Community Behavioral Health Technology curriculum has been approved as meeting the criteria for psychosocial education/training required for the Registry of Psychiatric Rehabilitation Practitioners by the following professional organizations:

- International Association of Psychosocial Rehabilitation Services (IAPSRS)
- WV-Association of Psychiatric Recovery-Oriented Services (WV-APROS)

### PROGRAM OBJECTIVES

These objectives are established for the Community Behavioral Health Technology Program at the associate degree level:

- To educate and train students interested in pursuing careers in behavioral health.
- 2. To provide opportunities for further education for professionals already employed in the behavioral health field.
- 3. To provide opportunities for students who are pursuing other majors to enroll in community behavioral health
  - courses to fulfill elective requirements and, at the same time, increase their potential by being knowledgeable about psychiatric rehabilitation and the recovery process.
- 4. To prepare students to sit for the national certified Psychiatric Rehabilitation Practitioner Exam (CPRP).
- 5. To prepare the students for the Bachelor of Science in Health Sciences program

(67 hours required for graduation)

FIRST	SEME	STER	CREDITS
COLL	101	College 101	3
ENGL	101	English Composition I	3
PSYC	151	General Psychology	3
AH	120	Intro to Comm Behav Health	3
AH	123	Human Technology I	3
AH	126	Impairments, Disabilities, &	
		Handicaps in Behav Health	<u>3</u>
		•	18
SECO	ND SE	MESTER	<b>CREDITS</b>
HUM	101	Intro to Humanities	3
<b>ENGL</b>	102	English Composition II	3
BST	104	Business Math	3
AH	125	Observation, Crisis, & Doc	3
AH	124	Human Technology II	3
AH	230	Serv Pop-Dev Disabilities	<u>3</u>
			18
THIRI	O SEMI	ESTER	<b>CREDITS</b>
COMM	100	Speech Communication	3
CS	106	Survey of Computers <b>OR</b>	
BST	240	Fundamentals of Bus Comp Tec	
AH	231	Serv Pop-Psych Disabilities	3
AH	221	Human Technology III	3
Elective	;	Elective	<u>3</u>
			15
	TH SE	MESTER	<b>CREDITS</b>
BIOL	210	Basic Anat & Physiology	4
AH	232	Serv Pop-Substance Abuse	3
AH	223	Systems & Account in BH	3
AH	222	Human Technology IV - Practic	
Elective	;	Elective	<u>3</u>
			16

<sup>\*</sup>Recommended Electives: AH 130, AH 102, AH 201, AH 203, SWK 131, PSC 100, PSC 101, SOC 101, ENGL 112, BST 106, AH 101.

For More Information, Contact:

Mrs. Renee Stringfellow, LPC, CRC, CPRP Pgm Dir/Asst. Prof West Virginia State Community and Technical College

PO Box 1000 – Cole Complex 314A Institute, WV 25112-1000 Phone: (304) 766-4160 Email: stringre@wvstateu.edu

# Associate in Applied Science in Computer-Aided Drafting and Design

### CAREERS IN COMPUTER-AIDED DRAFTING AND DESIGN

Demand for people with CADD backgrounds is found in most architectural and engineering firms, state government, construction companies, chemical firms, and biomedical engineering companies. Position titles for graduates in the associate degree program include CAD operator, CAD technician, draftsman, engineering technician, designer, site planner, estimator, or layout person.

### PROGRAM OBJECTIVES

These objectives are established for the Computer-Aided Drafting and Design Program at the associate degree level:

- 1. To educate and train students interested in pursuing careers in CADD.
- 2. To provide opportunities for further education for professionals already employed in the CADD field.
- To provide opportunities for students who are pursuing other majors to enroll
  in CADD courses to fulfill elective requirements and, at the same time, increase
  their potential by being knowledgeable about computer design and graphics.
- 4. To prepare students to (a) use good basic drafting skills, (b) understand engineering/design basics, (c) work independently using AutoCAD and Micro Station software to meet specific needs and budget, and (d) integrate reporting and facilities management with CAD.

For More Information, Contact:
Mr. Bill Kreber, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 313
Institute, WV 25112-1000
Phone: (304) 766-4137

Email: kreberwe@wvstateu.edu

(71-72 hours required for graduation)

FIRST	SEMI	ESTER	<b>CREDITS</b>
COLL	101	College 101	3
MATH	101	College Algebra	3
<b>ENGL</b>	101	English Composition I	3
ET	100	Graphics	3 3 3 3 3
ET	112	Intro to CADD	3
ET	110	Graphic Interpretation	
SECO	ND CE	MESTER	18 CREDTIS
MATH	102	Trigonometry	3
ENGL	112	Technical Writing <b>OR</b>	3
ENGL	102	English Composition II	3
HUM	102	Intro to Humanities	
ET	115	Descriptive Geometry	3 3 3 <u>3</u>
ET	216	Adv Comp-Aided Drafting	3
ET	217	-	3
EI	217	Engineering Graphics	<u>3</u> 18
THIRI	O SEM	ESTER	CREDITS
PHYS	191	Technical Physics I	3
PHYS	203	General Physics Lab I	1
ET	259	Electrical Fundamentals	3
ET	220	Piping Drafting	3
ET	230	Comp Graph & Elect App	3
ET	233	Intro to Microstation	3 3 <u>3</u>
			16
FOUR	TH SE	MESTER	CREDITS
PHYS	192	Technical Physics II <b>OR</b>	
		*Restricted Elective	3-4
PHYS	204	General Physics Lab II	
		(for those taking PHYS 192)	1
ET	231	Comp Graph Civil App	3
ET	232	Structural Drafting	3
ET	238	Advanced Microstation	3
**SSC		Social Science Elective	3
COMM	100	Speech Communication <b>OR</b>	
ENG	160	Pract Eng Grammar & Usage	<u>3</u>
			19-20

<sup>\*</sup>Restricted Electives: ET 160, 161, 106, 121, 241, 221, 243, 244,245

Note: MATH 121 substitutes for Math 101 plus MATH 102 PHYS 201 substitutes for PHYS 191, PHYS 202 substitutes for PHYS 192

<sup>\*\*</sup>SSC Electives: SOC 101, ECON 201, 202, POSC 101, 304, PSYC 151

# Associate in Applied Science Degree in Computer Science

### CAREERS IN COMPUTER SCIENCE

If you are planning a career as a computer professional, opportunities are endless! Almost every company, no matter how small or large, employs computer specialists, and most of these companies are always looking for qualified people. During the 2000's and beyond, the number of programmers, systems analysts, and computer operators needed to fill available positions will continue to grow.

In addition to computer specialists, trained personnel are needed in all fields. Whether you are seeking employment as a teacher, an accountant, a writer, a fashion designer, a 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 which career you choose, in all likelihood you will be a frequent user of computers.

### PROGRAM OBJECTIVES

These objectives are established for the Computer Science program at the associate degree level:

- To educate and train students interested in pursuing careers in programming 1. and information processing.
- 2. To provide opportunities for students who are pursuing other majors to enroll in computer science courses to fulfill general education and elective requirements and, at the same time, increase their potential marketability in the workplace.
- 3. To provide opportunities for further study for professionals already employed in information technology (IT) and related fields.
- To prepare students to further their education in baccalaureate degree programs in applied mathematics or business administration.

### 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 people who seek employment for the first time and for people already employed in some aspect of information technology who want to upgrade their knowledge and skills. Graduates should be able to transfer their knowledge about computer systems and languages to different systems as technological changes occur.

(66-67 hours required for graduation)

FIRST	SEM	IESTER	CREDITS
COLL	101	College 101	3
MATH	101	College Algebra	3
CS	109	Foundations for Programming	3
<b>ENGL</b>	101	English Composition I	3
HUM	101	Intro to Humanities <b>OR</b>	
GED		Gen Ed Fine Arts <sup>1</sup>	<u>3</u>
			15
SECO	ND S	EMESTER	<b>CREDITS</b>
BST	106	Introduction to Business	3
MATH	205	Discrete Mathematics	3
CS	204	Intro to Cobol Programming O	R
CS	110	Intro to RPG Programming	3
<b>ENGL</b>	102	English Composition II <b>OR</b>	
<b>ENGL</b>	112	Technical Writing	3
CS	214	Intro to Visual Basics OR	
CS	260	Intro to C Programming	3
CS	210	Fund of Operating Systems	<u>3</u>
			18
THIRI	D SEN	MESTER	<b>CREDITS</b>
BA	203	Business Statistics	3
<b>ECON</b>	201	Principles of Economics(macro	OR
<b>ECON</b>	202	Principles of Economics(micro	
CS	230	Data Base Mgmt Systems	3
CS	240	Data Communications	3
Elective	*	Restrictive Elective	<u>6</u>
			18
<b>FOUR</b>	TH S	EMESTER	<b>CREDITS</b>
BA	215	First Year Accounting I	3
CS	280	Intro to Systems Analysis	3
Elective	)	Restricted Electives	6
GED		Gen Ed - Science Requirement	3-4
			15-16

<sup>\*</sup>Restricted Electives: Courses selected from CS (excluding CS 106) or MATH 311 or MATH 360, or up to two from BA 209, BA 300, BA 304, or BA 345.

For More Information, Contact:
Mr. J. Allen Ruebush, Program Director
West Virginia State Community and Technical College
PO Box 1000 — Wallace Hall 716
Institute, WV 25112-1000
Phone: (304) 766-3395

Email: ruebushj@wvstateu.edu

<sup>&</sup>lt;sup>1</sup>Consult advisor for transfer information.

# Associate in Applied Science in Criminal Justice

### 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 courses offered in the associate degree program will provide students with information about all of these subjects. Criminal justice is an exciting and interesting discipline that can lead to attractive and worthwhile careers.

### CAREERS IN CRIMINAL JUSTICE

The field of 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 law enforcement corrections and in the juvenile justice system. There are special opportunities for women and minorities in the field. An associate degree in criminal justice will provide students with a competitive advantage.

### PROGRAM OBJECTIVES

- To educate students interested in the discipline of criminal justice and provide basic courses in the major areas of criminal and juvenile justice.
- 2. To provide an education that can lead to career opportunities in criminal or juvenile justice.
- 3. To provide opportunities for further education for those already employed in the criminal justice field.
- To provide opportunities for students pursuing other majors to enroll in 4. criminal justice courses to fulfill elective requirements and, at the same time, increase their knowledge of criminal justice and the problem of crime in this country.

(63-64 hours required for graduation)

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

FIRST	SEME	STER	CREDITS
COLL	101	College 101*	3
CJ	101	Intro to Criminal Justice	3
SOC	101	Intro to Sociology	3 3 3 <u>3</u>
<b>ENGL</b>	101	English Composition I	3
HUM	101	Intro to Humanities*	3
			15
SECO	ND SEN	MESTER	CREDITS
CJ	204	Juvenile Justice & Delinquency	3
CJ	223	Police and Society	3
COMM	100	Speech Communications	3 3 3
	102	English Composition II	3
MATH		Intermediate Algebra <b>OR</b>	
MATH	101	College Algebra <b>OR</b>	
BST	104	Business Math	3
			15
THIRI	<b>SEME</b>	ESTER	CREDITS
CJ	224	Punishment and Corrections	3
	ZZ <b>4</b>	T difference and corrections	5
CJ	224	Court Systems in the US	3
CJ POSC			3 3
	226	Court Systems in the US	3 3 3 3
POSC	226 101	Court Systems in the US American Government	3 3 3
POSC SOC	226 101 208	Court Systems in the US American Government Minorities in America	3 3 3
POSC SOC CS	226 101 208 106	Court Systems in the US American Government Minorities in America Surv of Comp & Program <b>OR</b>	
POSC SOC CS BST	226 101 208 106 240	Court Systems in the US American Government Minorities in America Surv of Comp & Program <b>OR</b>	
POSC SOC CS BST	226 101 208 106 240	Court Systems in the US American Government Minorities in America Surv of Comp & Program <b>OR</b> Fund of Bus Comp App	3 15 <b>CREDITS</b>
POSC SOC CS BST	226 101 208 106 240	Court Systems in the US American Government Minorities in America Surv of Comp & Program OR Fund of Bus Comp App  MESTER	3 15 <b>CREDITS</b>
POSC SOC CS BST FOUR	226 101 208 106 240 <b>TH SEN</b> 225	Court Systems in the US American Government Minorities in America Surv of Comp & Program OR Fund of Bus Comp App  MESTER Victimology	3 15 <b>CREDITS</b>
POSC SOC CS BST FOUR CJ CJ	226 101 208 106 240 <b>TH SEN</b> 225 230	Court Systems in the US American Government Minorities in America Surv of Comp & Program OR Fund of Bus Comp App  MESTER Victimology Criminology	$\frac{3}{15}$
POSC SOC CS BST FOUR' CJ CJ ENGL	226 101 208 106 240 <b>TH SEN</b> 225 230 204	Court Systems in the US American Government Minorities in America Surv of Comp & Program OR Fund of Bus Comp App  MESTER Victimology Criminology Writing for Business	3 15 <b>CREDITS</b> 3 3 3 3
POSC SOC CS BST FOUR CJ CJ ENGL CJ	226 101 208 106 240 <b>TH SEN</b> 225 230 204 380	Court Systems in the US American Government Minorities in America Surv of Comp & Program OR Fund of Bus Comp App  MESTER Victimology Criminology Writing for Business Criminal Procedure	3 15 <b>CREDITS</b> 3 3 3 3

<sup>\*\*</sup>General Education Science Electives: BIOL 101\*, 102\*, CHEM 130, PHYS 103, 110, 120

For More Information, Contact:
Mr. Ken Blake, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Wallace Hall 518
Institute WV 25112-1000
Phone: (304) 766-3082
Blakekw@wystateu.edu

<sup>\*</sup>Not currently in the WVSC baccalaureate general education core, but are accepted for credit.

# Associate in Applied Science in Electronics Engineering Technology

Accredited by the Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 Telephone: (410) 347-7700

### CAREERS IN ELECTRONICS ENGINEERING TECHNOLOGY

The increasing use of electronic equipment in the home, the office, health care, and industry assures a growing job market for electronic technicians. Some of the jobs that graduates of this program might fill are in:

- The maintenance and service of electronic, computer, and communication equipment.
- Consumer electronics (audio, video, etc.), business electronics (data processing equipment, etc.).
- Automation (Robotics, artificial intelligence, etc.).
- Utility companies—electric, telephone, gas, cable, computer interactive services, etc.
- Health care industry as bio-electronics technicians.
- Broadcast industry as radio/television engineers/ technicians.
- Any facility or operation using electrical/ electronic systems, e.g., manufacturing industries, mining, armed forces, automobile, aerospace, semiconductor, waste-treatment, weather forecasting, etc.

### PROGRAM OBJECTIVES

These objectives are established for the Electronics Engineering Technology Program at the associate degree level:

- 1. To educate students interested in pursuing careers in electronics engineering technology.
- 2. To provide opportunities for further education for professionals already employed in the electronics engineering field.
- 3. To prepare students to enter a Bachelor of Science degree program in Electronics or Electrical Engineering Technology (BSEET) that is accredited without loss of transfer credit.
- 4. To provide students with the education necessary for success throughout a lifetime career in electronics.

Note: MATH 121 will substitute for MATH 101, 102.

(69 hours required for graduation)

FIRST	SEME	STER	CREDITS
COLL	101	College 101	3
CS	109	Fund for Programming	3
ET	160	Direct Current	4
MATH	101	College Algebra	3
<b>ENGL</b>	101	English Composition I	<u>3</u>
			16
	ND SE	MESTER	CREDITS
ET	161	Alternating Current	4
ET	270	Digital Circuits I	4
ET	260	Analog Circuits I	4
MATH	102	Trigonometry	3
<b>ENGL</b>	102	English Composition II <b>OR</b>	
<b>ENGL</b>	112	Technical Writing	<u>3</u>
			18
THIRI	) SEMI	ESTER	<b>CREDITS</b>
ET	*	Restricted Elective*	3
ET	164	Analog Circuits II	4
ET	274	Digital Circuits II	4
PHYS	191	Technical Physics I	3
PHYS	203	General Physics Lab I	1
HUM	101	Intro to Humanities <b>OR</b>	
MUS	107	Appreciation of Music	<u>3</u>
			18
<b>FOUR</b>	TH SE	MESTER	<b>CREDITS</b>
ET	*	Restricted Elective*	3
ET	265	Electronic Applications	3
MATH	206	Analytical Geo & Calc I	4
PHYS	192	Technical Physics II	3
PHYS	204	General Physics Lab II	1
<b>ECON</b>	201	Prin of Economics(macro)	<u>3</u>
		. ,	17

<sup>\*</sup>Restricted Technical Electives: ET 259, 266, 267, 271, 272, 280, or 284.

For More Information, Contact:

Dr. Desa Gobovic, Program Director

Dr. Craig Spaniol, Professor

West Virginia State Community and Technical College

PO Box 1000 — Cole Complex 313

Institute, WV 25112-1000

Phone: (304) 766-4137

Email: kreberwe@wvstateu.edu

### Associate in Applied Science in General Technology (Electronics Technician Option) (Cooperative Program with Ben Franklin Career and Technical Center)

The Associate in Applied Science in General Technology: Electronics Technician Option is a collaborative program between WVSCTC and Ben Franklin Career and Technical Center (BFCTC) Students who complete BFCTC's 1,280-hour Electronics Technology Program and transfer to WVSCTC will be granted 31 credit hours toward the A.A.S. Degree in General Technology: Electronics Technician Option only upon completion of all courses (with a grade of C or better) in the BFCTC Electronics Technology program and a passing score of 75% or above on the national Certified Electronics Technician Test. Students should be aware that credits earned from Ben Franklin through this agreement with WVSCTC may not be accepted at other colleges.

### CAREERS FOR ELECTRONICS TECHNICIANS

The program primarily prepares the graduates for employment and/or further onthe-job training in the field of consumer, commercial, and industrial electronics as service or maintenance technician. Typical jobs for graduates of this program may include:

- maintenance and service of electronic, computer, and communication equipment;
- consumer electronics (audio and video) business electronics (data processing equipment);
- automation (robotics and artificial intelligence);
- utility companies (electric, telephone, gas, cable, and computer interactive services);
- health care industry as bio-electronics technicians;
- broadcast industry as radio/television engineers/ technicians; and
- any facility or operation using electrical/electronic systems, e.g., manufacturing industries, mining, armed forces, automobile, aerospace, semiconductor, waste-treatment, and weather forecasting.

### PROGRAM OBJECTIVES

- 1. To educate students interested in pursuing careers in electronics technology.
- 2. To give students a foundation for further job specialization training which is demanded by the rapid changes in the electronics field.
- 3. To provide students, who chose appropriate electives, with the basic managerial and small business skills.
- 4. To provide students with the education necessary for success throughout a lifetime career in electronics.

**Note:** If you intend to enter an accredited Bachelor of Science degree program in Electronics or Electrical Engineering Technology (BSEET) without loss of transfer credit, you should consider enrolling in the A.A.S. in Electronics Engineering Technology program which is accredited by the Technology Accrediting Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET).

(66-67 hours required for graduation)

GENE	RAL EI	DUCATION	<b>CREDITS</b>
COLL	101	College 101	3
HUM	101	Intro to Humanities	3
<b>ENGL</b>	101	English Composition I	3
MATH		Intermediate Algebra <b>OR</b>	
MATH	101	College Algebra	3
BST	298	Business Studies Seminar	1
PSYC	151	General Psychology	3
PHYS/C	CHEM	**Natural Science Elective	4-5
BST/ET/	CS/ITEC	*** Restrictive Electives	<u>6</u>
			26-27
RESTI	RICTIV	E ELECTIVES	<b>CREDITS</b>
(select t	hree cour	ses)	
ENGL*		Technical Writing <b>OR</b>	
ENGL		English Composition II <b>OR</b>	
BST *	230	Business Comm & Ethics	3
COMM	100	Speech Communications <b>OR</b>	
CS	106	Survey of Comp & Program	3
PHYS/C	CHM	***Natural Science Elective	4-5
PSYC	151	General Psychology	3
BST	238	Business Studies Seminar	1
BST/ET/	CS/ITEC	***Restrictive Elective	3
			an
		EDUCATION-BFCTC	CREDITS
		y and Safe	3
	uit Analy		4
	uit Analy	VS1S	5
Analog			4
Digital (			3
		and Programming	4
		unications	4
Industri	al Electro	onics	<u>4</u>
			31

BST 240 substitutes for CS 106. Credit for both not applicable for this program.

For More Information, Contact
Bill Kreber, Program Director
West Virginia State Community and Technical College
PO Box 1000—Cole Complex 313
Institute WV 25112-1000
Phone: (304) 766-4137
Email: kreberwe@wvstateu.edu

<sup>\*\*\*</sup>Resricted Electives: ITEC 180, 181, 183, ET 259

<sup>\*</sup>May not transfer to a baccalaureate degree

# Associate in Applied Science in General Technology (Heating, Ventilation, and Air Conditioning Option) Cooperative Program with Ben Franklin Career and Technical Center)

### PROGRAM DESCRIPTION

This is a cooperative degree program with Ben Franklin Career and Technical Center (BFCTC). Students from the Heating, Ventilation, and Air Conditioning Program at Ben Franklin Career and Technical Center (BFCTC) will be granted 30 credit hours (transfer from BFCTC) toward the A.A.S. Degree Program in General Technology: Heating, Ventilation, and Air Conditioning Option only upon completion of all courses (completed with a grade of C or better) in the BFCTC Heating, Ventilation, and Air Conditioning Program, passing the Core exam from BFCTC with a minimum score of 75%, achieve ARI Certification, and achieve EPA Certification on Section 608. Students should be aware that credits earned from Ben Franklin through this agreement with WVSCTC may not be accepted at other colleges.

- Call Ben Franklin Career and Technical Center for information at 766-0369.
   BFCTC is located at 500 28<sup>th</sup> Street in Dunbar, about one mile from the WV State campus.
- 3. Students may begin this program at either school or take classes at both schools simultaneously except where financial aid prohibits this.
- 4. Enroll in College 101 during your first semester.
- 5. If required by placement tests, Developmental Math and/or English should be taken in the first semester.

For More Information, Contact
Bill Kreber, Program Director

West Virginia State Community and Technical College
PO Box 1000—Cole Complex 313
Institute, WV 25112-1000
Phone: (304) 766-4137
Email: kreberwe@wystateu.edu

(65-66 hour required for graduation)

FIRST	SEME	STER	<b>CREDITS</b>
COLL	101*	College 101	3
HUM	101*	Introduction to Humanities	3
<b>ENGL</b>	101	English Composition	3
MATH	100	Intermediate Algebra <b>OR</b>	
MATH	101	College Algebra	3
BST/CS/I	TEC/ET**	Restricted Electives	<u>6</u>
			18

SECO	ND SEN	1ESTER (	REDITS
<b>ENGL</b>	112	Technical Writing <b>OR</b>	
<b>ENGL</b>	102	English Composition II <b>OR</b>	
COMM	100	Speech Communications	3
CS	106	Survey of Computers and Program	nming <b>OR</b>
BST	240	Fund of Business Computer Tech	3
PHYS/C	HEM***	Natural Science Elective	4-5
PSYC	151	General Education	3
BST	298	Business Seminar	1
BST/CS/I	TEC/ET**	Restrictive Elective	<u>3</u>
			17-18

### TECHNICAL EDUCATION - BFCTC CREDITS

Air Conditioning/Refrigeration Safety and Technology	3
Refrigeration Systems and Equipment	3
Principles of Electricity	4
Duct Lay-Out and Prints	3
Refrigerant Recovery	2
Air Conditioning	4
Heating	4
Refrigeration Controls	4
Servicing Procedures	<u>3</u>
	30

<sup>\*\*</sup>Restricted Electives: BST 104, 106, 151,202, 205, 255, ET 180, CS 109, and Co-op.

<sup>\*\*\*</sup> Natural Science Electives: CHEM 101\*, PHYS 191\* & 203\*, PHYS 201\* & 203\*.

<sup>\*</sup> These courses do not apply to the WVSC baccalaureate General Education Core; however, they will be accepted for elective credit.

# Associate in Applied Science in Gerontology (Study of Aging)

### CAREERS IN GERONTOLOGY

Gerontology, the study of aging, is a relatively new discipline that has emerged during the last 20 to 30 years. It is a multi-disciplinary field that integrates the fields of adult education, sociology, health, biology, psychology, and social work. The program, which includes both theoretical and practical components, is designed for students who wish to pursue a career in service to the aging population. The program is also designed for those currently working in the field of aging who wish to increase their knowledge and practical 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 day-care provider, environmental designer, health/ wellness educator, elderhostel coordinator, bereavement counselor, elder abuse investigator, senior citizens center director, home healthcare manager, hospice provider, homebound outreach coordinator, senior services program coordinator, foster grandparent coordinator, nutrition coordinator, policy planner, volunteer coordinator, senior transportation coordinator, and many more.

### PROGRAM OBJECTIVES

These objectives are established for the Gerontology Program at the associate degree level:

- To educate and train students interested in pursuing careers in service to older 1. adults.
- To provide opportunities for further education for professionals already 2. employed in agencies and businesses that serve older adults.
- 3. To provide opportunities for students who are pursuing other majors to enroll in gerontology courses to fulfill elective requirements and, at the same time, increase their potential by being knowledgeable about the aging process.
- 4. To provide an associate degree program that will transfer to WVSU baccalaureate programs as well as programs in other colleges.

(64-65 hours required for graduation)

<b>FIRST</b>	SEME	STER	<b>CREDITS</b>
COLL	101	College 101	3
HUM	101	Introduction to Humanities	3
<b>ENGL</b>	101	English Composition I	3
AH	101	Intro to Health Care***	3
AH	103	Intro to Gerontology***	3 3 3 15
		MESTER	CREDITS
BST	230	Business Comm & Ethics=	3 3 3 3 3 3 18
BST	240	Fund of Bus Comp Applications	s 3
<b>ENGL</b>	102	English Composition II	3
AH	206	Death and Dying***	3
AH	102	Health Aspects of Aging***	3
BST	106	Intro to Business	<u>3</u>
	) SEMI		<b>CREDITS</b>
AH	209	Psychosocial Aspects of Aging*	** 3 3 3 3
AH	208	Long-Term Care***	3
AH	205	Human Relationship Skills***	3
BST	202	Intro to Management	3
BST	104	Business Math	3
CHEM	130	Consumer Chemistry <b>OR</b>	
BIOL	210	Basic Anatomy and Physiology	
			18-19
FOUR	~		
		MESTER	CREDITS
AH	202	Practicum* ** Spring Only	<b>CREDITS</b> 3
AH AH		Practicum* ** Spring Only Admin. & Prog. Planning	3
AH	202 204	Practicum* ** Spring Only Admin. & Prog. Planning in Gerontology	3
AH BST	202 204 180	Practicum* ** Spring Only Admin. & Prog. Planning in Gerontology Survey of Accounting	
AH BST BST	202 204 180 298	Practicum* ** Spring Only Admin. & Prog. Planning in Gerontology Survey of Accounting Business Seminar	3
AH  BST BST PSYC	202 204 180 298 151	Practicum* ** Spring Only Admin. & Prog. Planning in Gerontology Survey of Accounting Business Seminar Gen Psychology <b>OR</b>	3 3 3 1
AH BST BST	202 204 180 298	Practicum* ** Spring Only Admin. & Prog. Planning in Gerontology Survey of Accounting Business Seminar	3

BIO 210 and BST 230 accepted for elective credit in baccalaureate program, but does not apply towards WVSU's baccalaureate General Education Core Practicum Hours 240

- Must have completed 6 required gerontology courses with a grade of "C" or better.
- 2. Must have a GPA of 2.0 at time of registration for practicum.
- 3. Must be registered in AH 202 before beginning practicum.

For More Information, Contact
Esther Brannon, RN, MS, Program Director
West Virginia State Community and Technical College
PO Box 1000 — Cole Complex 311A
Institute, WV 25112-1000
Phone: (304) 766-5737
Email: brannone@wystateu.edu

<sup>\*</sup>Prerequisites for Practicum

<sup>\*\*</sup>Must pass AH 202 with a "C" or better.

<sup>\*\*\*</sup>A grade of "C" or better required for graduation.

# Associate in Applied Science in Legal Assistant

(A Cooperative Program with Marshall Community & Technical College)

### CAREERS IN LEGAL ASSISTANT

A legal assistant is a highly skilled paraprofessional with specialized training who works under the direct supervision of an attorney. Job responsibilities require knowledge of law and legal procedures in rendering direct assistance to lawyers and clients interviewing, case investigation, the preparation of pleadings, and of legal research. The increasing complexities of the legal assistant's work environment have also created the need for individuals that possess a greater diversity of skills. Interpersonal, communication, analytical, decision-making, customer service, and computer skills are essential for success as a legal assistant.

### EMPLOYMENT OPPORTUNITIES

- Legal Assistant/Paralegal for law firms
- Legal Assistant/Paralegal for a business entity's legal department
- Legal Assistant/Paralegal for governmental agencies
- Administrator for a non-profit legal services corporation
- Trust administrative assistant
- Editor of a legal publishing company
- Salesperson for legal copying services
- Criminal justice occupations in corrections and law enforcement

The Legal Assistant program was planned in accordance with the American Bar Association Guidelines with assistance from the West Virginia State Bar and a program advisory committee consisting of attorneys and legal assistants. The program has been granted approval by the accrediting agency for law schools and legal assistant/paralegal programs.

### PROGRAM ADMISSION REQUIREMENTS

Marshall Community and Technical College offers the AAS in Legal Assistant in the Charleston area through a partnership with WVSCTC. All Legal Assistant courses are provided by MCTC at the Huntington campus and at identified locations in the Charleston area. Students may choose to complete their general education courses with either institution. The degree is awarded by MCTC.

For a complete listing of the required courses for the Legal Assistant program, please refer to the Marshall Community and Technical College Catalog or see the WVSCTC advisor for the Legal Assistant Program.

For More Information, Contact:
Ms. Sandra LaVoie, Program Director
West Virginia State Community and Technical College
PO Box 1000 — Cole Complex 221
Institute, WV 25112-1000
Phone: (304) 766-5119

Email: lavoiesa@wvstateu.edu

# Associate in Applied Science in Management (2 + 2 Option formerly Basic Option)

### CAREERS IN MANAGEMENT

The 2+2 option in Management provides the student with an associate in applied science degree and enables the graduate to continue in the Management concentration of Business Administration to earn a baccalaureate degree in another two years. The types of businesses which have employed graduates include state government, restaurants, supermarkets, warehouses, utility companies, insurance companies, and many others. Graduates of the program have gone into positions with titles such as management trainee, first-line supervisor, assistant manager, office supervisor, administrative assistant, and personnel manager.

### PROGRAM OBJECTIVES

These objectives are established for the 2+2 Management Option at the associate degree level:

- 1. To educate and train students interested in pursuing careers in management and/or continuing their education to earn a baccalaureate degree.
- 2. To provide opportunities for further education for professionals already employed in the management field.
- To provide opportunities for students who are pursuing other majors to enroll
  in management courses to fulfill elective requirements and, at the same time,
  increase their potential by being knowledgeable about managerial principles
  and techniques.
- 4. To prepare students to (a) be entry-level supervisors, (b) manage an office or a department, (c) administer the human resources function, and (d) assist a manager of an enterprise.

<sup>\*</sup> College 101-Required for all students with composite ACT score of 19 or below.

(67 hours required for graduation)

FIRST	SEME	STER	CREDITS
BST	106	Intro to Business	3
MATH	101	College Algebra	3
<b>ENGL</b>	101	English Composition I	3 3
BST	151	Supervisory Management	3
CHEM	130	Consumer Chemistry <b>OR</b>	
PHYS	103	Elements of Physical Science	<u>3</u>
		•	15
SECO	ND SE	MESTER	<b>CREDITS</b>
CS	106	Survey of Comp and Prog <b>OR</b>	
BST	240	Fund of Bus Comp Tech	3
HUM	101	Intro to Humanities	3
BST	180	Survey of Accounting	3
BA	210	Business Law I	3
<b>ENGL</b>	102	English Composition II	3
BA	203	Business Statistics	3 3 3 3 3 18
			18
THIRI	D SEMI	ESTER	<b>CREDITS</b>
THIRI BST	202	Principles of Management <sup>1</sup>	3
BST BA	202 215	Principles of Management <sup>1</sup> First Year Accounting I	3 3
BST	202 215	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro	3 3 OR
BST BA	202 215 201	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro Principles of Economics(micro)	3 3 OR 3
BST BA ECON	202 215 201	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro	3 3 ) <b>OR</b> 3 3
BST BA ECON ECON	202 215 201 202	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro Principles of Economics(micro)	3 3 3 3 3 6
BST BA ECON ECON	202 215 201 202	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro Principles of Economics(micro) Writing for Business	3 3 ) <b>OR</b> 3 3
BST BA ECON ECON ENGL	202 215 201 202 204 TH SEI	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro Principles of Economics(micro) Writing for Business Restricted Electives  MESTER	3 3 3 3 3 6
BST BA ECON ECON ENGL	202 215 201 202 204	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro Principles of Economics(micro) Writing for Business Restricted Electives  MESTER Labor Law OR	3 3 3 3 3 6 18
BST BA ECON ECON ENGL	202 215 201 202 204 TH SEI	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro Principles of Economics(micro) Writing for Business Restricted Electives  MESTER	3 3 3 3 3 6 18 <b>CREDITS</b>
BST BA ECON ECON ENGL	202 215 201 202 204 <b>TH SE</b> I 253	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro Principles of Economics(micro) Writing for Business Restricted Electives  MESTER Labor Law OR	3 3 3 3 3 6 18 <b>CREDITS</b>
BST BA ECON ECON ENGL FOUR BST BA	202 215 201 202 204 <b>TH SE</b> I 253 401	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro Principles of Economics(micro) Writing for Business Restricted Electives  MESTER Labor Law OR Labor Management Relations	3 3 3 3 3 6 18 <b>CREDITS</b>
BST BA ECON ECON ENGL FOUR BST BA BST	202 215 201 202 204 <b>TH SEI</b> 253 401 255	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro Principles of Economics(micro) Writing for Business Restricted Electives  MESTER Labor Law OR Labor Management Relations Small Business Management	3 3 3 3 3 6 18 <b>CREDITS</b>
BST BA ECON ECON ENGL FOUR BST BA BST BST	202 215 201 202 204 <b>TH SEI</b> 253 401 255 205	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro Principles of Economics(micro) Writing for Business Restricted Electives  MESTER Labor Law OR Labor Management Relations Small Business Management Fund of Marketing <sup>2</sup>	3 3 3 3 3 6 18 <b>CREDITS</b> 3 3 3 3 3
BST BA ECON ECON ENGL FOUR BST BA BST BST BST	202 215 201 202 204 <b>TH SEI</b> 253 401 255 205 237	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro Principles of Economics(micro) Writing for Business Restricted Electives  MESTER Labor Law OR Labor Management Relations Small Business Management Fund of Marketing <sup>2</sup> Managerial Accounting <sup>3</sup>	3 3 3 3 3 6 18 <b>CREDITS</b> 3 3 3 3 3 3
BST BA ECON ECON ENGL FOUR BST BA BST BST BST BST	202 215 201 202 204 <b>TH SE</b> I 253 401 255 205 237 224	Principles of Management <sup>1</sup> First Year Accounting I Principles of Economics(macro Principles of Economics(micro) Writing for Business Restricted Electives  MESTER Labor Law OR Labor Management Relations Small Business Management Fund of Marketing <sup>2</sup> Managerial Accounting <sup>3</sup> Introduction to Finance	3 3 3 3 3 6 18 <b>CREDITS</b> 3 3 3 3 3

For A.A.S. in Management (2+2 Option) graduates, the following courses will be counted as equivalent courses in the Business Administration baccalaureate degree program at WVSU: May take BST 202 for BA 301, <sup>2</sup> BST 205 for BA 305, and <sup>3</sup>BST 237 for BA 216. Restricted Electives: Advisor approved BST or BA course

For More Information Contact:
Mrs. Donna Jarrell, Program Director
West Virginia State Community and Technical College
PO Box 1000 — Cole Complex 305A
Institute, WV 25112-1000
Phone: (304) 766-3201

Email: djarrell@wvstateu.edu

# Associate in Applied Science in Management (Employee Benefits and Claims Administration Option)

# CAREERS IN EMPLOYEE BENEFITS AND CLAIMS ADMINISTRATION

This option focuses the program objectives of the A.A.S. Degree in Management program specifically toward the increasing multitude of entry-level, supervisory, and managerial positions associated with employee benefit plans and administration of associated claims. Employers typically use internal staff to enroll and to explain benefits to employees, and to assist employees with benefits and claims-related problem resolution. Insurance companies that offer employee benefit plans and related services often have divisions that specialize in the design, marketing, and service of such plans. Processing and administration of claims are often assigned to third party administrators (TPA's) who may employ hundreds of people and require many supervisors. This program option is designed to provide students with the knowledge and skills necessary to gain entry-level jobs or to advance, while preparing students for supervisory and management opportunities.

### PROGRAM OBJECTIVES

- 1. To educate and train students interested in pursuing careers in management.
- 2. To provide opportunities for further education for professionals already employed in the management in the benefits and claims field.
- To provide supervisors and managers with knowledge of the social and legal factors that impacts the employee benefits and claims administration environment.
- To prepare students for various entry-level job opportunities in employee benefits and claims administration in anticipation of advancement into supervision or management.

For More Information, Contact:
Dr. Mark Davis, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 103A
Institute, WV 25112-1000
Phone: (304) 766-5116
Email: davisme@wvstateu.edu

(70 hours required for graduation)

FIRST SEMESTER         CREDITS           COLL         101         College 101         3           BST         106         Intro to Business         3           ENGL         160         Pract Eng Gram & Usage         3           BST         140         Employee Benefits I         3           BST         104         Business Math OR           MATH         100         Intermediate Algebra OR           MATH         101         College Algebra         3           AH         101         Intro to Healthcare         3           18         SECOND SEMESTER         CREDITS           ENGL         101         English Composition I         3           BST         141         Employee Benefits II         3           PSYC         151         Gen Psychology OR
BST       106       Intro to Business       3         ENGL       160       Pract Eng Gram & Usage       3         BST       140       Employee Benefits I       3         BST       104       Business Math OR         MATH       100       Intermediate Algebra OR         MATH       101       College Algebra       3         AH       101       Intro to Healthcare       3         ESECOND SEMESTER       CREDITS         ENGL       101       English Composition I       3         BST       141       Employee Benefits II       3
ENGL       160       Pract Eng Gram & Usage       3         BST       140       Employee Benefits I       3         BST       104       Business Math OR         MATH       100       Intermediate Algebra OR         MATH       101       College Algebra       3         AH       101       Intro to Healthcare       3         SECOND SEMESTER       CREDITS         ENGL       101       English Composition I       3         BST       141       Employee Benefits II       3
BST       140       Employee Benefits I       3         BST       104       Business Math <b>OR</b> MATH       100       Intermediate Algebra <b>OR</b> MATH       101       College Algebra       3         AH       101       Intro to Healthcare       3         SECOND SEMESTER       CREDITS         ENGL       101       English Composition I       3         BST       141       Employee Benefits II       3
BST         104         Business Math OR           MATH         100         Intermediate Algebra OR           MATH         101         College Algebra         3           AH         101         Intro to Healthcare         3           I8         SECOND SEMESTER         CREDITS           ENGL         101         English Composition I         3           BST         141         Employee Benefits II         3
MATH 100 Intermediate Algebra OR MATH 101 College Algebra 3 AH 101 Intro to Healthcare 3  SECOND SEMESTER CREDITS ENGL 101 English Composition I 3 BST 141 Employee Benefits II 3
MATH         101         College Algebra         3           AH         101         Intro to Healthcare         3           18         18         18           SECOND SEMESTER         CREDITS           ENGL         101         English Composition I         3           BST         141         Employee Benefits II         3
AH 101 Intro to Healthcare 3 18  SECOND SEMESTER CREDITS ENGL 101 English Composition I 3 BST 141 Employee Benefits II 3
SECOND SEMESTER ENGL 101 English Composition I BST 141 Employee Benefits II 3
SECOND SEMESTERCREDITSENGL101English Composition I3BST141Employee Benefits II3
ENGL 101 English Composition I 3 BST 141 Employee Benefits II 3
BST 141 Employee Benefits II 3
r
PSYC 151 Gen Psychology <b>OR</b>
SOC 101 Intro to Sociology 3
BST 271 The Social Envir of Insur Prg & Issues 3
BA 210 Business Law I 3
BST 151 Supervisory Management <u>3</u>
18
THIRD SEMESTER CREDITS
ENGL 102 English Composition II 3
BST 142 Intro to Managed Care 3
BST 270 The Legal Envir of Emp Benefits 3
SOC 321 Sociology of Health & Med 3
BST 240 Fund of Bus Comp Tech 3
Elective Restricted Elective 3
18
FOURTH SEMESTER CREDITS
ENGL 204 Writing for Business 3
HUM 101 Intro to Humanities 3
BST 205 Fundamentals of Marketing 3
BIO 210 Basic Anatomy and Physiology* 4
BST 272 Fund of Claims Administration 3
16

<sup>\*</sup>Not currently considered a part of the WVSC baccalaureate general education core hours; however, hours will be accepted as elective credit.

**Restricted Electives**: COMM 100, BST 173, or any course approved by the EBCA program director.

# Associate in Applied Science in Management (Fashion Merchandising Option)

### 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. There are several career choices in the field of merchandising. Actual accomplishments in a retail career depend on an individual's ability and initiative. 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.

### **FASHION MERCHANDISING OPTION**

A strong element of the curriculum is the internship course. In this course, the students gain valuable work experiences in a job in the merchandising field. At graduation, the students have not only a degree but also related work experience for their resumes.

Courses in textiles and the fashion business provide essential product knowledge. Courses in retail management, retail buying, and visual merchandising, as well as other business courses, emphasize the concepts of productivity and profit.

The Fashion Merchandising Option is for students who expect to enter the fashion retailing field upon graduation.

### **PROGRAM OBJECTIVES**

These objectives are established for the Fashion Merchandising Option at the associate degree level:

- 1. To educate students interested in pursuing a career in fashion merchandising.
- To provide opportunities for further education for professionals already employed in the retailing field.
- 3. To provide students with guided work experiences in the field of merchandising to further their understanding of retailing.

(67 hours required for graduation)

FIRST	SEME	STER	CREDITS
COLL	101	College 101	3
BST	106	Introduction to Business	3
BST	115	Intro to the Fashion Business	3 3
<b>ENGL</b>	101	English Composition I	3
MATH	100	Intermediate Algebra <b>OR</b>	
MATH	101	College Algebra	3
BST	117	Visual Merchandising	<u>3</u>
			$1\overline{8}$
SECO	ND SEI	MESTER	<b>CREDITS</b>
BST	104	<b>Business Mathematics</b>	3
CS	106	Survey of Comp & Prog <b>OR</b>	
BST	240	Fund of Bus Comp Tech	3
<b>ENGL</b>	112	Technical Writing	3
BST	151	Supervisory Management <b>OR</b>	
BST	202	Principles of Management	3 <u>3</u> 15
HUM	101	Intro to Humanities	<u>3</u>
THIRI	) SEMI	ESTER	<b>CREDITS</b>
BST	173	Sales <b>OR</b>	
BST	175	Advertising I	3
BST	236	Retail Buying	3 3
BST	205	Fund of Marketing	3
<b>ECON</b>	201	Prin of Economics (macro) OR	
<b>ECON</b>	202	Prin of Economics (micro) <b>OR</b>	
PSYC	151	General Psychology	3
CHEM	130	Consumer Chemistry	3 <u>3</u>
		Restricted Elective*	<u>3</u>
			18
FOUR	TH SE	MESTER	<b>CREDITS</b>
BST	233	Textiles	3
BST	238	Retail Management	3
BST	255	Small Business Mgmt	3 3 3 1 3
BST	266	Business Internship	3
BST	298	Business Studies Seminar	1
		Restricted Elective*	<u>3</u>
			16

<sup>\*</sup>Restricted electives: Any advisor approved BST or BA course.

For More Information, Contact:
Mrs. Donna Jarrell, Program Director
West Virginia State Community and Technical College
PO Box 1000 — Cole Complex 305A
Institute, WV 25112-1000
Phone: (304) 766-3201

Email: djarrell@wvstateu.edu

# Associate in Applied Science Management (Hospitality Option)

### CAREERS IN HOSPITALITY MANAGEMENT

Travel and tourism in the West Virginia economy is a premier industry and is 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. One purpose of the Hospitality Management Option of the A.A.S. in Management is to provide students with an overview of the types of jobs in the hospitality industry. A second purpose is to acquaint students with accepted management theory and best practices as applied specifically to both lodging and food and beverage operations. Graduates of the Hospitality Management Option have entered into or progressed into positions such as front office manager, night auditor, rooms division manager, restaurant manager or assistant restaurant manager, sales representative, catering manager, and others. Some students gain employment with independent businesses while others gain employment with large lodging, food or beverage chain operations. Others have gone on to bachelor degree programs in business or hospitality management.

### PROGRAM OBJECTIVES

These objectives are established for the Hospitality Management Option at the associate degree level:

- 1. To educate students interested in pursuing careers in lodging and food and beverage management.
- To provide opportunities for further education for professionals already employed in the hospitality field.
- To provide opportunities for students who are pursuing other majors to enroll
  in hospitality courses to fulfill elective requirements and, at the same time,
  increase their potential by being knowledgeable about the operation and
  management of hospitality facilities.
- 4. To prepare students to work in supervisory or higher-level lodging or food and beverage management positions.

<sup>\*\*</sup>Restricted Electives: BST 100, BST 180, COLL 101 or other courses pre-approved by program director.

(67 hours required for graduation)

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

<b>FIRST</b>	SEME	STER	<b>CREDITS</b>
<b>ENGL</b>	101	English Composition I	3
BST	104	Business Math <b>OR</b>	
MATH	100	Intermediate Algebra <b>OR</b>	
MATH	101	College Algebra	3
BST	106	Introduction to Business	3
BST	109	Survey of Hospitality Industry	3
CHEM	130	Consumer Chemistry	<u>3</u>
			15
SECO	ND SEN	MESTER	<b>CREDITS</b>
<b>ENGL</b>	102	English Composition II	3
BST	240	Fund of Bus Comp Appl	3
HUM	101	Introduction to Humanities	3
BST	124	Food and Beverage Mgmt	3
BST	114	Hotel/Motel Pract and Proced	3
BST	151	Supervisory Management	<u>3</u>
			18
THIRI	) SEMI	ESTER	<b>CREDITS</b>
THIRI ECON	201	<b>ESTER</b> Principles of Economics (macro	o) 3
		<del></del>	3
ECON	201	Principles of Economics (macro	3 3 3
ECON BST	201 210	Principles of Economics (macro Food and Beverage Service	3 3 3 3 3
ECON BST BST	201 210 208	Principles of Economics (macro Food and Beverage Service Housekeeping Management First Year Accounting I Principles of Management	3 3 3
ECON BST BST BA	201 210 208 215	Principles of Economics (macro Food and Beverage Service Housekeeping Management First Year Accounting I	3 3 3 3 3
ECON BST BST BA BST	201 210 208 215 202	Principles of Economics (macro Food and Beverage Service Housekeeping Management First Year Accounting I Principles of Management	3 3 3 3 3 3 3
ECON BST BST BA BST SOC PSYC	201 210 208 215 202 101 151	Principles of Economics (macro Food and Beverage Service Housekeeping Management First Year Accounting I Principles of Management Introduction to Sociology <b>OR</b> General Psychology	3 3 3 3 3 3 3 3
ECON BST BST BA BST SOC PSYC	201 210 208 215 202 101 151	Principles of Economics (macro Food and Beverage Service Housekeeping Management First Year Accounting I Principles of Management Introduction to Sociology <b>OR</b> General Psychology	3 3 3 3 3 3 3
ECON BST BST BA BST SOC PSYC FOUR BST	201 210 208 215 202 101 151 <b>TH SE</b> I 205	Principles of Economics (macro Food and Beverage Service Housekeeping Management First Year Accounting I Principles of Management Introduction to Sociology <b>OR</b> General Psychology <b>MESTER</b> Fundamentals of Marketing	3 3 3 3 3 3 18 <b>CREDITS</b> 3
ECON BST BST BA BST SOC PSYC	201 210 208 215 202 101 151	Principles of Economics (macro Food and Beverage Service Housekeeping Management First Year Accounting I Principles of Management Introduction to Sociology <b>OR</b> General Psychology <b>MESTER</b> Fundamentals of Marketing Hospitality Laws/Regulations	3 3 3 3 3 3 18 <b>CREDITS</b> 3 3
ECON BST BST BA BST SOC PSYC FOUR BST	201 210 208 215 202 101 151 <b>TH SE</b> 205 113 234	Principles of Economics (macro Food and Beverage Service Housekeeping Management First Year Accounting I Principles of Management Introduction to Sociology <b>OR</b> General Psychology <b>MESTER</b> Fundamentals of Marketing Hospitality Laws/Regulations Managing Hosp Hum Resource	3 3 3 3 3 3 18 <b>CREDITS</b> 3 3 3
ECON BST BST BA BST SOC PSYC FOUR BST BST BST BST	201 210 208 215 202 101 151 <b>TH SEI</b> 205 113 234 239	Principles of Economics (macro Food and Beverage Service Housekeeping Management First Year Accounting I Principles of Management Introduction to Sociology OR General Psychology  MESTER Fundamentals of Marketing Hospitality Laws/Regulations Managing Hosp Hum Resource Facilities Management	3 3 3 3 3 3 3 <b>EXEDITS</b> 3 3 3
ECON BST BST BA BST SOC PSYC FOUR BST BST BST	201 210 208 215 202 101 151 <b>TH SEI</b> 205 113 234 239 298	Principles of Economics (macro Food and Beverage Service Housekeeping Management First Year Accounting I Principles of Management Introduction to Sociology OR General Psychology  MESTER  Fundamentals of Marketing Hospitality Laws/Regulations Managing Hosp Hum Resource Facilities Management Business Studies Seminar	3 3 3 3 3 3 3 <b>CREDITS</b> 3 3 3 3
ECON BST BST BA BST SOC PSYC FOUR BST BST BST BST	201 210 208 215 202 101 151 <b>TH SEI</b> 205 113 234 239	Principles of Economics (macro Food and Beverage Service Housekeeping Management First Year Accounting I Principles of Management Introduction to Sociology OR General Psychology  MESTER Fundamentals of Marketing Hospitality Laws/Regulations Managing Hosp Hum Resource Facilities Management	3 3 3 3 3 3 3 <b>EXEDITS</b> 3 3 3

For More Information, Contact:

Mr. Larry Summers, Program Director West Virginia State Community and Technical College

PO Box 1000 – Cole Complex 218A

Institute, WV 25112-1000 Phone: (304) 766-3213

Email: summerle@wvstateu.edu

# Associate in Applied Science in Management (Retail Option)

### CAREERS IN RETAILING

Retailing involves the selling of products and services to the ultimate consumer. Today, retailing is a rapidly changing, highly technical, global business. This challenging and growing industry requires highly trained managers with excellent decision making, computer, and leadership skills. Career advancements in a retailing career depend on an individual's skills and abilities as well as initiative. Entry level career opportunities in the field include management trainee, assistant buyer, wholesale representative, visual merchandising assistant, head of sales, and assistant store manager.

### RETAILING OPTION

A strong element of the curriculum is the internship course. In this course, the students gain valuable work experiences in a job in the retailing field. At graduation, the students have not only a degree but also related work experience for their resumes.

Courses in retail management, retail buying, and visual merchandising, as well as other business courses, emphasize the concepts of productivity and profit.

The Retail Option is for students planning to enter general retailing after graduation and for students who plan to continue for a degree in management or other related fields.

### PROGRAM OBJECTIVES

These objectives are established for the Retail Option at the associate degree level:

- 1. To educate students interested in pursuing a career in retailing.
- 2. To provide opportunities for further education for professionals already employed in the retailing field.
- 3. To provide students with guided work experiences in the field of retailing.

(63 hours required for graduation)

<b>FIRST</b>	SEM	ESTER	<b>CREDITS</b>
COLL	101	College 101	3
BST	106	Intro to Business	3
BST	115	Intro to the Fashion Bus	3
<b>ENGL</b>	101	English Composition I	3
MATH	101	College Algebra	3
BST	117	Visual Merchandising	3 3 3 3 3
		Č	18
SECO	ND SE	MESTER	<b>CREDITS</b>
CHEM	130	Consumer Chemistry	3
CS	106	Survey of Comp and Program O	R
BST	240	Fund of Bus Comp Tech	3
<b>ENGL</b>	102	English Composition II	
HUM	101	Intro to Humanities	3 3 <u>3</u> 15
BST	151	Supervisory Management	3
		1 , 5	15
THIRI	D SEM	ESTER	<b>CREDITS</b>
BST	236	Retail Buying	3
BST	180	Survey of Accounting	3
<b>ECON</b>	201	Principles of Economics(macro)	OR
<b>ECON</b>	202	Principles of Economics(micro)	3
<b>ENGL</b>	204	Writing for Business	3
	**	Restricted Elective	<u>3</u>
			15
<b>FOUR</b>	TH SE	EMESTER	<b>CREDITS</b>
BST	238	Retail Management	3
BST	202	Principles of Management <b>OR</b>	
BST	255	Small Business Management	3
BST	266	Business Internship	3
BST	298	Business Studies Seminar	1
	**	Restricted Elective	<u>6</u>
			16

<sup>\*\*</sup>Restricted electives are BST 233, BA 215, and any advisor approved BST or BA course.

For More Information, Contact:
Mrs. Donna Jarrell, Program Director
West Virginia State Community and Technical College
PO Box 1000 — Cole Complex 305A
Institute, WV 25112-1000
Phone: (304) 766-3201

Email: djarrell@wvstateu.edu

# Associate in Applied Science in Marketing (Applied Option)

### CAREERS IN MARKETING

Marketing has become an important component of business in the U.S. 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. Opportunities for employment 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.

### EMPLOYMENT OUTLOOK

According to the 2002-2003 Occupation Outlook Handbook, employment in marketing is projected to increase rapidly. College graduates with related experience, a high level of creativity, and strong communication skills should have the best job opportunities.

To learn more about job opportunities, visit the Bureau of Labor Statistics at www.bls.gov/oco/home.htm and search by occupation for marketing, advertising, sales, public relations, retail, or any other marketing field.

### PROGRAM OBJECTIVES

These objectives are established for the Marketing Program at the associate degree level:

- 1. To educate and train students interested in pursuing careers in marketing.
- 2. To provide opportunities for further education for professionals already employed in the marketing field.
- 3. To provide opportunities for students who are pursuing other majors to enroll in marketing courses to fulfill elective requirements and, at the same time, increase their knowledge of the marketing system.

### CURRICULUM

The applied option provides more classes relating to the field of Marketing than the Continuation Option. The Continuation Option provides more classes related to the field of Business and offers more transferability to the baccalaureate program. Both options place emphasis on written and oral communication.

(62 hours required for graduation)

		CEED all students with comp	
	SEME		CREDITS
COLL	101	College 101*	3
ENGL	101	English Composition I	3
COMM		Intro to Mass Communications	3
BST	173	Sales I	3 3 3 3 1
BST	106	Intro to Business	3
BST	108	Keyboarding	<u>1</u>
			16
SECO	ND SEN	MESTER	<b>CREDITS</b>
<b>ENGL</b>	102	English Composition II	3 3
HUM	101	Intro to Humanities	3
CS	106	Survey of Comp & Prog <b>OR</b>	
BST	240	Fund of Bus Comp Tech	3
BST	104	Business Math <b>OR</b>	
MATH	101	College Algebra	3
BST	205	Fundamentals of Marketing	3 <u>3</u> 15
			15
THIRI	<b>SEME</b>	ESTER	<b>CREDITS</b>
<b>CHEM</b>	130	Consumer Chemistry <b>OR</b>	
PHYS	103	Elements of Physical Science	3
BST	175	Advertising I	3
BST	236	Retail Buying	3
COMM	205	Public Relations	3
AH	205	Human Relationship Skills	3
		1	3 3 3 3 <u>3</u> 15
FOUR'	TH SE	MESTER	<b>CREDITS</b>
BST	176	Advertising II	3
BST	298	Business Studies Seminar	1
BST	238	Retail Management	3
BST	151	Supervisory Management <b>OR</b>	
BST	202	Principles of Management	3
BST	180	Survey of Accounting <b>OR</b>	
BA	215	First Year Accounting I	3
	151	General Psychology <b>OR</b>	
SOC	101	Introduction to Sociology	<u>3</u>
		graduon to zoolology	16
			10

For More Information, Contact: Mr. Jack Skeens, Program Director West Virginia State Community and Technical College PO Box 1000 — Cole Complex 203 Institute, WV 25112-1000 Phone: (304) 766-3027

Email: skeensjl@wvstateu.edu

# Associate in Applied Science in Marketing (Continuation Option - Transfers)

### CAREERS IN MARKETING

Marketing has become an important component of business in the U.S. 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. Opportunities for employment 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.

### EMPLOYMENT OUTLOOK

According to the 2002-2003 Occupational Outlook Handbook, employment in marketing is projected to increase rapidly. College graduates with related experience, a high level of creativity, and strong communication skills should have the best job opportunities.

To learn more about job opportunities, visit the Bureau of Labor Statistics at www.bls.gov/oco/home.htm and search by occupation for marketing, advertising, sales, public relations, retail, or any other marketing field.

### PROGRAM OBJECTIVES

These objectives are established for the Marketing Program at the associate degree level:

- 1. To educate and train students interested in pursuing careers in marketing.
- 2. To provide opportunities for further education for professionals already employed in the marketing field.
- 3. To provide opportunities for students who are pursuing other majors to enroll in marketing courses to fulfill elective requirements and, at the same time, increase their knowledge of the marketing system.

### CURRICULUM

The Continuation Option provides more classes related to the field of Business and offers more transferability to the baccalaureate program.

(65 hours required for graduation)

FIRST	SEME	STER	CREDITS
COLL	101	College 101*	3
<b>ENGL</b>	101	English Composition I	3
BST	173	Sales I	
MATH	101	College Algebra	3 3
BST	106	Intro to Business	3
BST	108	Keyboarding	1
COMM	101	Intro to Mass Comm	<u>3</u>
			19
SECO	ND SEN	MESTER	<b>CREDITS</b>
<b>ENGL</b>	102	English Composition II	3
MATH	101	College Algebra	3
HUM	101	Intro to Humanities	3
CS	106	Survey of Computers <b>OR</b>	
BST	240	Fund of Bus Comp Tech	3
BST	205	Fundamentals of Marketing	<u>3</u>
		_	15
THIRI	) SEMI	ESTER	<b>CREDITS</b>
BST	175	Advertising I	3
BA	215	First Year Accounting I	3
CHEM	130	Consumer Chemistry <b>OR</b>	
PHYS	103	Elements of Physical Science	3
<b>ECON</b>	201		
,	201	Principles of Economics(macro	) 3
BA	201	Principles of Economics(macro Business Law I	) 3
			) 3 3 15
BA	210		) 3 <u>3</u>
BA	210	Business Law I	) 3 3 15 <b>CREDITS</b> 3
BA <b>FOUR</b>	210 <b>TH SE</b> N	Business Law I  MESTER  Advertising II	) 3 3 15 <b>CREDITS</b> 3 3
BA FOUR BST	210 <b>TH SE</b> N 176	Business Law I  MESTER	) 3 3 15 <b>CREDITS</b>
BA FOUR BST BA	210 <b>TH SE</b> N 176 216	Business Law I  MESTER  Advertising II  First Year Accounting II	) 3 3 15 <b>CREDITS</b> 3 3
FOUR BST BA BST	210 <b>TH SEN</b> 176 216 238	Business Law I  MESTER  Advertising II  First Year Accounting II  Retail Management	) 3 3 15 <b>CREDITS</b> 3 3 3
BA FOUR BST BA BST BST BST BST	210 <b>TH SEN</b> 176 216 238 298	Business Law I  MESTER  Advertising II  First Year Accounting II  Retail Management  Business Studies Seminar	) 3 3 15 <b>CREDITS</b> 3 3 3 1
BA FOUR BST BA BST BST BST BST	210 <b>TH SEN</b> 176 216 238 298 202	Business Law I  MESTER  Advertising II  First Year Accounting II  Retail Management  Business Studies Seminar  Principles of Management	) 3 3 15 <b>CREDITS</b> 3 3 3 1

<sup>\*</sup>College 101 required for all students with composite ACT score of 19 or below.

For More Information, Contact: Mr. Jack Skeens, Program Director West Virginia State Community and Technical College PO Box 1000 — Cole Complex 203 Institute, WV 25112-1000 Phone: (304) 766-3027 Email: skeensjl@wvstateu.edu

# Associate in Applied Science in Nuclear Medicine Technology

### **CAREERS IN NUCLEAR MEDICINE TECHNOLOGY**

Nuclear medicine is one of the most useful and rapidly growing branches of modern medicine. Utilizing radioisotopes and sophisticated equipment, it is a scientific and clinical discipline concerned with the diagnosis, treatment, and clinical investigation of diseases and injuries. Nuclear medicine technologists play a key role in a relatively new health team. The field continues to be at the forefront of modern clinical medicine and technological development. The future has never been brighter for dedicated, energetic individuals to enter this field. Career opportunities exist in a wide range of clinical settings, such as community hospitals, university hospitals, outpatient diagnostic imaging centers, and research centers. There are a variety of career paths available to nuclear medicine technologists. They are employed as departmental administrators sales representatives, technical/development specialists, and program educators.

### CLINICAL INSTRUCTIONAL FACILITIES

During the clinical phase of the program, the student rotates through the Nuclear Medicine Departments of:

- Charleston Area Medical Center Charleston, WV;
- St. Francis Hospital, Charleston, WV;
- Thomas Memorial Hospital, South Charleston, WV;
- Veterans Administration Medical Center- Huntington, WV;
- St. Mary's Hospital, Huntington, WV;
- Holzer Medical Center, Gallipolis, OH
- King's Daughters Medical Center, Ashland, KY

Because students spend 1,200 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 nuclear medicine department personnel. Academic instruction is provided by the faculty of West Virginia State University and participating hospitals.

### PROGRAM OBJECTIVES

These objectives are established for the Nuclear Medicine Technology Program at the associate degree level:

- To educate and train students interested in pursuing careers in nuclear medicine technology.
- 2. To provide opportunities for further education to professionals already employed in the nuclear medicine field.
- 3. To prepare students to (a) perform patient-care tasks, (b) prepare and administer radiopharmaceuticals, (c) conduct quality control procedures, (d) perform imaging and non-imaging procedures, and (e) apply radiation physics and safety regulations to limit radiation exposure, and (f) be familiar with P.E.T. Imaging.
- 4. To produce entry-level technologists who are proficient in all facets of nuclear medicine technology and capable of passing the national certification registration examination.

**CREDITS** 

## **CURRICULUM/SUGGESTED SEQUENCE**

(71 hours required for graduation)

FIRST SEMESTER

\*\*College 101 required if ACT composite is 19 or below.

PHYS	191	Technical Physics I AND	
PHYS	203	Physics Lab İ	4
MATH	101	College Algebra	3
ITEC		Principles of Information Syst*	3
	101	English Composition I	3
AH	101	Intro to Health Care	3
			4 3 3 3 3 16
**** JA	NUARY	SCREENING	10
SECO	ND SE	MESTER CRI	<b>EDITS</b>
<b>ENGL</b>	102	English Composition II OR	
BST	230	Business Comm & Ethics*	3
<b>CHEM</b>	101	Introduction to Chemistry	4
BIO	210	Human Anatomy & Physiology*	4
<b>PSYC</b>	151	General Psychology OR	
	101	Introduction to Sociology	3
PHYS	192	Technical Physics II AND	
PHYS	204	Physics Lab II	4
		·	$1\overline{8}$
SUMM	IER SE	ESSION I CRI	EDITS
AH	200	Intro to Nuclear Medicine	EDITS 3
AH	200	Intro to Nuclear Medicine	
AH	200	Intro to Nuclear Medicine	EDITS 3
AH <b>SUMM</b> AH	200 IER SE 215	Intro to Nuclear Medicine SSION II  Nuclear Medicine Practicum  CRI	EDITS 3 EDITS
AH <b>SUMM</b> AH	200 IER SE 215	Intro to Nuclear Medicine SSION II  Nuclear Medicine Practicum  CRI	EDITS 3 EDITS 4 EDITS 6
AH SUMM AH THIRI	200 IER SE 215 D SEM	Intro to Nuclear Medicine  SSION II  Nuclear Medicine Practicum  ESTER  Nuclear Medicine Practicum***	EDITS 3 EDITS 4 EDITS 6
AH SUMM AH THIRI AH	200 IER SE 215 D SEM 213 211	Intro to Nuclear Medicine  SSION II  Nuclear Medicine Practicum  ESTER  Nuclear Medicine Practicum  CRI  Nuclear Medicine Practicum  Clinical Nuc Med Imaging  Elem Radiation Physics  ***	EDITS 3 EDITS 4 EDITS 6
AH SUMM AH THIRI AH AH	200 IER SE 215 D SEM 213 211	Intro to Nuclear Medicine  SSION II  Nuclear Medicine Practicum  ESTER  Nuclear Medicine Practicum  CRI  Nuclear Medicine Practicum  Clinical Nuc Med Imaging  Elem Radiation Physics  ***	EDITS 3 EDITS 4 EDITS 6
AH SUMM AH THIRI AH AH PHYS	200 <b>IER SE</b> 215 <b>D SEM</b> 213 211 209	Intro to Nuclear Medicine  SSION II  Nuclear Medicine Practicum  ESTER  Nuclear Medicine Practicum  CRI  Nuclear Medicine Practicum  CRI  Nuclear Medicine Practicum  Clinical Nuc Med Imaging  ***	EDITS 3 EDITS 4 EDITS 6
AH SUMM AH THIRI AH AH PHYS AH	200 <b>IER SE</b> 215 <b>D SEM</b> 213 211 209 240	Intro to Nuclear Medicine ESSION II  Nuclear Medicine Practicum ESTER  Nuclear Medicine Practicum *** Clinical Nuc Med Imaging*** Elem Radiation Physics*** Radiobiology and Rad Prot*** Introduction to Humanities	EDITS 3 EDITS 3 EDITS 6 3 3 2 3 17
AH SUMM AH THIRI AH AH PHYS AH HUM	200 <b>IER SE</b> 215 <b>D SEM</b> 213 211 209 240 101	Intro to Nuclear Medicine  SSION II  Nuclear Medicine Practicum  ESTER  Nuclear Medicine Practicum  *** Clinical Nuc Med Imaging*** Elem Radiation Physics*** Radiobiology and Rad Prot*** Introduction to Humanities  MESTER  CRI	EDITS 3 EDITS 4 EDITS 6
AH SUMM AH THIRI AH AH PHYS AH HUM	200 <b>IER SE</b> 215 <b>D SEM</b> 213 211 209 240 101	Intro to Nuclear Medicine  SSION II  Nuclear Medicine Practicum  ESTER  Nuclear Medicine Practicum  *** Clinical Nuc Med Imaging*** Elem Radiation Physics*** Radiobiology and Rad Prot*** Introduction to Humanities	EDITS 3 EDITS 6 3 2 2 3 17 EDITS
AH SUMM AH THIRI AH AH PHYS AH HUM	200 IER SE 215 D SEM 213 211 209 240 101 TH SE	Intro to Nuclear Medicine  ESSION II  Nuclear Medicine Practicum  ESTER  Nuclear Medicine Practicum  CRI  Nuclear Medicine Practicum  CInical Nuc Med Imaging***  Elem Radiation Physics***  Radiobiology and Rad Prot***  Introduction to Humanities  MESTER  Nuclear Medicine Practicum***  Nuclear Med Instrumentation***	EDITS 3 EDITS 6 3 2 2 3 17 EDITS
AH SUMM AH THIRI AH AH PHYS AH HUM FOUR AH	200 IER SE 215 D SEM 213 211 209 240 101 TH SE 214	Intro to Nuclear Medicine  ESSION II  Nuclear Medicine Practicum  ESTER  Nuclear Medicine Practicum***  Clinical Nuc Med Imaging***  Elem Radiation Physics***  Radiobiology and Rad Prot***  Introduction to Humanities  MESTER  Nuclear Medicine Practicum***  Nuclear Med Instrumentation***  Nuclear Med Non-Imaging***	EDITS 3 EDITS 6 3 2 2 3 17 EDITS
AH SUMM AH THIRI AH AH PHYS AH HUM FOUR AH AH	200 IER SE 215 D SEM 213 211 209 240 101 TH SE 214 207	Intro to Nuclear Medicine  ESSION II  Nuclear Medicine Practicum  ESTER  Nuclear Medicine Practicum  CRI  Nuclear Medicine Practicum  CInical Nuc Med Imaging***  Elem Radiation Physics***  Radiobiology and Rad Prot***  Introduction to Humanities  MESTER  Nuclear Medicine Practicum***  Nuclear Med Instrumentation***	EDITS 3 EDITS 6 3 2 2 3 17 EDITS
AH SUMM AH THIRI AH AH PHYS AH HUM FOUR AH AH AH AH AH AH AH	200 IER SE 215 D SEM 213 211 209 240 101 TH SE 214 207 212	Intro to Nuclear Medicine  ESSION II  Nuclear Medicine Practicum  ESTER  Nuclear Medicine Practicum***  Clinical Nuc Med Imaging***  Elem Radiation Physics***  Radiobiology and Rad Prot***  Introduction to Humanities  MESTER  Nuclear Medicine Practicum***  Nuclear Med Instrumentation***  Nuclear Med Non-Imaging***	EDITS 3 EDITS 6 3 2 3 17 EDITS 6 3 3 2 3 17 EDITS

Prerequisite: MATH 101, 102, or permission of instructor.

### For More Information, Contact:

Mr. Jim Wilson, C.N.M.T., A.R.R.T., (R) (N), Program Director Ms. Lori Kloman-Williamson, C.N.M.T., Clinical Coordinator West Virginia State Community and Technical College PO Box 1000 – Cole Complex 201 Institute, WV 25112-1000

Phone: (304) 766-3202 • Email: nucmed@wystateu.edu

<sup>\*</sup>These courses DO NOT apply to WVSU baccalaureate General Education Core; however, they will be accepted

<sup>\*\*\*</sup>A grade of "C" or better required for graduation.

<sup>\*\*\*\*</sup>Must complete 12 hours or more, including Technical Physics 191 + 203 Lab, to be eligible for screening.

# Associate in Applied Science in Occupational Development

The A.A.S. in Occupational Development degrees result from a partnership involving West Virginia State 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 part of their college credits from the Annual Classroom Training and On-the-Job Training that are required in their apprenticeship programs and other college credits through enrollment in courses at West Virginia State College. These A.A.S. degrees are typically organized as follows:

Component I consists of a minimum of seven (7) college courses, which may include English, speech, mathematics, natural sciences, social sciences, business, and the fine arts/humanities for a total of 21-34 credit hours. Some apprenticeship programs may require more than seven (7) college courses. Check with the program director regarding your craft. Based on their ACT/SAT scores, it is possible that some apprentices might have to take remedial/developmental courses in English and mathematics.\*

Component II consists of Classroom Training, over a thousand clock hours of instruction, typically over a 3-5 year period. The College awards up to 30 credit hours for Classroom Training in the apprenticeship program.

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 13 credit hours.

The A.A.S. in Occupational Development requires a total of 64-65 credit hours. Occupational Development Degrees have been developed for chemical operators, firefighters, plumbers and pipefitters, and sheet metal workers. The A.A.S. in Occupational Development can be made available to other apprenticeship groups. Formal agreements are developed among the College, the participating apprenticeship groups, and the U.S. Department of Labor Bureau of Apprenticeship and Training.

\*See WVSCTC's requirements for general education.

For More Information, Contact:
Mr. Charles W. McDaniel, Jr., Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 103
Institute, WV 25112-1000
Phone: (304) 766-5707

Email: mcdaniel@wvstateu.edu

## Associate in Applied Science in Office Administration

### CAREERS FOR OFFICE ADMINISTRATION **PROFESSIONALS**

Projections by state and national employment agencies indicate increasing job openings for office administration professionals in the Twenty-first Century. The West Virginia Careers, 1998, publication forecasts a favorable market for openings in administrative and support occupations. These opportunities are in clerical, typing, word processing, secretarial, and office management positions in the public sector (at the local, state, and federal levels) as well as in the private sector.

Many graduates in the A.A.S. in Office Administration continue their education by selecting baccalaureate degrees in Business Education or Business Administration. There are many opportunities for men, women, and minorities in this field.

### ADVANCED PLACEMENT

Students are encouraged to demonstrate their proficiency through testouts and thus enter the program with advanced standing. Persons who have completed the postsecondary secretarial or word processing program at Garnet Career Center, Putnam County Tech, or Ben Franklin Vo-Tech Center may be eligible to receive credit for that work. Inquiries should be made to the Program Advisor.

### LEGAL RESTRICTED ELECTIVES

Any BST Law Office Technology Course POSC 100, 101, 204, 210, CJ 101, 206, & CO-OP 179, 279

### MEDICAL RESTRICTED ELECTIVES

CO-OP 179, 279 AH 120, HHP 251, 252 and 457

### EXECUTIVE RESTRICTED ELECTIVES

Any BST 100-200 level course except BST 100 & 108, COMM 100

For More Information, Contact: Mrs. Charlotte Finney, Program Director West Virginia State Community and Technical College PO Box 1000 -- Cole Complex 207 Institute, WV 25112-1000 Phone: (304) 766-3023

Email: finneycl@wvstateu.edu

(65-66 hours required for graduation)

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

U		1	
<b>FIRST</b>	SEME	ESTER	<b>CREDITS</b>
COLL	101	College 101* OR	3
BST	101	Interm Document Processing	3
BST	107	SuperWrite I	3
BST	106	Intro to Business	3 3 <u>3</u>
<b>ENGL</b>	101	English Composition I	3
			15
SECO	ND SE	MESTER	CREDITS
BST	102	Adv Document Processing	3
BST	104	Business Math	
BST	240	Fund of Bus Comp Tech	3 3
BST	230	Business Comm & Ethics	3
CHEM		Consumer Chemistry OR	
BIOL	101	Principles of Biology OR	
BIOL	102	Plants & Animanls (legal & Exe	ec)
BIOL	210	Anat and Phys (Medical)**	3-4
BST	121	Records Management	1
			16-17
THIR	D SEM	IESTER	CREDITS
BST	180	Basic Accounting	3
BA	210	Bus Law I (Legal &Executive)	
AH	101	Intro to Health Care(Medical)	3
ECON	201	Principles of Econ (macro) OR	
ECON	202	Principles of Econ (micro)	3
BST	139	Desktop Publishing	3
BST	151	Supervisory Mgmt OR	
BST	202	Principles of Management	3
BST	213	Office Management	<u>3</u>
201	-10	omen om on on one	18
FOUR	TH SE	MESTER	CREDITS
BST	290	CPS Review	3
BST	298	Business Seminar	1
BST	212	Mach Trans & Office Procedure	_
DOI	212	(Exec),(Legal), (Medical)	3
BST		***Restricted Elective (Exec),(	
AH	236	Medical Coding (Medical)	3
HUM	101	Intro to Humanities**	
BST	243	Adv Comp Tech	3 <u>3</u>
201	2.5	Tiu. Comp reen	16
			10

<sup>\*\*\*</sup>See List of Restricted Electives

<sup>\*\*</sup>Not currently in the WVSC baccalaureate general education core, but they are accepted for credit.

#### Associate in Applied Science in **Technical Studies** (General Option)

#### MODEL ASSOCIATE IN APPLIED SCIENCE (A.A.S.) IN TECHNICAL STUDIES - (64-66 CREDIT HOURS)

Degree programs implemented under this degree designation will include instruction consistent with the following components and categories:

#### **COMPONENT I - GENERAL EDUCATION**

English 101	3 hrs
English 112	3 hrs
College 101	3 hrs
Math 100, 101, Or Bst 104	3 hrs
Natural Science Course With Lab	
Social Science	3 hrs
(Sociology 101, Political Science 101, Economics 201 Or 202, Psyc 151)	
Humanities 101	
Subtotal (Minimum Credit Hours)	21-23
Un to three additional hours of general education may be required prov	

Up to three additional hours of general education may be required, provid it is added to the 64 credit hour minimum required for graduation.

#### **COMPONENT II - TECHNICAL CORE**

A student must earn a minimum of 12 college credit hours in one technical specialty program. The courses must be approved by the program chair of the specialty and may be in one of the following areas.

Accounting

Architectural Drafting

•CADD

Computer Science

Electronics

•Information Technology

Medical Assisting

Nuclear Medicine

Physics

Chemistry

•Math beyond 101

Management

•Business Software Applications

12

Paramedic Technology

Radiologic Technology

#### SUBTOTAL (MINIMUM CREDIT HOURS)

#### COMPONENT III - TECHNICAL/OCCUPATIONAL SPECIALTY

This component can consist of apprenticeship courses (converted to college credit at the ratio of 15:1 for lecture course and 20:1 for a lecture-lab course.) Or business sponsored specialized training designed and offered by colleges at a business site. Regular college courses that closely relate to the occupational specialty may be counted as meeting the requirements of this component. Vocational Educational Training in the occupational specialty may be converted to college credit at the

ratio of 60:1 (not to exceed 18 credit hours). Courses or training used in other components cannot be used in this

component. For vocational training used to meet this component, the student must have earned a "B" grade or better in the training and be recommended in writing by his instructor as being competent in this specialty and a dependable student.

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 fall under the umbrella of this program of study and degree designation. A student must earn at least 18 credit hours in this component.

- Labor Management
- Relations
- Statistics
- Nutrition
- Medical Terminology
- Drafting/CAD/Blueprint Reading
- Laboratory Sciences
- Human Resource
- Management Quality Control
- Principles
- TQM Principles
- Accounting Principles
- Electrical Systems

- Fluid Power
- Safety and Industrial Hygiene
- Principles of Management
- Principles of Supervision
- Computer Applications
- Industrial Psychology
- Advanced Mathematics
- Human Relations
- Information Processing
- Qualitative Business Analysis
- Industrial Relations
- Graphics
- Methods of Inquiry

#### **SUBTOTAL (MINIMUM CREDIT HOURS)**

18

#### COMPONENT IV - ON-THE-JOB TRAINING IN THE OCCUPATION OR SUPERVISED WORK BASED LEARNING

This component consists of on-the-job work experience consistent with the technical specialty and no part of Component II or III may be counted. The on-the-job component is to be converted to credit hours at a ratio of 160:1 with a maximum of 2080 contact hours or 13 credit hours allowed. A student must earn 13 credit hours of on-the-job-training.

#### SUBTOTAL (MAXIMUM CREDIT HOURS)

13

Total semester hours in A.A.S. program - 64-66 credit hours - maximum.

For More Information, Contact: Mr. Bill Kreber, Program Director West Virginia State Community and Technical College PO Box 1000 – Cole Complex 313 Institute, WV 25112-1000 Phone: (304) 766-4137 Email: kreberwe@wystateu.edu

#### Associate in Applied Science in **Technical Studies** (Information Technology Option)

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

#### A. Program Learning Outcomes

#### Graduates will:

- Have a thorough understanding of computer hardware and software principles and functions.
- 2. Have sufficient knowledge of PC hardware and the Windows operating system to pass the CompTia A+ exams.
- 3. Have sufficient knowledge of networking to pass the CompTia Network+ exam.
- 4. Have sufficient knowledge in the elected certification track to pass the vendor certification exam(s).
- 5. Learn to work effectively in a team environment.
- 6. Be committed to quality, timeliness and continuous improvement.

#### TECHNICAL COURSES

Students are required to take two A+ courses (ITEC 180 and 181), a programming course (choose from ITEC 188 or 190 or 192 or 194) and 21 hours in focus electives/certification courses.

Focus electives/certification choices are: Certified Cisco Network Associate (CCNA), Microsoft Certified Systems Engineer (MCSE), INET+, Microsoft Certified Solutions Developer (MCSD), Oracle Certified Professional (OCP), Microsoft Certified Database Administrator (MCDBA) or Certified Internet Webmaster (CIW).

(66-67 hours required for graduation)

<b>FIRST</b>	SEME	STER	<b>CREDITS</b>
COLL	101	College 101	3
MATH	121	Pre-calculus	4
<b>ENGL</b>	101	English Composition I	3
ITEC	100	Critical Thinking	2
ITEC	101	Principles of Information System	ms <u>3</u>
			15
SECO	ND SEN	MESTER	<b>CREDITS</b>
COMM	100	Speech Communication	3
ITEC	180	PC Maintenance	3
ITEC	181	Advanced PC Maintenance	3
<b>ENGL</b>	112	Technical Writing	3
*Social	Science l	Elective	3
Program	nming Ele	ective	<u>3</u>
			18
THIRI	) SEME	ESTER	<b>CREDITS</b>
*Genera	al Science	e Elective	3-4
*Focus	electives	(Certification track)	<u>12</u>
			15-16
FOUR	TH SE	MESTER	<b>CREDITS</b>
ITEC	269	Project Management	3
CS	210	Fund of Operating Systems	3
* Focus	electives	(Certification track)	9
Internsh	ip		<u>3</u>
			18

For More Information, Contact:
Mr. Al Ruebush, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Wallace Hall 716
Institute WV 25112-1000
(304) 766-3395

Email: ruebush@wvstateu.edu





# Associate In Arts Degree

#### Associate in Arts in General Education

The Associate in Arts Degree is a two-year degree program that serves a dual purpose:

- (1) 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 a Bachelor of Science degree;
- (2) 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 West Virginia State University four-year degree program in

Art Psychology **Economics** Sociology English Education History and others Political Science

In addition, West Virginia State University has articulation agreements with other state colleges and universities so that students may transfer credits into four-year programs at other institutions.

> For More Information, Contact Mrs. Bertlela Montgomery West Virginia State Community and Technical College PO Box 1000 - Cole Complex 103E Institute, WV 25112-1000 Phone: (304) 766-3191 Email: montgobs@wvstateu.edu

(68-70 hours required for graduation)

FIRST	SEMESTER	CREDITS
GED	100 Origins	3
<b>ENGL</b>	101 English Composition I	3
GED	QU REAS-MATH 100 <b>OR</b> MATH 101,	OR
	BST 104	3
GED	*FINE ARTS-ART 101 OR, 200, COMN	M 140
	<b>OR</b> MUS 104 <b>OR</b> 107	3
GED	NAT SCI-BIO 101 <b>OR</b> 102, CHEM	
	130, <b>OR</b> PHYS 103, <b>OR</b> 120	3-4
	,	15-16
SECO	ND SEMESTER	CREDITS
102	English Composition II	3
100	Speech Communication	3
AM	TRAD-POSC 101, <b>OR</b> HIST 207 <b>OR</b> 20	
TIVI	NAT. SCIBIOL 101 <b>OR</b> 102, CHEM	,0 3
	130, PHYS 103, 120	3-4
122	Fitness for Living <b>OR</b>	3-4
157	<u>c</u>	2
106	Healthy Living	2
240	Survey of Comp & Prog OR	2
240	Fund of Bus Comp Tech	17 19
THIDI	) SEMESTER	17-18 CDEDITS
		CREDITS
GED	200 Race, Gender & Hum Ident	3
GED	INT'L PERSP-(French, Spanish,	
	German, <b>OR</b> Russian - ENG 440, <b>OR</b> FR	
	205, <b>OR</b> SPAN 205, <b>OR</b> SOC 411, <b>OR</b> S	
	305, <b>OR</b> POSC 210, <b>OR</b> POSC 415, <b>OR</b>	
CED	PHIL 308, <b>OR</b> Comm 446	3
GED	*FINE ARTS-ART 101, OR 200, OR C	
arr	140 <b>OR</b> 170 <b>OR</b> MUS 104 <b>OR</b> 107	3
GED	SOC STRUCT-PSYC 151, OR SOC 101	
	OR POSC 100	3
Area A	Specialization Area A	<u>6</u>
FOLID		18
	TH SEMESTER	CREDITS
ENGL	150 Intro to Literature	3 3 6
HIST		3
Area A		6 6
Area B	Specialization Area B	18
Degree	Summary:	10
	Education	50
	zation Area A	12
Speciali	zation Area B	6
	As disciplines require specific courses for a	

NOTE: As disciplines require specific courses for major, contact program director for details.

Prerequisite: Grade of C in ENGL 098 when applicable.

<sup>\*</sup>Two courses must be from different diciplines (Art, Communications, Music)



# Associate In Science Degrees

#### Associate in Science in Communications

#### CAREERS IN COMMUNICATIONS

Graduates with an A.S. in Communications are competitive for entry-level positions at television and radio stations, stage and film production companies, and public relations and advertising agencies. Many governmental agencies and most large corporations have departments that require individuals with production skills. This program is designed to provide the student with technical skills and a theoretical framework for the communications industry. The Department's nationally recognized faculty members bring to the classroom a wide variety of professional experience and academic achievement. Students combine theory with hands-on experience. Graduates have earned numerous awards for their video and film projects.

An Apple digital video lab, state-of-the-art computerized stage lighting console, and a computer animation laboratory are some of the latest additions to the best studio facilities of any educational institution in the State. Communications field experience is a focal point of the program. Students observe and participate in a supervised media setting associated with the students' own interests. In previous field experiences, students have written and produced promotional videos for nonprofit agencies, worked airshifts at local radio stations, shouldered cameras for local television stations, stage-managed professional theatrical productions, and gone on location with the National Parks Service's film unit as sound assistant. Graduates from this program are eligible to transfer to the Bachelor of Science program in Communications at West Virginia State University with the rank of junior.

#### PROGRAM OBJECTIVES

These objectives are established for the Communications Program at the associate degree level:

- 1. To educate students interested in pursuing careers in communications.
- 2. To provide opportunities for further education for professionals already employed in the Communications field.
- To provide opportunities for students who are pursuing other majors to enroll 3. in communications to fulfill general education and elective requirements and, at the same time, increase their potential marketability in the workplace.

(61-62 hours required for graduation)

FIRST SEME	STER	CREDITS
COLL 101	College 101	3
COMM 101	Intro to Mass Comm	3
COMM 100	Speech Communications	3
ENGL 101	English Composition I	3
MATH 100	Intermediate Algebra	3 3 3 3
	C	$1\overline{5}$
SECOND SEN	MESTER	<b>CREDITS</b>
ENGL 102	English Composition II	3
COMM 162	Television/Direction	3 3 3
COMM 140	Film Appreciation	3
GED 100	Origins	3
CS 106	Survey of Comp & Program Ol	R
BST 240	Fundamentals of Business Com	
		15
THIRD SEMI	ESTER	<b>CREDITS</b>
COMM 241	Filmmmaking	3
GEN ED Natural	Science	3-4
BIOL 1	01, 102, CHEM 130,PHYS	
103, 120		
GEN ED Fine Art		3
ART 10	1, 200, COMM 170, MUS 104,	107
GEN ED 200	Human Diversity	3
	rom any 100 or 200 Course	<u>3</u>
	,,	15-16
FOURTH SE	MESTER	<b>CREDITS</b>
COMM 250	Field Experience <b>OR</b>	
	ative Education	3-4
	07, 208, PSYC 151, SOC 101 C	R
POSC 1	00 or 101	3
	Introduction to Literature	
	rom any 100/200 course	3 3 3
Restricted Electi		3
		15-16

\*Communications elective: any 100 or 200 level COMM course.

Restricted Electives: ART 109, ART 213, ART 217, BST 175, ENG 112, ENGL 201.

For More Information, Contact:
Dr. Marc Porter, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 231
Institute, WV 25112-1000
Phone: (304) 766-4178
Email: porterma@wvstateu.edu

#### Associate in Science in General Education (Basic Option)

The Associate in Science Degree is a two-year degree program that provides for transfer to a number of baccalaureate degrees or to the nontraditional Board of Regents B.A. degree.

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, former and current West Virginia State University students may already have met degree requirements.

#### \*SPECIALIZATION AREAS:

Education

**Graphic Arts** 

Industrial Technology

**Pre-Engineering** 

**Physical Education** 

**Pre-Nursing** 

Recreation

Security

Social Services

Specially Designed Areas

**Interdisciplinary Programs** 

Areas in which students already have training and/or experience

#### Transfer Upon Completion Of Associate In Science Degree

Students who complete the A.S. degree may transfer into a West Virginia State University four-year degree program in

Biology

**Business Administration** 

Chemistry

Communications

Criminal Justice

Education

Mathematics

Recreation

Social Work

and others.

In addition, West Virginia State University has articulation agreements with other state colleges and universities so that students may transfer credits into four-year programs at other institutions.

(63-65 hours required for graduation)

<b>FIRST</b>	SEME	STER CRED	ITS
COLL	101	College 101	3
HUM	101	Intro to Humanities	3
<b>ENGL</b>	101	English Composition I	3
GED		QU REAS-MATH 100, OR MATH 101	
		OR BST 104	3
GED		SOC STRUCT; PSYC 151 <b>OR</b> SOC 101	
		OR POSC 100	3
		*Specialization Area B	3 <u>3</u> 18
			18
		MESTER CRED	
ENGL	102	English Composition II	3
GED		ART 101 <b>OR</b> ART 200 <b>OR</b> COMM 140	
		<b>OR</b> MUS 104 <b>OR</b> 107	3
CS 106		SURVEY OF COMP. & PROG. <b>OR</b>	
BST 24	0	FUND. OF BUS. COMP. TECH.	3
		Specialization Area A	6
		*Specialization Area B	6 <u>3</u> 18
	~~		
	D SEMI		
THIRI GED	NAT SC	CI-BIOL 101 <b>OR</b> 102, OR	ITS
	NAT SO CHEM	CI-BIOL 101 <b>OR</b> 102, OR 130, <b>OR</b> PHYS 103 <b>OR</b> 120	3-4
GED	NAT SO CHEM *Specia	CI-BIOL 101 <b>OR</b> 102, OR 130, <b>OR</b> PHYS 103 <b>OR</b> 120 lization Area A	ITS
	NAT SC CHEM *Specia AMER	CI-BIOL 101 <b>OR</b> 102, OR 130, <b>OR</b> PHYS 103 <b>OR</b> 120 lization Area A TRAD-POSC 101, <b>OR</b> HIST 207	3-4 6
GED	NAT SC CHEM *Specia AMER OR 208	CI-BIOL 101 <b>OR</b> 102, OR 130, <b>OR</b> PHYS 103 <b>OR</b> 120 lization Area A TRAD-POSC 101, <b>OR</b> HIST 207	3-4 6 3
GED	NAT SC CHEM *Specia AMER OR 208	CI-BIOL 101 <b>OR</b> 102, OR 130, <b>OR</b> PHYS 103 <b>OR</b> 120 lization Area A TRAD-POSC 101, <b>OR</b> HIST 207 lization Area A <b>OR</b> B	3-4 6 3 3
GED GED	NAT SC CHEM *Specia AMER OR 208 *Specia	CI-BIOL 101 <b>OR</b> 102, OR 130, <b>OR</b> PHYS 103 <b>OR</b> 120 lization Area A TRAD-POSC 101, <b>OR</b> HIST 207 dization Area A <b>OR</b> B	3-4 6 3 3 5-16
GED GED	NAT SC CHEM *Specia AMER OR 208 *Specia	CI-BIOL 101 <b>OR</b> 102, OR 130, <b>OR</b> PHYS 103 <b>OR</b> 120 lization Area A TRAD-POSC 101, <b>OR</b> HIST 207 lization Area A <b>OR</b> B	3-4 6 3 3 5-16 ITS
GED GED	NAT SC CHEM *Specia AMER OR 208 *Specia TH SEN *Specia	CI-BIOL 101 <b>OR</b> 102, OR 130, <b>OR</b> PHYS 103 <b>OR</b> 120 lization Area A TRAD-POSC 101, <b>OR</b> HIST 207 lization Area A <b>OR</b> B  MESTER lization Area A	3-4 6 3 3 5-16 <b>ITS</b> 6
GED GED FOUR	NAT SC CHEM *Specia AMER OR 208 *Specia *Specia *Specia	CI-BIOL 101 <b>OR</b> 102, OR 130, <b>OR</b> PHYS 103 <b>OR</b> 120 lization Area A TRAD-POSC 101, <b>OR</b> HIST 207 lization Area A <b>OR</b> B  MESTER  CRED lization Area A <b>OR</b> B	3-4 6 3 3 5-16 ITS
GED GED	NAT SC CHEM *Specia AMER OR 208 *Specia *Specia *Specia NAT SC	CI-BIOL 101 <b>OR</b> 102, OR 130, <b>OR</b> PHYS 103 <b>OR</b> 120 lization Area A TRAD-POSC 101, <b>OR</b> HIST 207 lization Area A <b>OR</b> B  MESTER  CRED lization Area A lization Area A <b>OR</b> B CI-BIOL 101 <b>OR</b> 102, CHEM130,	3-4 6 3 5-16 ITS 6 3
GED GED FOUR	NAT SC CHEM *Specia AMER OR 208 *Specia *Specia *Specia NAT SC	CI-BIOL 101 OR 102, OR 130, OR PHYS 103 OR 120 lization Area A TRAD-POSC 101, OR HIST 207 lization Area A OR B  MESTER  CRED lization Area A lization Area A OR B CI-BIOL 101 OR 102, CHEM130, 03, OR 120	3-4 6 3 5-16 <b>ITS</b> 6 3 3-4
GED  GED  FOUR  GED	NAT SC CHEM *Specia AMER OR 208 *Specia *Specia *Specia NAT SC PHYS 1	CI-BIOL 101 OR 102, OR 130, OR PHYS 103 OR 120 lization Area A TRAD-POSC 101, OR HIST 207 lization Area A OR B  MESTER  CRED lization Area A lization Area A OR B CI-BIOL 101 OR 102, CHEM130, 03, OR 120	3-4 6 3 5-16 ITS 6 3
GED  FOUR  GED  Degree	NAT SC CHEM *Specia AMER OR 208 *Specia *Specia *Specia NAT SC PHYS 1	CI-BIOL 101 OR 102, OR 130, OR PHYS 103 OR 120 lization Area A TRAD-POSC 101, OR HIST 207 lization Area A OR B  MESTER  CRED lization Area A lization Area A OR B CI-BIOL 101 OR 102, CHEM130, 03, OR 120	3-4 6 3 5-16 <b>ITS</b> 6 3 2-13
GED  FOUR  GED  Degree General	NAT SC CHEM *Specia AMER OR 208 *Specia *Specia *Specia NAT SC PHYS 1	CI-BIOL 101 OR 102, OR 130, OR PHYS 103 OR 120 lization Area A TRAD-POSC 101, OR HIST 207 lization Area A OR B  MESTER Lization Area A lization Area A lization Area A OR B CI-BIOL 101 OR 102, CHEM130, 03, OR 120  1 7: on	3-4 6 3 5-16 <b>ITS</b> 6 3 3-4 2-13
GED  FOUR  GED  Degree General Speciali	NAT SC CHEM *Specia AMER OR 208 *Specia *Specia *Specia NAT SC PHYS 1	CI-BIOL 101 OR 102, OR 130, OR PHYS 103 OR 120 lization Area A TRAD-POSC 101, OR HIST 207 lization Area A OR B  MESTER  Lization Area A lization Area A lization Area A OR B CI-BIOL 101 OR 102, CHEM130, 03, OR 120  17: on rea A  1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3-4 6 3 5-16 <b>ITS</b> 6 3 2-13

<sup>\*</sup>Area A plus area B must total 30 hours.

For More Information, Contact:
Mrs. Bertlela Montgomery
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 103E
Institute, WV 25112-1000
Phone: 304) 766-3191
Email: montgobs@wvstateu.edu

# ASSOCIATE IN SCIENCE IN General Education (Paraprofessional Educator Option)

The Associate in Science in Paraprofessional Educator fulfills all of the requirements for a Paraprofessional Certificate as outlined by the West Virginia State Board of Education. The Paraprofessional Educator associate degree entitles the holder to serve in a support capacity including, but not limited to, facilitating instruction and direct or indirect supervision of pupils under the direction of an educator.

The Associate in Science in Paraprofessional Educator degree consists of 64 credit hours and is approximately one half of the curriculum required for a Bachelor of Science in Education. This program is designed as a transfer program so that students may study for two years at West Virginia State Community and Technical College and make a smooth transition to the baccalaureate degree at West Virginia State University.

# **CURRICULUM/SUGGESTED SEQUENCE** (63-65 hours required for graduation)

	SEME		CREDITS
ENGL	101	English Composition I	3
MATH	103	Problem Solving and Number S	ense <b>OR</b>
MATH	101	College Algebra <b>OR</b>	2
BST	104	Business Mathematics	3
GED	100	Origins <b>OR</b>	
HUM	101	Introduction to Humanities	3
EDU	200	Foundations of Education	3
COLL	101	College 101	3 3 <u>3</u> 15
CECO	NID CE	MEGTED	
			CREDITS
ENGL	150	Introduction to Literature	3
EDUC	300	Educational Technology <b>OR</b>	OD
MATH	106	Survey of Computers and Progra	
BST	240	Fund of Business Comp Tech	3
SOC	101	Introduction to Sociology <b>OR</b>	
PSYC	151	General Psychology <b>OR</b>	2
POSC	100	Intro to Gov't and Politics	$\frac{3}{3}$ ities $\frac{3}{2}$
11111		Specialization Area A	3
HUM		One other 100/200 level Humani	ities <u>3</u>
THID	CEM	POTED	
			CREDITS
BIOL	101	Principles of Biology <b>OR</b>	····it·· OD
BIOL	102 130	Plants and Animals: Unity in Div	ersity <b>OK</b>
CHEM		Consumer Chemistry <b>OR</b>	3-4
PHYS	120	Astronomy	3-4
HIST	207	American History to 1865 <b>OR</b>	
HIST POSC	208 101	American History for 1865 <b>OR</b>	2
rosc	101	American Government Specialization Area A and/or B	3 6
EDUC	201	Human Growth & Dev	3
EDUC	201	Educational Psychology & Learn	
EDUC	202	Educational Esychology & Lean	18-19
FOLIB	ти се	MESTER	CREDITS
BIOL	101	Principles of Biology <b>OR</b>	CKEDIIS
BIOL	101	Plants and Animals: Unity in Div	varcity OP
CHEM	130	Consumer Chemistry <b>OR</b>	ersity <b>OK</b>
PHYS	120	Astronomy	3-4
11115	120	Specialization Area B	6
EDUC	327	Exceptionalities & Hum Div	3
EDUC	426	Classroom Management for the	3
LDUC	720	Beginning Teacher <b>OR</b>	
EDUC	226	Field Experience in Classroom Mana	ngement 3
LDCC	220	1 icid Empericine in Classicom Marie	15-16

(Above 15 hours are required by the WV Board of Education for Teacher Aid Certification)

\*Please note: Education 426 is for students currently working as Teacher Aides and Education 226 (Field Experiences in Classroom Management is for students with no classroom experience).....1-3 credit hours

#### Other courses relative to specialization Area B:

<b>EDUC</b>	494	Directed Observ and Participation in	
		Elementary Education	3-6
<b>ENGL</b>	324	Literature for Children	3
GEO	200	Introduction to Geography	3

Courses highlighted are the best choices for students planning to continue on to a Bachelor of Science in Education.

For More Information, Contact:
Bertlela Montgomery, Program Director
PO Box 1000 – Cole Complex 103E
West Virginia State Community and Technical College
Institute, WV 25112-1000
Phone: (204) 766-2101

Phone: (304) 766-3191 Email: montgobs@wvstateu.edu Associate in Science in General Education (Pre-Engineering Option)

#### DESCRIPTION AND OBJECTIVE OF PROGRAM

This program is designed as a transfer program so that students may study for two years at West Virginia State University and transfer with advanced standing to a baccalaureate program in electrical, computer, industrial, civil, mechanical, and chemical engineering at West Virginia University Institute of Technology or a similar institution. Students entering this program should have a minimum of two units of high school algebra, one unit of geometry, and one-half unit of trigonometry. Courses in chemistry and/or physics are also desirable. Persons whose mathematics background is not adequate will require more time to complete the requirements.

For More Information, Contact
Mr. Bill Kreber, Program Director
Dr. Desa Gobovic, Professor
Dr. Craig Spaniol, Professor
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 313
Institute, WV 25112-1000
(304) 766-4137
Email: kreberwe@wystateu.edu

(67-71 hours required for graduation)

\*\*\*College 101 required if ACT composite is 19 or below. Will not transfer to a baccalaureate program in Engineering.

<b>FIRST</b>	SEME	STER	<b>CREDITS</b>
COLL	101	College 101***	3
MATH	121	Pre-Calculus <b>OR</b>	
MATH	206	Analytic Geom and Calc I	4
<b>ENGL</b>	101	English Composition I	3
HHP		Any activity course	1
<b>CHEM</b>	105	General Chemistry I	3
<b>CHEM</b>		General Chemistry Lab I	2
HIST	201	World History I <b>OŘ</b>	
HIST	207	History of the U.S. to 1865	<u>3</u>
		•	$1\overline{9}$
SECO	ND SEN	MESTER	<b>CREDITS</b>
MATH	206	Analytic Geom & Calc I <b>OR</b>	
MATH	207	Analytic Geom & Calc II	4
<b>ENGL</b>	102	English Composition II	3
<b>CHEM</b>		General Chemistry II	3 3 3 2
CHEM		General Chem Lab II	3
HHP	157	Healthy Living	2
HIST	202	World History II <b>OR</b>	
HIST	208	History of the US from 1865	<u>3</u>
		,	$18^{-}$
THIRI	<b>SEME</b>	ESTER	CREDITS
THIRI MATH		ESTER Analytic Geom & Calc II** OR	<b>CREDITS</b>
	207		<b>CREDITS</b>
MATH MATH CS	207 208 109	Analytic Geom & Calc II** <b>OR</b> Analytic Geom & Calc III	<b>CREDITS</b>
MATH MATH CS	207 208 109	Analytic Geom & Calc II** OR	<b>CREDITS</b>
MATH MATH	207 208 109	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming	<b>CREDITS</b>
MATH MATH CS ECON	207 208 109 201	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro	<b>CREDITS</b>
MATH MATH CS ECON ET PHYS	207 208 109 201 225 231	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro Statics Physics for Scientists & Eng I	4 3 3 3 4 17
MATH MATH CS ECON ET PHYS	207 208 109 201 225 231	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro Statics Physics for Scientists & Eng I	<b>CREDITS</b>
MATH MATH CS ECON ET PHYS	207 208 109 201 225 231 <b>TH SEN</b>	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro Statics Physics for Scientists & Eng I	4 3 3 3 4 17
MATH MATH CS ECON ET PHYS	207 208 109 201 225 231 <b>TH SEN</b>	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro Statics Physics for Scientists & Eng I  MESTER Differential Equations I OR Analytical Geom & Calc II	4 3 3 3 4 17
MATH MATH CS ECON ET PHYS FOUR **MATH MATH CS	207 208 109 201 225 231 <b>TH SEN</b>	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro Statics Physics for Scientists & Eng I  MESTER Differential Equations I OR Analytical Geom & Calc II Fortran Programming OR	4 3 3 4 17 CREDITS
MATH MATH CS ECON ET PHYS FOUR **MATH MATH CS CS	207 208 109 201 225 231 <b>TH SEN</b> 402 208	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro Statics Physics for Scientists & Eng I  MESTER Differential Equations I OR Analytical Geom & Calc II	CREDITS  4 3 3 4 17 CREDITS  3-4
MATH MATH CS ECON ET PHYS FOUR **MATH MATH CS CS CS	207 208 109 201 225 231 <b>TH SEN</b> 402 208 202 236 260	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro Statics Physics for Scientists & Eng I  MESTER Differential Equations I OR Analytical Geom & Calc II Fortran Programming OR	CREDITS  4 3 3 4 17 CREDITS  3-4
MATH MATH CS ECON ET PHYS FOUR **MATH MATH CS CS CS ECON	207 208 109 201 225 231 <b>TH SEN</b> 402 208 202 236 260 202	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro Statics Physics for Scientists & Eng I  MESTER  Differential Equations I OR Analytical Geom & Calc II Fortran Programming OR Pascal Programming OR Intro to C++ Principles of Economics(micro)	CREDITS  4 3 3 4 17 CREDITS  3-4
MATH MATH CS ECON ET PHYS  FOUR ***MATH MATH CS CS CS ECON ET	207 208 109 201 225 231 <b>TH SEN</b> 402 208 202 236 260 202 250	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro Statics Physics for Scientists & Eng I  MESTER  Differential Equations I OR Analytical Geom & Calc II Fortran Programming OR Pascal Programming OR Intro to C++ Principles of Economics(micro) Intro to Elect Eng OR	CREDITS  4 3 3 4 17 CREDITS  3-4
MATH MATH CS ECON ET PHYS  FOUR ***MATH MATH CS CS CS ECON ET ET	207 208 109 201 225 231 <b>TH SEN</b> 402 208 202 236 260 202 250 221	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro Statics Physics for Scientists & Eng I  MESTER  Differential Equations I OR Analytical Geom & Calc II Fortran Programming OR Pascal Programming OR Intro to C++ Principles of Economics(micro) Intro to Elect Eng OR Plane Surveying OR	CREDITS  4 3 3 4 17 CREDITS  3-4
MATH MATH CS ECON ET PHYS  FOUR ***MATH MATH CS CS CS ECON ET	207 208 109 201 225 231 <b>TH SEN</b> 402 208 202 236 260 202 250	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro Statics Physics for Scientists & Eng I  MESTER  Differential Equations I OR Analytical Geom & Calc II Fortran Programming OR Pascal Programming OR Intro to C++ Principles of Economics(micro) Intro to Elect Eng OR	CREDITS  4 3 3 4 17 CREDITS  3-4
MATH MATH CS ECON ET PHYS  FOUR ***MATH MATH CS CS ECON ET ET ET ET	207 208 109 201 225 231 <b>TH SEN</b> 402 208 202 236 260 202 250 221 226	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro Statics Physics for Scientists & Eng I  MESTER  Differential Equations I OR Analytical Geom & Calc II Fortran Programming OR Pascal Programming OR Intro to C++ Principles of Economics(micro) Intro to Elect Eng OR Plane Surveying OR Strength of Materials (Civil Engineering Students)	CREDITS  4 3 3 4 17 CREDITS  3-4
MATH MATH CS ECON ET PHYS  FOUR ***MATH MATH CS CS CS ECON ET ET	207 208 109 201 225 231 <b>TH SEN</b> 402 208 202 236 260 202 250 221	Analytic Geom & Calc II** OR Analytic Geom & Calc III Found for Programming Principles of Economics(macro Statics Physics for Scientists & Eng I  MESTER  Differential Equations I OR Analytical Geom & Calc II Fortran Programming OR Pascal Programming OR Intro to C++ Principles of Economics(micro) Intro to Elect Eng OR Plane Surveying OR Strength of Materials	CREDITS  4 3 3 4 17 CREDITS  3-4

<sup>\*</sup>The History courses must be a six (6) hour sequence. World History satisfies three (3) General Studies requirements at WVU-Tech. U.S. History satisfies two (2).

<sup>\*\*</sup>Math 402 is not transferable to WVU-Institute of Technology

#### Associate in Science in General Education (Pre Nursing Option)

This program is designed as a transfer program for students interested in preparing for advanced standing in baccalaureate programs in nursing. The program specifically addresses entrance requirements for West Virginia University Institute of Technology's School of Nursing. WVU-IT's School of Nursing provides a designated number of openings for WVSC pre-nursing students. The University of Charleston also accepts students from this program into their nursing programs. Each representative college or university establishes entrance standards.

(67 hours required for graduation)

FIRS	T SEM	IESTER	<b>CREDITS</b>		
COLL	101	College 101	3		
BIOL	101	Principles of Biology	4		
<b>ENGL</b>	101	English Composition I	3		
CHEM	<b>I</b> 101	Intro General Chemistry I	4		
MATH	I 100	Intermediate Algebra OR			
MATH	I 101	College Algebra	<u>3</u>		
			17		
SECO	SECOND SEMESTER CREDITS				
BIOL	303	Nutrition	3		
<b>ENGL</b>	102	English Composition II	3		
CHEM	I 201	Elem Organic Chemistry	4		
CS	106	Survey of Computers OR			
BST	240	Fund of Bus Comp Tech	3		
AH	104	Health & the Caring Professio	ns <u>3</u>		
			16		
THIR	D SEN	<b>MESTER</b>	<b>CREDITS</b>		
BIOL	331	Human Anat & Physiology I	4		
PSVC	151	General Psychology	3		

THIRD SEMESTER			CREDITS
BIOL	331	Human Anat & Physiology I	4
PSYC	151	General Psychology	3
<b>PSYC</b>	200	Statistics for Soc Sciences	4
SOC	101	Intro to Sociology	3
<b>ENGL</b>	150	Intro to Literature	<u>3</u>
			17

FOURTH SEMESTER			<b>CREDITS</b>
BIOL	332	Human Anat & Physiology II	4
<b>PSYC</b>	411	Developmental Psychology	3
BIOL	340	General Microbiology	4
SOC	305	Birth-Death-Migration	3
HIST	207	History of the US to 1865	<u>3</u>
			17

<sup>\*</sup>HISTORY 207, 208, 201, 202, OR POLITICAL SCIENCE 101.

This is a suggested sequence only. Availability of courses according to the sequence is not guaranteed. The assumption of this suggested sequence is that the student is qualified for English 101 and Math 100 as determined by the student's ACT scores. ACT scores will determine math and English course eligibility, and the following developmental courses may be required:

Math 011 and/or Math 012

English 098 and/or English 099

If Math 011/012 and/or English 098/099 are required, the above sequence will thereby be modified and the time frame for completion of the program will increase. All developmental courses should be substituted in the suggested sequence during the first two semesters, and the remaining courses/sequence of the first two semesters and subsequent year discussed with an appropriate advisor.

For More Information, Contact
Dr. Bonnie Dean, Program Director
West Virginia State College
PO Box 1000 – Hamblin 129
Institute, WV 25112-1000
Phone: 766-3126



# Collegiate Certificate Programs

#### Collegiate Certificate in Accounting

#### **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 office administration.
- 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.

#### **CURRICULUM/SUGGESTED SEQUENCE**

(33 hours required for certificate)

COURSE			<b>CREDITS</b>
BST	104	Business Math	3
BST	240	Fund of Bus Comp Tech	3
BA	210	Business Law I	3
BA	308	Business Law II	3
<b>ECON</b>	201	Prin of Economics(macro)	3
<b>ECON</b>	202	Prin of Economics(micro)	3
BA	215	First Year Account I	3
BA	216	First Year Account II	3
BST	235	Integ Comp Acctg	3
BA	315	Personal Income Tax	3
BA	363	Inter Accounting I	<u>3</u>
			33

For More Information Contact:

Mrs. Edith Worrells, Program Director West Virginia State Community and Technical College

> PO Box 1000 – Cole Complex 209 Institute, WV 25112-1000 Phone: (304) 766-3266

Email: worreled@wystateu.edu

#### Collegiate Certificate in Advertising

#### PROGRAM DESCRIPTION

The Collegiate Certificate 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 Collegiate Certificate will offer more specialized skills to a student majoring in marketing, communications, or any other business field.

The 33 undergraduate credit hours 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.

#### **EMPLOYMENT OPPORTUNITIES IN SALES**

Although advertising opportunities are limited in this area, some do exist with more opportunity being in a few large metropolitan areas. The theories and skills learned would probable be more useful for small business owners and non-profit organizations.

#### **CURRICULUM/SUGGESTED SEQUENCE**

(33 hours required for certificate)

COUR	<b>CREDITS</b>		
<b>ENGL</b>	101	English Composition I	3
BST	173	Sales I	3
ART	101	Intro to Art	3
COMM	205	Public Relations	3
BST	175	Advertising I	3
BST	205	Fundamentals of Marketing	<u>3</u>
		_	18
COURSE			<b>CREDITS</b>
COMM	101	Intro to Mass Comm	3
ART	213	Graphic Design	3
ART	217	Computer Graphics	3
BST	176	Advertising II	3
BST	139	Desktop Publishing	<u>3</u>
		-	15

For More Information, Contact:
Jack Skeens, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 203
Institute WV 25112-1000
(304) 766-3027

Email: skeensjl@wvstateu.edu

#### Collegiate Certificate in Banking and Finance

#### **PURPOSE**

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 or are currently pursuing an associate or a baccalaureate degree that 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, sales, management, or office administration.

#### **CURRICULUM/SUGGESTED SEQUENCE**

(33 hours required for certificate)

COURSE			<b>CREDITS</b>
BST	104	Business Math	3
BST	240	Fund of Bus Comp Tech	3
BA	210	Business Law I	3
BA	215	First Year Accounting I	3
BA	216	First Year Accounting II	3
<b>ECON</b>	201	Prin of Economics(macro)	3
BST	223	Prin of Banking	3
BST	224	Intro to Finance	3
BST	241	Consumer Lending	3
BST	246	Intro to Commercial Lending	3
BST	248	Marketing for Bankers	<u>3</u>
			33

For More Information, Contact:
Mrs. Edith Worrells, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 209

Institute, WV 25112-1000 Phone: (304) 766-3266 Email: worreled@wystateu.edu

# Collegiate Certificate in Community Behavioral Health Technology

#### **PURPOSE**

The Certificate in Community Behavioral Health Technology offers new advances in human technology. The certificate program consists of nine (9), 3 credit hour courses selected from the eleven core courses currently being offered in the Associate in Applied Science Degree Program in Community Behavioral Health Technology, and two (2) general education courses. A total of thirty three (33) undergraduate credit hours of coursework must be completed before a certificate can be awarded. The 33 undergraduate credit hours earned in the Certificate Program will be accepted in the A.A.S. degree program in Community Behavioral Health Technology. An agreement between the Bachelor of Science degree program in Health Sciences and the A.A.S. degree program in Community Behavioral Health Technology will assist students further their education and career opportunities.

## JOB OPPORTUNITIES IN COMMUNITY BEHAVIORAL HEALTH TECHNOLOGY

Employment opportunities for individuals in the field of Community Behavioral Health include the following: public and private day treatment, residential, crisis, and vocational service settings which address the needs of children, adolescents and adults with psychiatric, developmental, and substance abuse disorders.

#### **CURRICULUM/SUGGESTED SEQUENCE**

(33 hours required for certificate)

COURSE			CREDITS
<b>ENGL</b>	160	Pract Eng Grammar & Usage	3
AH	120	Intro to CBHT	3
AH	123	Human Tech I	3
AH	125	Observ, Crisis, & Doc in BH	3
AH	124	Human Tech II	3
AH	230	Serv Pop - Dev Disabilities	3
BST	240	Fund of Bus Comp Tech	3
AH	221	Human Tech III	3
AH	232	Serv Pop - Sub Abuse Disorders	3
AH	231	Serv Pop - Psych Disabilities	3
AH	223	Syst & Account in BH	<u>3</u>
			33

The Community Behavioral Health Technology curriculum has been approved as meeting the criteria for psychosocial education/training required for the Registry of Psychiatric Rehabilitation Practitioners by the following professional organizations:

- International Association of Psychosocial Rehabilitation Services (IAPSRS)
- WV-Association of Psychiatric Recovery-Oriented Services (WV-APROS)

For More Information, Contact:
Mrs. Renee Stringfellow, LPC, CRC, CPRP
Program Director/Assistant Professor
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 314A
Institute, WV 25112-1000
Phone: (304) 766-4160
Email: stringre@wvstateu.edu

#### Collegiate Certificate in General Education (University of Charleston's B.S.N. Program)

#### **PURPOSE**

This certificate is designed to meet the general education requirements for baccalaureate programs at other colleges and universities. This Certificate will meet the general education requirements for the Bachelor of Science in Nursing at the University of Charleston. Application for admission to the nursing program should be made by January 15, to the Admissions Office, University of Charleston.

#### PROGRAM OBJECTIVES:

- To meet the general education requirements for baccalaureate degrees.
- To meet the general education requirements for the University of Charleston's BSN program.
- To allow the timely transition to the University of Charleston's B.S.N. program.

For More Information, Contact:
Mr. Jim Wilson, C.N.M.T., A.R.R.T. (R)(N)
Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 201
Institute, WV 25112-1000
Phone: (304) 766-3202
Email: wilsonjd@wvstateu.edu

(34 hours required for certificate)

FALL SEMESTER			<b>CREDITS</b>
COLL	101	College 101	3
<b>ENGL</b>	101	English Composition I	3
HUM	101	Intro to Humanities	3
SOC	101	Intro to Sociology	3
CHEM	101	Intro to Chemistry	4
HHP	157	Healthy Living	<u>2</u>
		-	18

SPRIN	<b>CREDITS</b>		
BIOL	101	Principles of Biology	4
PSYC	151	General Psychology	3
COMM	100	Speech Communications	3
<b>ENGL</b>	102	English Composition II	3
BST	240	Fund of Bus Comp Tech OR	
CS	106	Survey of Computers & Prog	<u>3</u>
			16

#### Collegiate Certificate in Gerontology (Study of Aging)

#### **PURPOSE**

The Gerontology Certificate 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 business and intend to work in an area that services the aging.

#### JOB TITLES IN GERONTOLOGY

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 day-care provider, environmental designer, health/wellness educator, elderhostel coordinator, bereavement counselor, elder abuse investigator, senior citizens center director, home healthcare manager, hospice provider, homebound outreach coordinator, senior services program coordinator, foster grandparent coordinator, nutrition coordinator, policy planner, volunteer coordinator, senior transportation coordinator, and many more.

For More Information, Contact:
Mrs. Esther Brannon, RN, MS, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 311A
Institute, WV 25112-1000
Phone: (304) 766-5737

Email: brannone@wvstateu.edu

(33 hours required for certificate)

COURSE			<b>CREDITS</b>
AH	101	Intro to Health Care	3
AH	103	Intro to Gerontology	3
AH	204	Admin and Program Planning	
		in Gerontology	3
AH	102	Health Aspects of Aging	3
AH	209	Psychosocial Aspects of Aging	3
AH	208	Long-Term Care	3
AH	205	Human Relationship Skills	3
AH	202	Practicum*	3
AH	206	Death and Dying	3
<b>ENGL</b>	101	English Composition I	3
BST	240	Fundamentals of Business	
		Computer Applications	<u>3</u>
			33

#### Practicum Hours 240

#### \* Prerequisites for Practicum

- Must have completed 6 required gerontology courses with a grade of "C" or better.
- 2. Must have a GPA of 2.0 at time of registration for practicum.
- 3. Must be registered in AH 202 before practicum site is assigned.
- 4. Must pass AH 202 with a "C" or better.
- 5. A grade of "C" or better required in all courses for graduation.

#### Knowledge, Skills, and Experiences Gained in the Certificate Program

- Wellness education and program development
- Workshop development and presentation
- Grant/proposal writing
- Program design and development
- · Facilitative communication skills for groups and individuals
- Interpersonal and intervention skills
- Communication techniques for working with Alzheimer's patients
- Caregiver support issues
- Knowledge of entitlement programs: Medicare, Medicaid, Social Security, Supplemental Security income
- Report writing and documentation
- Familiarity with diversity issues and the elderly
- Problem-solving and decision-making
- 240-hour practicum (field experience)
- Physiological aspects of aging
- · Administration and public policy concerning programs for the elderly
- Understanding death and dying

#### Collegiate Certificate in Law Office Technology

#### **PURPOSE**

This collegiate certificate offers training in the latest advances in law office technology. Emphasis will be placed on the application of computer technology to legal research and writing, litigation, and networking. Students will become proficient in using computerized legal software, such as Westlaw, in order to conduct on-line research.

The Law Office Technology Collegiate Certificate is intended for individuals who wish to acquire expertise in the application of computer and information technology to the legal field.

#### LAW OFFICE TECHNOLOGIST CAREERS

The Law Office Technologist careers are for competitive individuals who want positions in law offices, governmental agencies, and criminal justice systems (courts, corrections, police) and research entities. Trained computer personnel are crucial in all these fields. The courses offered in this collegiate certificate curriculum will provide students with invaluable information that will lead to enticing and lucrative careers.

Students interested in obtaining an associate degree in Legal Assistant should see the description of the cooperative degree program with Marshall Community and Technical College found elsewhere in this catalog.

For More Information, Contact
Ms. Sandra LaVoie, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 221
Institute, WV 25112-1000
Phone: (304) 766-5119

lavoiesa@wystateu.edu

#### **COLLEGIATE CERTIFICATE OBJECTIVES**

- Integrate skills of legal analysis, research, and writing
- Assess and apply legal applications
- Utilize computer software to develop efficiency and productivity
- Acquire law management terminology
- Develop skills in using internet-based design with legal emphasis
- · Learn principles of legal theory and practical applications
- Examine litigation documents and cases
- Enhance critical thinking and decision-making skills
- Understand the law and the court systems
- Participate in a legal internship

### **CURRICULUM/SUGGESTED SEQUENCE**

(34 hours required for certificate)

FIRST	SEME	STER CREDI	ГS
BST	116	Intro to Comp Aided Legal Research	3
BST	120	Intro to Litigation	3
BST	240	Fund of Bus Comp Tech	3
<b>ENGL</b>	101	English Composition I	3
BST	123	Intro to Law & Legal Reasoning	3
BST	106	Intro to Business <b>OR</b> 151 Supervisory Mgmt <b>O</b>	R
CS	101	Survey of Criminal Justice	<u>3</u>
			18
SECOND SEMESTER CREDIT		2T	
	ID SEMI	ESTER CREDI	10
BST	118	Legal Research & Writing	3
BST BST			
	118	Legal Research & Writing	3
BST	118 122	Legal Research & Writing Networking and Software for the Legal Office	3
BST BST	118 122 298	Legal Research & Writing Networking and Software for the Legal Office Business Seminar	3 3 1
BST BST BST	118 122 298 266	Legal Research & Writing Networking and Software for the Legal Office Business Seminar Internship	3 3 1 3

## Collegiate Certificate in Paramedic Technology

#### PROGRAM DESCRIPTION

A graduate of the Collegiate Certificate in Paramedic Technology program is a highly skilled health care provider. Paramedics recognize, assess, and manage medical emergencies of acutely ill or injured persons in pre-hospital settings. Instruction in the Paramedic Technology program includes classroom education taught by faculty from the Community and Technical College. Hands-on training in the lab, on ambulances, and in clinical facilities are provided and supervised by professionals in their respected areas. Upon completion of this certificate, the student will be eligible to sit for the national registry examination for paramedics (EMT-P) provided all eligibility requirements are met. This course of study is an accelerated program of paramedic education with the goal of allowing students to sit for the registry exam after approximately 15 months of class and hands-on experience.

The certificate program consists of 36 credit hours including both classroom and practicum hours. A **minimum** of 300 clinical practicum hours and a **preset** number of clinical competencies must be completed before a student is designated as having fully completed the course of study. After all requirements are met, the student will receive a Collegiate Certificate in Paramedic Technology. All undergraduate credit hours earned in the collegiate certificate program will be accepted into an associate degree program.

Prerequisites that must be completed before making application to the Collegiate Certificate in Paramedic Technology are:

- Make application to WVSC and be accepted;
- Complete Anatomy and Physiology (BIOL 210) with a grade of "C" or better; and
- Hold a current EMT-B certification.

Upon completion of the prerequisites, the student may make application to the Paramedic Technology program. Applications are available from the Community and Technical College from February 1 until June 1.

### **CURRICULUM/SUGGESTED SEQUENCE**

(40 hours required for certificate)

Must have completed BIOL 210 – Anatomy and Physiology with a grade of "C" or better

	4
FALL	<b>CREDITS</b>
AH 130 Intro to Paramedic I	3
AH 131 Intro to Paramedic II	3
AH 132 Pulmonary Assessment & Advanced Skil	ls <u>6</u>
	12
SPRING	<b>CREDITS</b>
AH 260 Medical Emergencies	8
AH 263 Special Consideration Patients	<u>8</u>
	16
SUMMER	<b>CREDITS</b>
AH 264 Paramedic Operations	4
AH 261 Clinical Practicum I	<u>4</u>
	8

Selection of students will be held several months prior to the start of a class. A class will usually start in August. Student selection for the program will be determined by personal interview before a selection committee, student's Anatomy and Physiology (BIOL 210), and ACT scores. After all interviews and selection of students 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 into the program must be mailed to the Program Director with a postmark of no more than 10 days after notification of admittance to the class.

A grade of "C" (75%) or better must be maintained in each course to allow advancement to the next course. A grade of less than a "C" requires the failed course to be repeated. The Collegiate Certificate in Paramedic Technology may not be offered every year. See advisor.

For More Information, Contact:
Mr. Michael Wiedeman, Program Director
West Virginia State Community & Technical College
PO Box 1000 – Cole Complex 306-A
Institute, WV 25112-1000
(304) 766-5108
Email: wiedeman@wystateu.edu

## Collegiate Certificate in Paraprofessional Educator

The Paraprofessional Educator Collegiate Certificate fulfills all of the requirements for a Paraprofessional Certificate as outline 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 direct or indirect supervision of pupils under the direction of an educator. The Paraprofessional Collegiate Certificate is approximately one half of the curriculum required for an associate degree in this area.

The certificate program consists of 36 credit hours and the credit hours earned will transfer smoothly into the West Virginia State Community and Technical College Associate in Science Paraprofessional Educator degree and the Bachelor of Science in Education.

## CREDIT HOURS REQUIRED FOR COLLEGIATE CERTIFICATE - 36

<b>ENGL</b>	101	English Composition I	3
MATH	103	Problem Solving and Problem Sense OR	
MATH	101	College Algebra OR	
BST	104	Business Mathematics	3
<b>EDUC</b>	201	Human Growth and Development OR	
<b>PSYC</b>	151	General Psychology	3
<b>EDUC</b>	327	Exceptionalities and Human Diversity	3
GED	100	Origins OR	
HUM	101	Introduction to Humanities	3
<b>ENGL</b>	150	Introduction to Literature	3
HUM		One other 100/200 level Humanities	3
<b>EDUC</b>	300	Educational Technology OR	
MATH	106	Survey of Comp and Prog OR	
BST	240	Fund of Bus Comp Tech	3
<b>EDUC</b>	426	Classroom Management for the Beginning Teacher	2
		AND	
<b>EDUC</b>	226	Field Experiences in Classroom Management	1
		OR	
<b>EDUC</b>	226	Field Experience in Classroom Management	3
		(For students with no classroom experience)	
		Restriced electives	9

Electives related to public instruction—for example: HIST 207 OR 208, ENGL 324, GEO 200 or 201

Courses highlighted are the best choices for students planning to continue on to a Bachelor of Science in Education.

For More Information, Contact:
Bertlela Montgomery, Program Director
PO Box 1000-Cole Complex 103E
West Virginia State Community and Technical College
Institute, WV 25112-1000

Phone: (304) 766-3191 Email: montgobs@wvstateu.edu

### Collegiate Certificate in Sales

#### PROGRAM DESCRIPTION

The Collegiate Certificate in Sales could be used in numerous ways. A sales person with no formal training could complete the certificate and expect sales skills and income to increase. Any major (science, chemistry, behavioral health, business, etc.), who wants to help people (meet needs) and be well paid should consider the Collegiate Certificate in Sales.

The 33 undergraduate credit hours were selected to improve the understanding of the role of sales with respect to marketing, public relations, advertising, and integrated marketing communications. Sales role-plays are video taped and can be reviewed. Specific approaches, closes, trial closes and presentation methods are explained with the opportunity to apply during the sales role-plays.

#### EMPLOYMENT OPPORTUNITIES IN SALES

Sales people are needed from Alaska to Australia, from Zanesville to Zar. Sales people earn from \$7 per hour to 7 million per year. The sky is the limit depending on mobility, motivation, effort, intelligence, and other factors.

## KNOWLEDGE, SKILLS, EXPERIENCES GAINED IN THE CERTIFICATE PROGRAM

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

## **CURRICULUM/SUGGESTED SEQUENCE**

(33 hours required for certificate)

COURSE			<b>CREDITS</b>
<b>ENGL</b>	101	English Composition I	3
BST	173	Sales I	3
BST	240	Fund Of Business Comp App	3
COMM	100	Speech Communications	3
BST	175	Advertising I	3
BST	205	Fundamentals of Marketing	<u>3</u>
			18

COURSE			CREDITS
BST	236	Retail Buying	3
BST	174	Sales II	3
COMN	1 205	Public Relations	3
BST	104	Business Math	3
BST	238	Retail Management	<u>3</u>
			15

For More Information, Contact:
Jack Skeens, Program Director
West Virginia State Community and Technical College
PO Box 1000—Cole Complex 203
Institute WV 25112-1000
Phone: (304) 766-3027

Email: skeensjl@wvstateu.edu

### Collegiate Certificate in Technical Studies

The Collegiate Certificate in Technical Studies addresses in a timely and efficient manner the identified educational and training needs of business, industry, labor, and governmental agencies through the delivery of customized programs. The program is designed to allow the Community and Technical College to package existing courses or new courses in a manner that will address short-term educational and training needs of employers. The certificate consists of 32-37 credit hours.

The requirements for completion of the certificate program include the following:

#### **COMPONENT I - General Education**

English 101College 101Math 100 or Math 101 orBST 104CS 106 or BST 240 Minimum credit hours

COURSE		CREDITS
<b>ENGL</b>	101	3
COLL	101	3
MATH	100 <b>OR</b> MATH 101 <b>OR</b> BST 104	3
BST	104	3
CS	106 <b>OR</b> BST 240	<u>3</u>
		15

#### Minimum Credit Hours 12

### **COMPONENT II - Technical/Occupational Specialty**

This component consists of technical specialty courses specific to an occupational area. Technical courses developed by the college, approved courses included in a business, industrial, labor, or agency-based educational/ training program or combinations of credit courses and/or non-credit training modules evaluated for credit equivalency by the Academic Policies Committee can be included in this component. Externally based educational and training programs which are equivalent to college-level classroom/laboratory courses are to be converted to college credit hours at no less ratio than 15:1 contact hour per credit ratio of WVSU's laboratory credit. Credit equivalencies for non-credit training modules will be converted at less ratio than 30:1 contact to credit hours. Credit for externally based education and training will be awarded upon completion of the college work required in Component I.

## Minimum Credit Hours (Or Equivalent) 16 Maximum Credit Hours (Or Equivalent) 24

### COMPONENT III - Supervised-worksite-based Learning Or On-the-job Training In The Occupation

Credit for worksite-based training is optional in the certificate in technical studies program. When incorporated, such training consists of a paid or unpaid internship, practicum, or OJT experience performed in a business, industrial, labor, or agency setting in the occupational area related to the certificate. The credit value of internships included in the CP in Technical Studies will be determined by the same process(es) and contact to credit hour ratio(s) as that in traditional programs. Business, industrial, and agency-based on-the-job training experience is to be converted to credit hours at a ratio of 160:1, with a maximum of 960 contact hours allowable. A statement of the total number of contact hours experienced in this component may be placed on the college record. This credit may be recorded immediately prior to graduation from college.

Maximum credit hours allowed 6
No minimum hours required
Total semester credit hours 32 Minimum

#### PROGRAM FOCUS

Individuals currently employed in business and industry are the major focus on this degree program. Individuals currently employed in business and industry are the major focus on this degree program. By providing a program of study designed to enhance and maintain employee knowledge and skills, it is expected that such individuals will enjoy greater job security and job flexibility. 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 served by the Community and Technical College.

For More Information, Contact:
Mr. William Kreber, Program Director
West Virginia Sate Community and Technical College
PO Box 1000 – Cole Complex 313
Institute, WV 25112-1000
Phone: (304) 766-4137
kreberwe@wystateu.edu





# Collegiate Skill Set Certificates

## Collegiate Skill Set Certificate in Medical Coding

This program is designed for individuals employed in the healthcare 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 210 Anatomy and Physiology, AH 101 Introduction to Health Care, and AH 236 Medical Coding.

#### AH 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 patents 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.

### BIOL 210 - Anatomy and Physiology (4 credit hours)\*

A basic systemic 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.

### AH 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. Prerequisites: AH 101 and BIOL 210

For More Information, Contact:

Mr. Jim Wilson, C.N.M.T., A.R.R.T., (R) (N), Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 201
Institute, WV 25112-1000
Phone: (304) 766-3202

Email: wilsonjd@wvstateu.edu

<sup>\*</sup> Fall Semester

<sup>\*\*</sup> Spring Semester

## Collegiate Skill Set Certificate in Fingerprint Identification and Classification

### CJ 299 - Science of Fingerprints (3 credit hours)

This course is a study of the field of friction ridge skin analysis. Topics will include the structure of friction ridge skin, the history of friction ridge skin identification, fingerprint classification, the taking of inked impressions, latent prints and the crime scene, latent print development methods, latent print identification, automated fingerprint identification systems (AFIS), fingerprints and the law and expert witness testimony.

### CJ 299 - Private Security (3 credit hours)

Students will learn the history of private security, the different types of security, and the employment opportunities available. In addition, issues surrounding education, training certification and regulation will be discussed. Specifically, the areas of computer security, theft controls and shoplifting, emergency procedures, employee theft, and violence and drugs in the workplace will be presented and discussed as they pertain to private security.

For More Information, Contact:
Mr. Ken Blake, Program Director
Community and Technical College
West Virginia State University
PO Box 1000 – Wallace Hall 529
Institute, WV 25112-1000
Phone: (304) 766-3082
blakekw@wvstateu.edu

### Collegiate Skill Set Certificate in Pre-K Kindergarten

This certificate is designed to prepare the student for work in the Pre-Kindergarten educational setting. Nine Course hours plus six hours of student teaching are required in addition to passing the Praxis II Early Education Pre-K Exam # 0530.

### Hours required for certificate (15 credit hours)

## Education 301-Early Childhood Development (3 credit hours) Prerequisite: none

Education 301 is an introduction to the multicultural study of young children from birth through the primary years. This course will examine the physical, social, emotional, linguistic, and cognitive characteristics of children of diverse cultural backgrounds.

### Education 341-Organization and Management of Early Childhood Programs (3 credit hours) Prerequisite: Education 301

This course will focus on principles of early childhood education; early childhood programs; family and community involvement; classroom management; developmentally appropriate learning environments; observation and assessment; issues influencing early childhood; professional roles and responsibilities and historical past of early childhood. Cultural diversity will be embedded into all course topics. (Planned for Spring 2004)

## **Education 342-Curriculum for Early Childhood Education** (3 credit hours) **Prerequisite: Education 301**

This course will include structured experience in language and literacy, mathematics, science, health, safely, nutrition, social studies, art, music, drama and movement. Subject matter will be explored in relation to curriculum materials and activities that are developmentally appropriate for young children. Emphasis will be placed on designing and implementing learning experience in a variety of childhood settings. (Planned for Spring 2004)

## **Education 490-Student Teaching in a Preschool Setting** (6 credit hours)

This student teacher experience will allow student teacher candidates to have direct experience in a preschool setting for an extended period of time. Student teachers will develop and implement experiences for preschool children in language and literacy, mathematics, science, health, safety, nutrition, social studies, art, music, drama and movement. These experiences will be interdisciplinary. (Planned for Summer 2004)

For More Information, Contact:
Mrs. Bertlela Montgomery
Community and Technical College
West Virginia State Community and College
PO Box 1000 – Cole Complex 103E
Institute, WV 25112-1000
Phone: (304) 766-3191

Email: montgobs@wvstateu.edu

Collegiate Skill Set Certificates in Microsoft Office Specialist Excel, Word, and PowerPoint XP

# BST 244 - Microsoft Office Specialist: EXCEL XP CERTIFICATION (1 credit hour)

This course provides an effective, systematic way to review and master Microsoft Excel XP which will prepare the students to take the Microsoft Office Specialist certification exam. The class consists of step-by-step, on screen instructions, performance-based activities, practice assessments, and registration information. Prerequisites: Students must have knowledge of Microsoft Excel XP. (Exam Fee)

# BST 245 - Microsoft Office Specialist: WORD XP CERTIFICATION (1 credit hour)

This course provides an effective, systematic way to review and master Microsoft Word XP which will prepare the students to take the Microsoft Office Specialist certification exam. The class consists of step-by-step, on screen instructions, performance-based activities, practice assessments, and registration information. Prerequisites: Students must have knowledge of Microsoft Word XP. (Exam Fee)

# BST 254 - Microsoft Office Specialist: POWERPOINT XP CERTIFICATION (1 credit hour)

This course provides an effective, systematic way to review and master Microsoft PowerPoint XP which will prepare the students to take the Microsoft Office Specialist certification exam. The class consists of step-by-step, on screen instructions, performance-based activities, practice assessments and registration information. Prerequisites: Student must have knowledge of Microsoft PowerPoint XP (Exam Fee)

For More Information, Contact:
Ms. Sandra LaVoie, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 221
Institute, WV 25112-1000
Phone: 304-766-5119

Fax: 304-766-4105 E-mail: lavoiesa@wystateu.edu

## Skill Set Certificate in Computer Aided Drafting and Design

## ET 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.

## ET 216 - Advanced Computer-Aided Drafting and Design (3 credit hours)

This course will provide techniques for advanced application of the commands learned in the introductory CADD courses. Topics will 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 lecture and four hours laboratory. Prerequisite: ET 112.

### ET 233 - Introduction to Micro Station (3 credit hours)

The purpose of this course is to teach the student the basics of Intergraph's MicroStation 4.0 software. After the successful completion of this course the student should be able to enter a MicroStation CAD shop and be immediately productive. Prerequisite: ET 216 of permission of the instructor. (5 hours Lab/Lecture)

### ET 238 - Advanced Micro Station (3 credit hours)

This course is designed to boost the students beyond the basics of MicroStation. Topics would include use of advance features and settings, 3-D drawings, modeling, customization of the software and productivity enhancement. One hour lecture and 4 hours lab. Prerequisite: ET 233 or by permission of the instructor.

For More Information Contact:
Mr. Bill Kreber, Program Director
West Virginia State Community & Technical College
P. O. Box 1000 – Cole Complex 313
Institute, WV 25112-1000
Phone: (304) 766-4137

Email: kreberwe@wvstateu.edu

## Collegiate Skill Set Certificate in Law Office Technology

## **BST 116 - Introduction to Computer Aided Legal Research** (3 credit hours)

This course is designed to be an internet-based course for persons interested in legal and law enforcement careers. Emphasis will be on mastering on-line legal research sources, such as Westlaw. This course also enables students to conduct research and collect information for weighing and presenting the strengths and weaknesses of client's cases in memoranda of law.

## BST 122 - Networking and Software for the Legal Office (3 credit hours)

This course is designed to assist students in their use of the computer to develop concepts and applications for evaluating hardware and software for the legal environment. The student will utilize computer software to develop efficiency and productivity. The focus pertains to practical computer applications for legal organizations and how the computer can be used to improve productivity in performing legal tasks.

For More Information, Contact
Ms. Sandra LaVoie, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 221
Institute, WV 25112-1000

Phone: 304-766-5119 Fax: 304-766-4105 E-mail: lavoiesa@wvstateu.edu

### Other Collegiate Skill Set Certificates Available

 Cardiac Diagnostic and Intervention Methods (3 and 12 Lead EKG, ACLS, CPR-AED) (3 credit hours)

For More Information, Contact:
Jim Wilson, C.N.M.T., A.R.R.T., (R) (N), Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 201
Institute, WV 25112-1000
Phone: (304) 766-3202
Email: wilsonjd@wvstateu.edu

• Private Security (3 credit hours)

For More Information, Contact: Mr. Ken Blake, Program Director Community and Technical College West Virginia State University PO Box 1000 – Wallace Hall 529 Institute, WV 25112-1000 Phone: (304) 766-3082 blakekw@wvstateu.edu

• Fire and Explosion Investigation (3 credit hours)

For More Information, Contact: Mr. Ken Blake, Program Director Community and Technical College West Virginia State University PO Box 1000 – Wallace Hall 529 Institute, WV 25112-1000 Phone: (304) 766-3082 blakekw@wvstateu.edu

Introduction to Computer Aided Legal Research (3 credit hours)

For More Information, Contact:
Mrs. Sandra LaVoie, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 221
Institute, WV 25112-1000
Phone: (304) 766-5119

Email: lavoiesa@wvstateu.edu

### • Networking and Software for the Legal Office (3 credit hours)

For More Information, Contact:
Mrs. Sandra LaVoie, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 221
Institute, WV 25112-1000
Phone: (304) 766-5119
Email: lavoiesa@wystateu.edu

Employee Claims and Benefits (18 credit hours)

For More Information, Contact:
Mark Davis, Program Director
West Virginia State Community and Technical College
PO Box 1000 – Cole Complex 103A
Institute WV 25112-1000
Phone: (304) 766-5116

Email: davisme@wvstateu.edu





# Course Descriptions

## Allied Health

#### 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.

#### 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.

#### 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.

#### 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.

#### 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.

#### 123. HUMAN TECHNOLOGY I (3 CREDIT HOURS)

The Human Technology 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 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 and rehabilitation readiness training technology. NOTE: The Human Technology courses must be taken in sequence.

#### 124. HUMAN TECHNOLOGY II (3 CREDIT HOURS)

The Human Technology 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 skills training in setting self-determined goals. The course is a continuation of Human Technology I. NOTE: The Human Technology courses must be taken in sequence. Prerequisite: A H 123.

#### 125. OBSERVATION, CRISIS, 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

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basic skills and techniques of Nonviolent Crisis Intervention: The safe management of disruptive and assaultive behavior. Materials and instruction will be given by a Certified Crisis Prevention

#### 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-ofclass assignments of this course.

#### 190. SERVICE LEARNING IN ALLIED HEALTH (1 CREDIT HOUR)

The purpose of the one credit-hour, 30 volunteer hours, Service Learning course is to provide Allied Health students with the opportunity to gain field experience/s early in their academic program, to become more familiar with their field of study, and to help them in their career decision-making. This is a pass/fail class. Prerequisite: AH 101

#### 191. SERVICE LEARNING IN ALLIED HEALTH (2 CREDIT HOURS)

The purpose of the two credit-hour, 60 volunteer hours, Service Learning course is to provide Allied Health Students with the opportunity to gain field experience/s early in their academic program, to become more familiar with their field of study, and to help them in their career decision-making. This is a pass/fail class. Prerequisite: AH 101

#### 199. SPECIAL TOPICS IN ALLIED HEALTH AND HUMAN SERVICES (1-3 CREDIT HOURS)

Courses or seminars on timely subjects related to the special interests and needs of health professionals.

#### 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.

#### 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.

#### 204. ADMINISTRATION AND PROGRAM PLANNING IN GERONTOLOGY (3 CREDIT HOURS)

This course presents the basic organizational and managerial theories and principles 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.

#### 205. HUMAN RELATIONSHIP SKILLS (3 CREDIT HOURS)

This course provides students 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. Students will also have a collaborative opportunity to develop and present a workshop on a specific interpersonal skill or intervention technique as well as develop professional printed learning materials for the presentation.

#### 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.

#### 207. 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.

#### 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.

#### 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.

#### 211. NUCLEAR MEDICINE TECHNOLOGY PROCEDURES I (3 CREDIT HOURS)

This course, along with AH 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.

#### 212. NUCLEAR MEDICINE TECHNOLOGY PROCEDURES II (3 CREDIT HOURS)

Continuation of issues and procedures discussed in AH 211. Review for nuclear medicine registry and certification exams.

#### 213, 214, 215, 216. NUCLEAR MEDICINE PRACTICUM (6, 6, AND 2 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.

#### 219, 220. 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.

#### 221. HUMAN TECHNOLOGY III (3 CREDIT HOURS)

The Human Technology 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 Human Technology courses must be taken in sequence. Prerequisite: A H 124.

#### 222. HUMAN TECHNOLOGY 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 direct skill teaching and rehabilitation planning. **NOTE:** The Human

Technology courses must be taken in sequence. Prerequisite: A H 221.

#### 223. SYSTEMS AND ACCOUNTABILITY IN BEHAVIORAL HEALTH (3 CREDIT HOURS)

An overview of the public and private sector behavioral health care system. The primary objective is to develop an understanding regarding the role of accountability in the delivery of services.

#### 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: A H 120.

## 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:** Observations/practicum experiences with written and oral reports are required as out-of-class assignments in this course. Prerequisite: A H 120.

#### 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: AH 120.

#### 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: AH 101 and BIOL 210.

#### 240. RADIOBIOLOGY AND RADIATION PROTECTION (2 CREDIT HOURS)

Introductory course concerning the effects of ionizing radiation on or with living matter, at cellular and multicellular levels of organization (including plants). Prerequisite: Admission to the Nuclear Medicine Core or permission of the instructor.

#### 250. CRITICAL CARE TRANSPORT (4 CREDIT HOURS)

This course was designed for the EMT-paramedic and registered nurses. You will obtain the knowledge and skills necessary to manage the critical patient during transfers between hospitals, speciality referral centers and extended care facilities.

#### 299. SPECIAL TOPICS IN ALLIED HEALTH AND HUMAN SERVICES (1-3 CREDIT HOURS)

Courses or seminars on timely subjects related to the special interests and needs of health professionals.

## Medical Assisting Courses

(Courses are taught at Benjamin Franklin Vocational Technical Center)

#### 111. ANATOMY AND PHYSIOLOGY (2 CREDIT HOURS)

Basic structure and function of the human body and the identity of cause and effect of most common pathological conditions.

#### 112. MEDICAL TERMINOLOGY, ETHICS AND LAW (3 CREDIT HOURS)

Basic structure, pronunciation, spelling and definition of medical terms. Basic legal relationships for the physician, patient and medical assistant will also be reviewed.

#### 113. PSYCHOLOGY (1 CREDIT HOUR)

Fundamentals of psychology as related to normal growth and development and individual differences in mental health.

#### 114. COMMUNICATIONS (1 CREDIT HOUR)

The proper fundamentals of listening, speaking and telephone techniques. Taking and writing medical histories and letters clearly and effectively will be emphasized.

#### 115. MEDICAL ASSISTING ADMINISTRATIVE PROCEDURES (9 CREDIT HOURS)

Fundamentals of patient reception, bookkeeping, filing, typing, transcription, medical office management and insurance.

116. MEDICAL ASSISTING: CLINICAL PROCEDURES

117. MEDICAL ASSISTING: CLINICAL PRACTICUM

## Paramedic Technology

(Prerequisite to the paramedic program: BIOL 210 - Anatomy and Physiology and Admission to the program.)

#### 130. INTRODUCTION TO PARAMEDIC TECHNOLOGY I (3 CREDIT HOURS)

This course is an introduction to advanced prehospital 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 prehospital 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, BIOL 210 with a grade of "C" or better, admission to the Paramedic Program.

#### 131. 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. Extensive lab time will be spent on learning and practicing these skills. Prerequisites: AH 130.

#### 132. PULMONOLOGY ASSESSMENT AND ADVANCED SKILLS (6 CREDIT HOURS)

This course is designed for students to further develop their knowledge in assessment of the respiratory patient. Students will learn to develop a plan of field care and including all appropriate skills. Advanced skills in airway management, intravenous therapy and pharmacology will be taught. Extensive lab time will be spent on learning and practicing these skills. Prerequisites: AH 130 and

#### 260. MEDICAL EMERGENCIES (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 following medical emergencies: pulmonary, cardiovascular, neurology, endocrinology, allergies and anaphylaxis, gastroenterology, urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, behavioral and psychiatric disorders, gynecology and obstetrics. In addition to instructional sessions, this course will include lab hours. Prerequisites: AH 130, 131, 132.

#### 261. 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: AH 130, 131, 132, 260, 263, and 264.

#### 263. SPECIAL CONSIDERATIONS (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. These special consideration patients include those with trauma injuries, as well as neonatology, pediatrics, geriatrics, abuse and assault patients, 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: AH 130, 131, 132, and 260.

#### 264. 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, medical incident command, rescuer awareness and operations, hazardous material incidents and crime scene awareness. In addition to instructional sessions, this course has a lab component. Prerequisites: AH 130, 131, 132, 260, and 263.

## **Applied Meteorology**

#### 130. PHYSICAL CLIMATOLOGY (3 CREDIT HOURS)

Introduction to the dynamics of the global climate system. Emphasizes the physical processes that force spatial variability in climate, and the feedback mechanisms associated with global teleconnections and climate change. Prerequisite: PHYS 110.

#### 150. SEVERE LOCAL STORMS (3 CREDIT HOURS)

Survey of severe weather, including thunderstorms and tornadoes. Focuses on storm processes and the forecasting of severe local storm events. Prerequisite: PHYS 110.

#### 200. APPLIED METEOROLOGY RESEARCH (1-3 CREDIT HOURS)

Students research a meteorological topic of their interest and which the instructor approves. Students will prepare a written report on their findings and present those findings to the introductory Weather & Climate class. Prerequisites: Permission of Program Director.

#### 220. WEATHER SYSTEM ANALYSIS (3 CREDIT HOURS)

Presentation and practice of synoptic- and meso-scale diagnostic analysis techniques, I including a review of satellite and radar remote sensing systems and image I interpretation. Introduction to numerical weather prediction. Prerequisites: PHYS 110.

#### 268. BROADCAST METEOROLOGY (1 OF CREDIT HOURS)

Practice in preparing and presenting weathercasts for radio and television. Survey of the weather casting industry. The course focus is toward a hands on approach to Broadcast Meteorology. Includes working in front of a green screen and developing a weather story. Prerequisites: PHYS 110 and COMM 162.

#### 280. ELEMENTARY METEOROLOGY (3 CREDIT HOURS)

Introductory presentation of basic meteorological processes with a focus on applying theory to the analysis and forecasting of local weather. Prerequisites: PHYS 110 and MATH 102 or 121.

## **Applied Process Technology**

#### 102. PROCESS FUNDAMENTALS (4 CREDIT HOURS)

Presents fundamental knowledge necessary for process operations. The student develops an understanding of the basic principles of process operations. The student learns the application of fundamental area of physics, chemistry, and mathematics necessary to understand their complex relationship in industry. The course includes topics on fluid behavior, fluid in motion, piping and valves, and the laws of heat.

#### 104. ROTATING AND RECIPROCATING EQUIPMENT (3 CREDIT HOURS)

Presents fundamental knowledge for process operations and entry-level maintenance personnel. The student develops an understanding of mechanical energy and the way it is put to use in industrial applications. The course covers various forms of energy ad how this energy can be converted to perform work. The course includes topics on operating instructions, basic troubleshooting skills, and basic maintenance skills typically performed by personnel on pumps, compressors, and prime covers. Prerequisite: APT 102.

#### 107. PROCESS CHEMISTRY AND STATIONARY EQUIPMENT (3 CREDIT HOURS)

Presents fundamental knowledge of chemistry necessary for process operations. The student focuses on the basics of chemistry as they apply to water treatment and hydrocarbon processing. Major topics include, but are not limited to: basic chemical terminology, molecular formulas, structural formulas, common chemical symbols, and the chemical nature of the operator's job, work environment, and products. Prerequisite APT 104.

#### 142. INSTRUMENTATION (5 CREDIT HOURS)

Develops an understanding of how to control and operate processes. This course involves work on real life simulators to insure an understanding of process operations has been achieved. The course includes measurement fundamentals and control strategies as applied to unit operations, industrial chemical operations, and operating tactics and strategies. This course provides basic instruction in process control instrumentation as it relates to the manufacturing operations and will promote smoother, more efficient control of automated systems.

#### 144. PROCESS OPERATIONS (4 CREDIT HOURS)

Develops an understanding of modern processing techniques, practical examples of normal operating situations, and advanced training in enhancing productivity while cutting operating costs. This course also provides maintenance personnel and technicians an understanding of the overall process and their roles in maintaining efficient production rates. This course involves work on real life simulators to insure an understanding of process operations has been achieved. This course includes unit operations, industrial chemical operations, and various equipment used in industrial processes. Prerequisite 142..

#### 146. PROCESS APPLICATIONS (2 CREDIT HOURS)

Develops an understanding of how to control and operate processes. This course involves work on real life simulators to insure an understanding of process operations has been achieved. This course includes a study of interactive control strategies in unit operations, industrial chemical operations, and compressor operations and applications. Prerequisites: APT 144.

#### 148 PROCESS OPERATIONS SAFETY (2 CREDIT HOURS)

Develops an understanding of how to safely start-up, shutdown, control and operate industrial processes. The course includes safe operating tactics and strategies, and procedures as they apply to unit operations and industrial chemical operations. Prerequisites: APT 146.

#### 202. FEDERALLY MANDATED TRAINING (3 CREDIT HOURS)

This course presents a fundamental knowledge of OSHA, EPA and DOT regulations as concerned with hazardous waste generators. This fundamental knowledge is necessary for process operations to qualify for hazardous response to incidents. The student will be trained in the required skills to qualify them for HAZWOPER Operations level response. The course studies include, but are not limited to Hazcom, Hazwoper Operations level personal protective equipment, working at elevated heights, respirators and SCBA's, and specific hazardous materials. Prerequisites: APT 148.

#### 204. SAFETY SKILLS TRAINING (3 CREDIT HOURS)

This course presents a fundamental knowledge necessary for process operations to qualify for hazardous response to incidents. The student will be trained in the required skills to qualify them for HAZWOPER Operations level response. Participants learn practical skills for working safely with hazardous substances and effective techniques for avoiding and controlling accidents in order opt maintain high productivity in the complex and high-tech work environment. The course studies include, but are not limited to: fire fighting, confined space entry and prep, and first aid and safety. Prerequisites: APT 148, 202.

#### 251. APPLICATION OF PROCESS OPERATIONS (4 CREDIT HOURS)

This course prepares the student to demonstrate a working knowledge of the application of the various components involved in process operations. The last topic, program review and evaluation, consists of a Board of Review which is an oral examination to assist the student in determining the areas that need to be reviewed and also to show any areas of deficiency in the program study. The Board of Review consists of one instructor and two industrial representatives in operations. The board will ask the student questions an entry-level operator should be able to answer. Topics included in this course are system qualification along with board and graduation preparatory. Prerequisite: APT 148.

Art

#### 101. STUDIO I—INTRODUCTION TO ART (3 CREDIT HOURS)

A combined lecture and studio course in which specific works from the past and present will be studied, analyzed, and used as motivation for projects and discussion.

#### 102. STUDIO II—DRAWING (3 CREDIT HOURS)

A studio course in which the student draws in several media and considers drawings as a fine art. It is designed for art students, students interested in teaching, and students who want to become more proficient in drawing and it's appreciation. A prerequisite for painting, figure drawing and printmaking. Six class hours per week. Prerequisite: ART 101, 103 or permission of the instructor.

#### 103. STUDIO III—DESIGN (3 CREDIT HOURS)

An introductory studio course for art majors in which the student will develop projects in two and

three dimensional design. A prerequisite for courses in ceramics and sculpture and qualifying for all courses that stipulate ART 101 as a prerequisite. Prerequisite: status as an art major or ART 101.

#### 104. WESTERN ART I (3 CREDIT HOURS)

A survey of the origins and character of the visual arts from the prehistoric to the Renaissance.

#### 105. WESTERN ART II (3 CREDIT HOURS)

A survey of the origins and character of the visual arts from the Renaissance to the contemporary art world.

#### 109. PHOTOGRAPHY I (3 CREDIT HOURS)

An introduction to photography, how to use a 35mm camera, develop black and white negatives, make enlargements, and how to mount prints. Emphasis will be placed on artistic rather than purely technical considerations. Six class hours per week.

#### 200. ART APPRECIATION (3 CREDIT HOURS)

This is a lecture/discussion/creating course that starts with objects of art in the student's environment and proceeds from the comfortable and familiar to the internationally accepted aesthetic. Periods of art history and cultures of the world will be examined. The student will be exposed to the basic concepts of art through the study of painting, sculpture, architecture, industrial art, fibers and film.

#### 202. NON-WESTERN ART (3 CREDIT HOURS)

A survey of the origins and character of the visual art of non-western cultures, with emphasis upon Oriental, Latin American, and African art.

#### 213. GRAPHIC DESIGN (3 CREDIT HOURS)

Lettering, calligraphy, poster design, stationery design, advertising art, and preparation of materials for reproduction in black and white and color. Demonstrations of silk screen, photo screening, and computer graphics. Six class hours per week. Prerequisite: ART 101 or ART 103.

#### 214. FIGURE DRAWING (3 CREDIT HOURS)

A course in the study of the human figure using a variety of media; gesture, contour, foreshortening, proportions, portraiture, and individual expression. Six class hours per week. Prerequisite: ART 102 or 103.

#### 215. ADVANCED DRAWING (3 CREDIT HOURS)

Drawing for pictorial, scientific, or medical illustration for mass reproduction. Six class hours per week. Prerequisite: ART 103 or permission of the instructor.

#### 216. CREATIVE EXPRESSION (3 CREDIT HOURS)

A course designed to prepare the elementary education teacher in the theory and practice of teaching art to children. The course provides for broad experimentation in many media. Active participation and familiarity with current literature enables the prospective teacher to recognize and encourage creativity in children. Four class hours per week.

#### 217. COMPUTER GRAPHICS (3 CREDIT HOURS)

An introduction to the field of computer graphics using "paint" and "design" programs. Displays will be on a CRT. Input will be from floppy disk and graphics tablet and output on printer, plotter, or films. Emphasis will be on fine and commercial art applications. Six class hours per week. Prerequisite: ART 101 or 103.

#### 220. FIBERS (3 CREDIT HOURS)

The fundamentals of using natural and synthetic fibers. Traditional and non-traditional methods of weaving, batik, soft sculpture, applique and/or quilting. Six class hours per week.

#### 221. ADVANCED FIBERS (3 CREDIT HOURS)

Advanced work in traditional and non-traditional art forms in weaving, batik, soft sculpture, applique and/or quilting. Prerequisite: ART 220. Six class hours per week.

#### 299. SPECIAL TOPICS IN ART (3 CREDIT HOURS)

This is a sophomore level course designed for a topic of special interest including televised courses. Prerequisite: ART 101, 103, 104 or 200 or consult instructor.

#### 300. SCULPTURE (3 CREDIT HOURS)

Additive and subractive techniques using clay, plaster, wood, metal and stone. Six class hours per

week. Prerequisite: ART 103.

#### 301. ADVANCED SCULPTURE (3 CREDIT HOURS)

Further exploration of the construction of forms in wood, marble and steel. Six class hours per week. Prerequisites: ART 103 and 300.

#### 302. PRINTMAKING (3 CREDIT HOURS)

A studio course which provides the student with experiences in various basic printmaking processes, collograph, woodcut, silkscreen, and monoprint. Students will learn what processes can be adapted for public school use, commercial art or as a fine art. Six class hours per week. Prerequisite: ART 102.

#### 303. ADVANCED PRINTMAKING (3 CREDIT HOURS)

The development of intaglio, etching, and engraving techniques, as well as the creation of images on a metal plate in traditional and experimental manners. Use of the intaglio press. Six class hours per week. Prerequisites: ART 102 and 302.

#### 304. PAINTING I (3 CREDIT HOURS)

The techniques, historical and contemporary, involved in painting with watercolors, oils or acrylics. Six class hours per week. Prerequisite: ART 102.

#### 306. PAINTING II (3 CREDIT HOURS)

The materials and techniques, historical and contemporary, involved in painting with water color, oils or acrylics. (The student should work in a different medium than the one chosen for ART 304). Six class hours per week. Prerequisite: ART 304.

#### 307. FIGURE PAINTING (3 CREDIT HOURS)

Painting in various media with emphasis upon individual problems toward the development of a personal style. The human figure is the basis of inspiration. Six class hours per week. Prerequisites: ART 304 and 214 or permission of the instructor.

#### 308. ART EDUCATION (3 CREDIT HOURS)

A course to prepare prospective art education teachers in the theory and practice of teaching art. This course stresses the study of the past and present philosophies of art education and the developmental stages of youth as they relate to their art making. Laboratory projects will correlate studio skills and field experiences to classroom teaching. Completion of a 40-hour field experience in an appropriate school setting is required. Four class hours per week. Prerequisite: classification as a junior, EDUC 316.

#### 310. PHOTOGRAPHY II (3 CREDIT HOURS)

Designed to expand upon the techniques and aesthetics dealt with in ART 109. The student will contract from a particular area, such as portraiture, photo journalism, the fine arts print in black and white, the fine arts print in color, etc. Six class hours per week. Prerequisite: ART 109 or permission of the instructor.

#### 311. CERAMICS (3 CREDIT HOURS)

An introduction to clay-working materials by means of hand built and wheel-constructed forms that are decorated, glazed and fired in a variety of techniques. Six class hours per week. Prerequisite: ART 103.

#### 312. ADVANCED CERAMICS (3 CREDIT HOURS)

In addition to strengthening techniques in the construction of forms in clay, the student will become familiar with glaze formulation and advanced production techniques. Six class hours per week. Prerequisite: ART 311.

#### 313. ADVANCED GRAPHIC DESIGN (3 CREDIT HOURS)

Advanced work in preparation of art for reproduction in black and white, and color. Specializations in air brush, silk screen, photo silk screen, computer graphics or illustration. Six class hours per week. Prerequisite: ART 213.

#### 314. RENAISSANCE, BAROQUE ANDEARLY 19TH CENTURY ART (3 CREDIT HOURS)

A survey of art from Giotto to the Post Impressionists.

#### 315. MODERN ART (3 CREDIT HOURS)

A survey of the developments in the visual arts from the mid-19th century through the present time.

#### 316. AMERICAN ART (3 CREDIT HOURS)

A survey of American art from the limner of Colonial days to the contemporary artists.

#### 317. AFRICAN AND AFRO-AMERICAN ART (3 CREDIT HOURS)

A survey of the ancient and modern art of Africa, the art of Haiti, and works by persons of African descent in the Americas.

#### 318. AMERICAN INDIAN ART (3 CREDIT HOURS)

A survey of ancient art, modern art, and culture of the American Indian, covering pre-Columbian, historical and contemporary art.

#### 319. APPALACHIAN ARTS AND CRAFTS (3 CREDIT HOURS)

A survey of the cultural uniqueness of Appalachian art with an appreciation of the techniques and aesthetics of Appalachian arts and crafts.

#### 399. SPECIAL TOPICS IN ART (3 CREDIT HOURS)

This is a junior level course designed for a topic of special current interest, including televised courses. Prerequisite: Completion of sophomore core courses and/or consent of the instructor.

#### ADVANCED STUDIO SKILLS (1 TO 9 CREDIT HOURS)

Designed for the student who has completed two semesters in a studio discipline to encourage continued experimentation and problem solving in the selected area of concentration. Two class hours per week per credit.

#### 402. ADVANCED STUDIO SKILLS—DRAWING

403. ADVANCED STUDIO SKILLS-PAINTING

#### 404. ADVANCED STUDIO SKILLS—CERAMICS

Glaze Research, Studio Production, Studio Operation and Management, Special Problems.

#### 405. ADVANCED STUDIO SKILLS-PRINTMAKING

Special Problems, Printmaking Editions.

#### 406. ADVANCED STUDIO SKILLS—SCULPTURE

Metal Sculpture, Plaster and Metal Casting.

#### 407. ADVANCED STUDIO SKILLS-PHOTOGRAPHY

Portraiture, Photo Journalism, Color Processing.

#### 408. ADVANCED STUDIO SKILLS-FIBERS

Traditional techniques, materials, methods, contemporary techniques, materials, methods.

#### 410. ARTS MANAGEMENT SEMINAR (3 CREDIT HOURS)

The theory and practice of selling art, business practices, grants, proposal writing, portfolios, health considerations, taxes, bookkeeping, studio management, storage, preservation and the photographing of art. Required of all art majors as a capstone course. Prerequisite: junior status or permission of the instructor.

#### 411. ART HISTORY SEMINAR (3 CREDIT HOURS)

The impact of modern technology on the theories and practice of art, art history aesthetics, and art criticism. Prerequisites: ART 104 and 105.

#### 413. ADVANCED STUDIO SKILLS—GRAPHIC DESIGN (1-9 CREDIT HOURS)

Color, Mixed Media, Portraiture, Photo Journalism, Experimental processes, equipment, materials.

#### 414. TEACHING ART (3 CREDIT HOURS)

A course to prepare prospective art teachers in the theory and practice of teaching art on the middle, junior high, and high school levels. This course addresses both current trends and philosophies in the theory and practice of art education with emphasis on the secondary level. Course work will coordinate arranged weekly seminars with 45 hours of field experience in appropriate school settings. Prerequisites: classification as a senior, EDUC 316.

#### 445. TRAVEL (4 CREDIT HOURS)

A travel-study course to provide students an opportunity to pursue an advanced studio discipline or a research study in a foreign country.

#### 499. SPECIAL TOPICS IN ART (3 CREDIT HOURS)

This is a senior level course designed for a topic of special current interest, including televised

courses. Prerequisites: ART 101 or 104 and/or consent of the instructor. May be repeated for a maximum of six hours.

## **Biology**

#### 101. PRINCIPLES OF BIOLOGY (4 CREDIT HOURS)

An introduction to the nature of science through a study of selected principles which characterize the nature of life. Three lecture and two laboratory hours per week.

#### 102. PLANTS AND ANIMALS: UNITY AND DIVERSITY (4 CREDIT HOURS)

An introduction to the nature of science through a study of selected principles which characterize the nature of living organisms. Three lecture and two laboratory hours per week. (Does not count toward a major in Biology.)

#### 108. ENVIRONMENTAL BIOLOGY (3 CREDIT HOURS)

A comprehensive, issues based examination of the Earth's environment, and humanity's impact on it. Students will complete a group project on a topic in environmental biology, a laboratory experience consisting of a series of independent problems in environmental biology, keep a journal, in addition to mastering the standard lecture material. Local field trips may also be required. Four class hours per week.

#### 120. FUNDAMENTALS OF BIOLOGY (4 CREDIT HOURS)

An in-depth introductory study of the biological sciences for science majors, emphasizing major principles of biology and the nature of scientific research. Students will conduct an original research experiment during the semester. Counts as General Education Natural Science requirement. Three lecture and two laboratory hours per week.

#### 205. GENERAL BOTANY (4 CREDIT HOURS)

An introductory study of the development, structure, function, classification, evolution, and environmental relationships of plants. Laboratory exercises consist of microscopic and gross examination of plants. Six class hours per week. Prerequisite: BIOL 101 or BIOL 120.

#### 206. GENERAL ZOOLOGY (4 CREDIT HOURS)

An introductory study of the animal kingdom emphasizing morphology, physiology, behavior, environmental relationships, development and evolutionary history. Laboratory exercises are used to investigate selected topics. Six class hours per week. Prerequisite: BIOL 101 or BIOL 120.

#### 210. BASIC ANATOMY AND PHYSIOLOGY (4 CREDIT HOURS)

A basic systemic approach to the study of human anatomy and physiology. Laboratory experiences integrated with lecture enable students to examine anatomical and physiological phenomena of the human body. (Does not count toward a major in Biology.)

#### 301. CELL BIOLOGY (4 CREDIT HOURS)

The cellular basis for the functional attributes of living systems, laboratory investigation of selected physiological phenomena. Six class hours per week. Prerequisites: BIOL 205 and 206; CHEM 201 or 205.

#### 303. NUTRITION (3 CREDIT HOURS)

Consideration of nutrient classification and functions and the relationship of nutritional status to health. Application of nutritional requirements to food patterns. (Does not count toward a major in Biology.)

#### 305. GENERAL ECOLOGY (4 CREDIT HOURS)

The relationship of plants and animals to their environment, with emphasis on habitat adaptation and the limiting factors which govern it, the ecosystem, population, community structure and succession. The laboratory work consists of field trips, the study of communities, life histories, and the identification of plants and animals. Six class hours per week. Prerequisites: BIOL 205 and 206.

#### 310. CONSERVATION ECOLOGY

This course reviews the evolutionary and ecological bases for the Earth's biodiversity and its importance to ecosystem function and human welfare. The causes, rates and patterns of loss of biodiversity throughout the world and the concepts and techniques used in ecological conservation and restoration are reviewed. Three class hours per week. Prerequisites: Biol 305 or permission of the instructor.

#### 320. ENTOMOLOGY (4 CREDIT HOURS)

The taxonomy, anatomy, life history, and measures of control of some of the common insects. Emphasis is placed on field studies. Six class hours per week. Prerequisite: BIOL 206.

#### 321. ANIMAL PARASITISM (4 CREDIT HOURS)

This course details the ecological concept of parasitism, utilizing the prominent parasitic species of animals and man. The laboratory component of the course concerns the identification of species and structures of the important parasites of animals and man. Lab and field projects dealing with natural and host-parasite systems will also be undertaken. Six class hours per week. Prerequisites: Biol 206.

#### 325. INVERTEBRATE ZOOLOGY (4 CREDIT HOURS)

The taxonomy, anatomy, and life history of selected invertebrate groups. Six class hours per week, including laboratory. Prerequisite: BIOL 206.

#### 326. VERTEBRATE ZOOLOGY (4 CREDIT HOURS)

A study of vertebrate animals, with emphasis on their evolution, systematics, ecology, and behavior. Six class hours per week, including laboratory. Prerequisite: BIOL 206.

#### 330. VERTEBRATE HISTOLOGY (4 CREDIT HOURS)

Microscopical study in detail of the structures, tissues and organs of vertebrate animals and a correlation of these structures with function. Six class hours per week. Prerequisite: BIOL 206.

#### 331. HUMAN ANATOMY AND PHYSIOLOGY I (4 CREDIT HOURS)

An in-depth systemic approach to the study of the human body emphasizing organizational structure, osteology, myology, lymphology, and the cardiovascular system. Prerequisite: BIOL 101 or BIOL 120.

#### 332. HUMAN ANATOMY AND PHYSIOLOGY II (4 CREDIT HOURS)

An in-depth systemic approach to the study of the human body emphasizing the nervous, endocrine, respiratory, digestive, urinary and reproductive systems. Prerequisite: BIOL 331.

#### 335. ESSENTIALS OF MOLECULAR BIOLOGY (3 CREDIT HOURS)

Describes the fundamental chemical and physical features of DNA, RNA and proteins with emphasis on structure and function relevant to gene expression. Also provides an introduction to gene isolation procedures and recombinant DNA technology with emphasis on applications used in research and industry. Three class hours per week. Prerequisites: BIOL 205 and 206 or permission of the instructor, CHEM 106 and 108.

#### 340. GENERAL MICROBIOLOGY (4 CREDIT HOURS)

An introduction to the morphology, cultivation, physiology, growth, and control of micro-organisms, with emphasis on laboratory techniques of culture and identification of bacteria. Six class hours per week. Prerequisite: BIOL 101 or or BIOL 120.

#### 342. MORPHOLOGY OF THE NONVASCULAR PLANTS (4 CREDIT HOURS)

The form, development, and life cycle of representatives of the algae, fungi, and bryophytes. Laboratory exercises will consist of microscopic and macroscopic examinations of the form and development of nonvascular plants. Six class hours per week. Prerequisite: BIOL 205.

#### 343. MORPHOLOGY OF VASCULAR PLANTS (4 CREDIT HOURS)

The form, development and life cycle of representatives of the various groups of vascular plants. Laboratory exercises will consist of microscopic and macroscopic examinations of the form and the development of vascular plants. Six class hours per week. Prerequisite: BIOL 205.

#### 345. GENERAL VIROLOGY (3 CREDIT HOURS)

A consideration of selected prokaryote and eukaryote viruses, their structure, replication and interaction with host cells. Attention will be given to the contributions virology has made to the understanding of molecular mechanisms in Biology. Prerequisite: BIOL 360.

#### 347. IMMUNOLOGY (4 CREDIT HOURS)

The basic mechanisms of resistance in host-parasite interactions with emphasis on the molecular basis of immune system functions. Prerequisite: Permission of the instructor.

#### 350. EVOLUTION (3 CREDIT HOURS)

A course covering the concepts and theories of modern evolutionary biology, including the mechanisms of genetic change in populations, speciation patterns, and geologic change through

time. Three class hours per week. Prerequisites: Biol 205 and 206.

#### 360. GENETICS (4 CREDIT HOURS)

The nature, biosynthesis, and regulation of the genetic material in prokaryotic and eukaryotic organisms. Mendelian principles will be covered and an introduction to recombinant DNA will be included. Laboratory investigation of selected phenomena. Prerequisites: BIOL 205 and 206, CHEM 201 or 205.

#### 361. MICROBIAL GENETICS (4 CREDIT HOURS)

Genetic mechanisms of bacteria, including their viruses, plasmids and transposons. Integration of genetic principles and genetic/molecular tools for understanding biological questions. Select topics in eukaryotic microbial genetics will be included. Six class hours per week including laboratory. Prerequisites: Chem 106; Biol 340 or Biol 205 and 206

#### 365. THE BIOLOGY OF FISHES (4 CREDIT HOURS)

This is an introductory course that examines the evolution, morphology, anatomy, physiology, and ecology of fishes. The course will relate the above subject areas to aquaculture principles and practices. Six class hours per week. Prerequisites: Biol 206.

#### 370. PHARMACOLOGY (4 CREDIT HOURS)

An introduction to the basic pharmacological principles of drug administration, pharmacokinetics, and pharmacodynamics. The therapeutic application of clinically useful drugs is emphasized including appropriate drug selection, toxicities, drug interactions, and side effects. Prerequisites: BIOL 101 or BIOL 120, CHEM 101 and CHEM 201 or CHEM 105 and CHEM 106, or permission of the instructor.

# 375. PRINCIPLES OF AQUACULTURE (4 CREDIT HOURS)

An in-depth step-by step study of the principles and practices underlying commercial aquaculture production, aquatic productivity and the levels of aquaculture management. Practices in the United States will be the primary focus with attention to the world in general. Six class hours per week. Prerequisites: Biol 206.

#### 395. PRACTICUM IN BIOLOGY (1 CREDIT HOUR)

Experience in the preparation of materials and equipment for biology laboratory investigations and experience in practical instruction in the biology laboratory. Open only to Biology majors. May be repeated for a maximum of four hours credit. (Counts only as a free elective toward a major in the Department of Biology.) Four clock hours per week. Prerequisite: Junior standing and permission of the instructor and the department chair.

#### 411. SENIOR SEMINAR (2 CREDIT HOURS)

A research experience involving literature search, experimental design, written and oral presentation of project. Prerequisite: Completion of two of the following upper division core courses: BIOL 301, 305, 360.

# 430. EMBRYOLOGY AND ANIMAL DEVELOPMENT (4 CREDIT HOURS)

A study of the patterns and processes of animal development at the embryonic, cellular, and subcellular levels. Six class hours per week, including laboratory. Prerequisites: BIOL 206 and 360 or permission of the instructor.

# 435. COMPARATIVE VERTEBRATE MORPHOLOGY (4 CREDIT HOURS)

A comparative study of the basic architectural plans of the vertebrate body, emphasizing the function and evolution of major organ systems. Six class hours per week, including laboratory. Prerequisites: BIOL 206 and 326.

#### 440. FIELD BOTANY (4 CREDIT HOURS)

An integrated laboratory study of the taxonomy, ecology and geography of plants with emphasis on the flora of West Virginia. Six class hours per week. Prerequisite: BIOL 205.

#### 441. PLANT DEVELOPMENT (4 CREDIT HOURS)

A detailed study of the role of developmental processes in the evolution, ecology, and domestication of plants, emphasizing the production of morphological diversity in extant and extinct taxa. Six class hours per week including laboratory. Prerequisites: Biol 205.

#### 442. PLANT GEOGRAPHY (3 CREDIT HOURS)

Descriptive and interpretative plant geology, including a survey of the present distributions of major

vegetational formations, discussion of the history, development, evolution and significance of their patterns, climatic regions, and composition of the major plant formations. Prerequisite: BIOL 205.

#### 443. PLANT TISSUE CULTURE (4 CREDIT HOURS)

The principles and techniques of culturing plant tissues in vitro for research and horticultural applications. Six class hours per week. Prerequisite: BIOL 205.

#### 455. TECHNIQUES IN MOLECULAR BIOLOGY (4 CREDIT HOURS)

Includes a broad scope of protein, RNA and DNA protocols providing experience in the manipulation of the macromolecules. Emphasis is on building the intellectual framework necessary to work on current biochemical and physiological problems with molecular biology techniques. Six class hours per week. Prerequisites: BIOL 205 and 206 or permission of the instructor, CHEM 106 and 108.

#### 460. ENVIRONMENTAL MICROBIOLOGY (4 CREDIT HOURS)

Microbial functions, interactions, and diversity in natural and man-made environments. Applications of microbial activities in bioremediation, biodegradation, agriculture, health and environmental biotechnology. Six class hours per week, including laboratory. Prerequisites: Biol 340; Chem 201 or 205.

#### 490. DIRECTED STUDENT RESEARCH (2-4 CREDIT HOURS)

An independent research project designed by the student with assistance from the instructor, and acceptable to the instructor and chair. Prerequisites: 24 hours of Biology plus permission of the chair. Variable contact hours.

#### 499. SPECIAL TOPICS IN BIOLOGY (1-4 CREDIT HOURS)

An in-depth study of special topics proposed by members of the biology faculty. Open only to biology, chemistry, and psychology majors. May be repeated for a maximum of eight credit hours. (Counts only as a free elective toward a major in the Department of Biology.) Prerequisites: Junior standing and permission of the instructor and the department chairperson.

# Biology (Graduate Courses)

#### 510. CONSERVATION ECOLOGY

This course reviews the evolutionary and ecological bases for the Earth's biodiversity and its importance to ecosystem function and human welfare. The causes, rates and patterns of loss of biodiversity throughout the world and the concepts and techniques used in ecological conservation and restoration are reviewed. Three class hours per week.

Prerequisites: Biol 305; graduate status

#### 521. ANIMAL PARASITISM (4 CREDIT HOURS)

This course details the ecological concept of parasitism, utilizing the prominent parasitic species of animals and man. The laboratory component of the course concerns the identification of species and structures of the important parasites of animals and man. Lab and field projects dealing with natural and host-parasite systems will also be undertaken. Six class hours per week.

Prerequisites: Biol 206; graduate status

#### 550. EVOLUTION (THREE CREDIT HOURS)

A course covering the concepts and theories of modern evolutionary biology, including the mechanisms of genetic change in populations, speciation patterns, and geologic change through time. Three class hours per week.

Prerequisites: Biol 205 and 206; graduate status

#### 561. MICROBIAL GENETICS (4 CREDIT HOURS)

Genetic mechanisms of bacteria, including their viruses, plasmids and transposons. Integration of genetic principles and genetic/molecular tools for understanding biological questions. Select topics in eukaryotic microbial genetics will be included. Six class hours per week including laboratory. Prerequisites: Chem 106; Biol 340 or Biol 205 and 206; graduate status

#### 565. THE BIOLOGY OF FISHES (4 CREDIT HOURS)

This is an introductory course that examines the evolution, morphology, anatomy, physiology, and ecology of fishes. The course will relate the above subject areas to aquaculture principles and practices. Six class hours per week. Prerequisites: Biol 206; graduate status

#### 575. PRINCIPLES OF AQUACULTURE (4 CREDIT HOURS)

An in-depth step-by step study of the principles and practices underlying commercial aquaculture production, aquatic productivity and the levels of aquaculture management. Practices in the United States will be the primary focus with attention to the world in general. Six class hours per week. Prerequisites: Biol 206; graduate status

#### 605. ADVANCED ECOLOGY (4 CREDIT HOURS)

This course explores the topics at the forefront of basic and applied ecology through current and seminal primary and review literature. Topics include plant adaptations to stress and environmental heterogeneity, ecosystem nutrient and energy dynamics, processes that generate and regulate biodiversity, the importance of biodiversity to ecosystem function, and the application of this information towards management, conservation and reclamation. In laboratory, these concepts will be explored using field and laboratory experiments. Six class hours per week. Prerequisites: Biol 305; graduate status

#### 635. ANIMAL PHYSIOLOGY (4 CREDIT HOURS)

This course is designed as an introduction to the mechanisms and principles involved in life processes. A general and comparative approach is used to develop and understanding, in biophysical and biochemical terms have how animals function in order to produce an integrated functioning of the organ systems. While all levels of organization are considered, particular emphasis is placed on the whole animal and its dynamic organ systems. The course also emphasizes physiological responses to environmental stresses. Six class hours per week including laboratory. Prerequisites: Biol 206; Biol 302 or Biol 331 and 332; graduate status

#### 641. PLANT DEVELOPMENT (4 CREDIT HOURS)

A detailed study of the role of developmental processes in the evolution, ecology, and domestication of plants, emphasizing the production of morphological diversity in extant and extinct taxa. Six class hours per week including laboratory. Prerequisites: Biol 205; graduate status

#### 660. ENVIRONMENTAL MICROBIOLOGY (4 CREDITS)

Microbial functions, interactions, and diversity in natural and man-made environments. Applications of microbial activities in bioremediation, biodegradation, agriculture, health and environmental biotechnology. Six class hours per week including laboratory. Prerequisites: Biol 340 and Chem 201 or 205; graduate status

# 671. ADVANCED ENVIRONMENTAL MICROBIOLOGY (2 CREDIT HOURS)

Discussion of current and classical research literature in environmental microbiology, including microbial ecology and evolution, and the interface with plant, animal and medical microbiology. Two class hours per week. Prerequisites: Biol 460; graduate status

# Biotechnology (Graduate Courses)

#### 511. BIOTECHNOLOGY SEMINAR (1 CREDIT HOUR)

This is a graduate-level seminar course involving a literature search, and written and oral presentations of biotechnology research. Includes evaluation of presentations by off-campus professionals, faculty and peers. Two class hours per week. Prerequisite: Admission to graduate program.

#### 555. BIOSTATISTICS (3 CREDIT HOURS)

An introduction to statistics emphasizing its application in biological investigation. Topics include central tendencies, dispersion, normality, confidence intervals, probability, parametric and non-parametric tests of hypothesis (including tests of independence and goodness of it, correlation, regression, t-test, ANOVA, ANCOVA, and planned and unplanned comparisons), the relationships between effect size, power, and sample size, and fundamentals of experimental design. Two lecture and two lab hours per week. Prerequistes: Math 101 or Math 121; admission to the program.

# 567. CURRENT CONCEPTS IN BIOTECHNOLOGY (3 CREDIT HOURS)

Recent developments in animal, plant, environmental and microbial biotechnology, including the engineering of biological processes from molecular to ecosystem-level scales. Lecture/discussion format. Three class hours per week. Prerequisite: Admission to the program.

#### 571. TECHNIQUES IN BIOTECHNOLOGY I (2 CREDIT HOURS)

The first in a two semester laboratory series, this course includes a broad scope of protein, RNA and

DNA protocols providing experience in the manipulation of macromolecules and transformation of microbes. Emphasis is on building the skills and intellectual framework necessary to work in the biotechnology field. Six class hours per week.

Prerequisite: Admission to graduate program.

#### 572. TECHNIQUES IN BIOTECHNOLOGY II (2 CREDIT HOURS)

This is the second course in a two semester laboratory series. This course includes numerous organism-specific techniques of culture, propagation, maintenance and study. These exercises provide training in bioinformatics, plant and animal genetic engineering, bioreactors and fermentation, research microscopy and cytogenetics, aquaculture, immunology and molecular diagnostics. Six class hours per week. Prerequisites: BT571 or equivalent; Admission to the program.

#### 598. INDUSTRY INTERNSHIP IN BIOTECHNOLOGY (1-3 CREDIT HOURS)

Experience in the biotechnology industry through work at an industrial site or governmental agency. Arrangement determined by industry/government partner in conjunction with the student's graduate committee. Prerequisite: Admission to graduate program; approval of graduate committee.

#### 599. SPECIAL TOPICS IN BIOTECHNOLOGY (1-4 CREDIT HOURS)

An in-depth study of special topics proposed by members of the Biotechnology graduate faculty. Open to graduate students. Prerequisite: graduate status.

#### 695. MASTERS THESIS RESEARCH (1-9 CREDIT HOURS)

An independent research project designed by the student with assistance from the Thesis advisor and acceptable to the Thesis committee. Variable contact hours. Prerequisite: Admission to graduate program; approval of graduate committee.

# **Business Administration**

#### 115. BUSINESS INFORMATION SKILLS (3 CREDIT HOURS)

The course provides an introduction into the functional disciplines of Business Administration: Accounting, Finance, Management and Marketing. The course provides a survey of the disciplines and will assist a student in choosing an area of concentrated studies leading to a degree in Business Administration. The course will begin to build the skills necessary for a successful career in Business.

#### 199. SPECIAL TOPICS (1-3 CREDIT HOURS)

A freshman level course designed for a topic of special current interest, including televised courses. Generally designed for pre-business and non-business majors. Prerequisite: As stated for each offering.

#### 203. BUSINESS STATISTICS (3 CREDIT HOURS)

An introduction to various statistical measures, including central tendency, variation, and skewness. Emphasis is also placed on concepts and functions of probability theory, such as the use of binomial and normal distributions. Students will use computer applications to demonstrate their understanding of various concepts. Prerequisites: MATH 101.

# 209. MATHEMATICAL ANALYSIS FOR BUSINESS DECISIONS (3 CREDIT HOURS)

Mathematical concepts relevant to the application of quantitative techniques in business. Course covers the basic concepts of finite mathematics and mathematics of finance. Prerequisite: MATH 101.

# 210. BUSINESS LAW I (3 CREDIT HOURS)

Introduction, definitions, social forces, classifications and sources of civil law. Fundamental principles of commercial law which relate to common business transactions and occurrences based upon contractual agreements. Theoretical and practical emphasis on the rights, duties, powers and privileges incident to oral and written contracts. Analysis of the essential elements of a valid and enforceable contract. Prerequisite: Eligible for ENGL 101.

# 215. FIRST YEAR ACCOUNTING I (3 CREDIT HOURS)

An introduction to the accounting cycle from analyzing and recording business transactions through financial statement preparation for service and merchandising businesses. The course also includes a basic study of accounting for assets. Prerequisites: ENGL 101 and MATH 101 or B ST 104.

#### 216. FIRST YEAR ACCOUNTING II (3 CREDIT HOURS)

Continuation of basic study of financial accounting areas as begun in the prerequisite course.

Liabilities, owners' equity, and reporting issues are addressed along with selected management accounting topics. A computer project is normally required. Prerequisite: Grade "C" or better in B A 215.

#### 299. SPECIAL TOPICS (1-3 CREDIT HOURS)

A sophomore level course designed for a topic of special current interest, including televised courses. Generally designed for business majors. Prerequisite: As stated for each offering.

#### 300. STATISTICAL SAMPLING (3 CREDIT HOURS)

Explores various types of sampling methods, including simple random, stratified random, cluster and systematic, with emphasis on estimating means and proportions and determination of sample size. Computer applications using SAS. Prerequisite: B A 203.

#### 301. FUNDAMENTALS OF MANAGEMENT (3 CREDIT HOURS)

Basic concepts in the organization and management of institutions. Emphasis is placed on managing in a contemporary context, including planning, organizing, leading, and controlling while adjusting to changes and maintaining effective performance. Prerequisites: ENG 102. (Formerly B A 217)

# 304. STATISTICAL ANALYSIS (3 CREDIT HOURS)

An exploration of various analytical procedures, including hypothesis testing, t-tests, chi-square, ANOVA, correlation, regression and selected non-parametric statistics. Computer applications using SAS. Prerequisite: B A 203.

# 305. PRINCIPLES OF MARKETING (3 CREDIT HOURS)

Description of the marketing tasks and emphasis on marketing policies, decision making, the economic and social implications of marketing activities, and introduction to marketing management and marketing institutions. Prerequisites: ECON 201 and 202.

#### 308. BUSINESS LAW II (3 CREDIT HOURS)

Rights, duties, powers and privileges pertaining to principal-agent-third party relationships, together with a detailed analysis of the employer-employee relationship and comparison of the independent contractor with the employee's legal status. Additional emphasis is placed upon business organizations including the corporate entity. Prerequisite: Eligible for ENGL 101.

#### 309. RETAILING (3 CREDIT HOURS)

Factors in the economy that have affected retail merchandising and its institutions, customer motivation, customer buying habits and store policy, the problems involved in establishing a retail store. Prerequisite: B A 305.

#### 310. PERSONNEL MANAGEMENT—HUMAN RELATIONS (3 CREDIT HOURS)

Analysis of the environment and the managerial functions of recruiting, employee assessment and development, retention, and employee relations with the enterprise, with emphasis of the relationships among people, on group interactions, and on relations between employers and employees. Prerequisite: BA 301 or related experience.

# 313. BUSINESS FINANCE (3 CREDIT HOURS)

This course embraces the conceptual and practical problems associated with the financial management of the non-financial corporation. Topics covered, in brief, are an analysis of fund commitments to current assets, short-term financing, evaluation and choice of capital assets, the principle issues of debt/equity mix, investment policy, and divided policy as they influence the market value of corporate claims. Prerequisites: B A 216 and 209.

# 314. COST ACCOUNTING (3 CREDIT HOURS)

A study of cost and managerial accounting procedures and concepts as applied to service and manufacturing enterprises. Prerequisite: B A 216.

#### 315. PERSONAL INCOME TAX PROCEDURE (3 CREDIT HOURS)

An introduction to federal taxation of individuals. A conceptual approach is emphasized. Prerequisites: B A 216.

# 316. FINANCIAL MANAGEMENT (3 CREDIT HOURS)

This course considers problems arising in the financial management of operations within non-financial firms. Coverage includes the management of operating cash flow integrated with the firm's current asset and current liability position, capital budgeting procedures, lease/buy decisions, and the formulation of dividend policy. Method of instruction is case analysis and lecture. Prerequisite: B A

313.

# 320. ORGANIZATIONAL BEHAVIOR (3 CREDIT HOURS)

The purpose of this course is to familiarize the student with the behavior of employees at the individual, group and organizational levels. Emphasis will be placed on the integration of application and theory. Topics to be covered include: motivation, team building, perception, attitudes, communication, conflict, stress and leadership. Prerequisites: B A 301 and ENGL 102 and either PSYC 151 or SOC 101.

#### 323. FINANCIAL INSTITUTIONS (3 CREDIT HOURS)

A study of the financial management of commercial banks, life and property/casualty insurance companies, savings and loans, credit unions, mutual funds, and mortgage companies. Emphasis is placed on maximizing returns on assets while learning the constraints of the fund markets, maintaining, solvency, and satisfying appropriate regulatory authorities. Prerequisite: B A 313.

#### 325. BUSINESS TAX TOPICS (3 CREDIT HOURS)

An introduction to taxation for entities other than individuals, such as corporations, partnerships, estates, trusts, state taxes and payroll taxes. A conceptual approach is emphasized. Prerequisite: B A

### 326. GOVERNMENTAL ACCOUNTING (3 CREDIT HOURS)

A study of the objectives and practice of governmental and not-for-profit accounting. General state and local governmental accounting practices will be covered including types of fund entities, budgetary practices of self-sustaining funds, and comprehensive annual financial reports. The accounting practices of not-for-profit organizations, health care entities, and higher education institutions will be addressed as well. Prerequisite: B A 216.

#### 330. ACCOUNTING INFORMATION SYSTEMS (3 CREDIT HOURS)

An introduction to accounting information systems from an applications approach of how to build one (using Access2000) and from a conceptual approach of internal controls necessary for their optimal use for a business enterprise. Prerequisite: B A 365

#### 333. PRINCIPLES OF TRANSPORTATION (3 CREDIT HOURS)

An introductory course designed to orient students in the economic, social and political aspects of transportation. The fundamental principles which relate to the most common transportation uses and the economic characteristics of air, motor, rail, and water transportation and public utility agencies. Prerequisite: B A 305.

#### 335. CONSUMER BEHAVIOR (3 CREDIT HOURS)

Understanding behavior which consumers exhibit in searching for, purchasing, using, evaluating and disposing of products. study of the analytical tools and problem-solving frameworks used to make marketing decisions. prerequisite: B A 305.

#### 340. MANAGEMENT SCIENCE (3 CREDIT HOURS)

This course provides a foundation in the areas of quantitative modeling utilized in the managerial decision-making process. Emphasis is placed on the development, application and analysis of the following quantitative techniques: linear programming, transportation, forecasting, project management and decision theory. Prerequisite: B A 209.

# 345. FUNDAMENTALS OF E-COMMERCE (3 CREDIT HOURS)

The course introduces concepts related to the development and delivery of the e-commerce component of a business enterprise. Many of the topics discussed will involve computer applications and practical examples. Prerequisites: B A 216, B A 301, B A 305, C S 106 or permission.

#### 351. MATHEMATICAL ANALYSIS FOR BUSINESS DECISIONS II (3 CREDIT HOURS)

Emphasis on differential and integral calculus and the application of these techniques to the analysis of problems in the functional areas of business administration. Prerequisite: B A 209.

#### 363. INTERMEDIATE ACCOUNTING I (3 CREDIT HOURS)

The first in a three-course sequence providing students with a foundation in theory and a review of the accounting cycle, including preparing time-value-money calculations and financial statements. The course includes an in-depth study of Generally Accepted Accounting Principles as they apply to cash, receivables, and inventories. Prerequisite: Grade of C or better in B A 216.

#### 364. INTERMEDIATE ACCOUNTING II (3 CREDIT HOURS)

The second course in a three course sequence designed to provide the student with a foundation in the theoretical concepts underlying the preparation of financial statements. The course includes an in-depth study of generally accepted accounting principles as they apply to selected technical areas. Prerequisite: Grade of C or better in B A 363.

#### 365. INTERMEDIATE ACCOUNTING III (3 CREDIT HOURS)

The third course in a three course sequence designed to provide the student with a foundation in the theoretical concepts underlying the preparation of financial statements. The course includes an indepth study of generally accepted accounting principles as they apply to selected technical areas. Prerequisite: B A 364.

#### 399. SPECIAL TOPICS (1-3 CREDIT HOURS)

An upper level course for a topic of special current interest, including televised courses. Prerequisite: As stated for each offering.

#### 401. LABOR-MANAGEMENT RELATIONS (3 CREDIT HOURS)

A study of unionism and collective bargaining since 1933, including legislative and administrative efforts by the federal government to cope with the problems of industrial relations. Students will negotiate a simulated labor contract. Prerequisite: B A 301 or related experience.

#### 403. AUDITING (3 CREDIT HOURS)

An introduction to General Accepted Auditing Standards as they relate to profit-oriented enterprises. Students use a computer practice set to demonstrate the techniques of examining and documenting revenue, and acquisition, conversion, investing, and financial cycle reviews. Professional ethics and legal liability are emphasized. Prerequisite: B A 365.

#### 405. MARKETING COMMUNICATIONS (3 CREDIT HOURS)

This course concentrates on how to use knowledge about how people behave and react in their interrelationships in corporate advertising, public relations, and sales. Also, the course examines how management policies are influenced and redirected as a result of management's communications with the public. Prerequisite: B A 305.

#### 407. INSURANCE (3 CREDIT HOURS)

Consideration of the various types of insurance policies and companies, personal and business uses of life insurance, rates, reserves, surrender value, health and accident insurance.

## 408. RISK AND INSURANCE (3 CREDIT HOURS)

The study of business risk and insurance includes property, product and personal liability, employee dishonesty, health and accident insurance, and other related topics. Prerequisite: B A 313.

# 409. TEACHING BUSINESS SUBJECTS IN SECONDARY SCHOOLS (3 CREDIT HOURS)

Teaching skill and basic business, utilization of personal and professional resources in general and specific areas of business activity, application of the principles to bring about desired learning at the secondary level. Prerequisite: EDUC 316.

# 411. SALES MANAGEMENT (3 CREDIT HOURS)

The sales organization, planning, sales policy and methods, the selection and training of salesmen, territories, quotas, stimulation, compensation and supervision. Prerequisite: B A 305.

## 414. INVESTMENTS (3 CREDIT HOURS)

An introduction to different types of securities, markets, transaction costs, security regulations, and taxes. From the viewpoint of an individual investor, students investigate stocks, bonds, money markets, instruments, options, futures, and mutual funds, with detailed analysis of risk/return, pricing, and value. Prerequisite: B A 313.

#### 418. ADVANCED ACCOUNTING I (3 CREDIT HOURS)

A study of branches, business combinations, consolidated financial statements, partnerships, and international accounting. Prerequisite: B A 365.

#### 420. SENIOR BUSINESS SEMINAR (3 CREDIT HOURS)

An integrative capstone course focusing on the nature, formulation, and implementation of strategy/policy from the context of entire firms and their industries. The emphasis is on integrated organizational activities, encompassing top, divisional, functional, and operational levels, and including perspectives from marketing, accounting, human resources, and other functional areas of management. Computer simulations, case analysis, and participation in class will develop students'

skills in critical decision-making, collaborative efforts, and formal oral and written reports. Prerequisite: Completion of 90 semester hours and all other core courses.

#### 421. PROBLEMS IN CORPORATE FINANCE (3 CREDIT HOURS)

Research techniques will be utilized in the study of advanced theoretical financial problems. These theories will then be applied to practical strategic and operating decisions faced by managers in investment companies, financial institutions, and non-financial firms. This is a 100 percent case analysis course. Prerequisite: B A 316.

#### 424. MARKETING MANAGEMENT (3 CREDIT HOURS)

The managerial planning, organizing and executing in a scientific manner of all the marketing functions in moving merchandise into consumption. Special emphasis is given to training that will aid present and future marketing managers. Prerequisites: B A 301 and 305 and six hours of marketing and/or management.

#### 425. COMPUTER APPLICATIONS IN BUSINESS (3 CREDIT HOURS)

Attention is focused on uses of computers in various business applications. Hands-on use of systems, utilizing packaged programs in major application areas—accounting, finance, management, and marketing. Prerequisites: C S 106 and completion of basic B A core courses.

#### 433. TRANSPORTATION—PHYSICAL DISTRIBUTION (3 CREDIT HOURS)

Physical distribution function in business; role played by transportation, warehousing, location, inventory control; introduction of the total systems concept, the role of the computer and how distribution fits into the corporate organization. Prerequisite: B A 333.

#### 436. MARKETING RESEARCH (3 CREDIT HOURS)

A study of the role of marketing research in management and the methods by which it provides management with the necessary data to develop markets, products, and distribution methods. Prerequisites: B A 203, 304 and 305 or permission of the instructor.

#### 440. PRODUCTION MANAGEMENT (3 CREDIT HOURS)

A state-of-the-art study of the operations function. The main objective is to develop operations management abilities, focusing on strategic, global, and service operations. Prerequisites: B A 209 and 301.

#### 441. BUSINESS FORECASTING AND FLUCTUATIONS (3 CREDIT HOURS)

Explores various types of forecasts, including regression and time series analysis, exponential smoothing, and simulation. Computer applications using SAS. Prerequisite: B A 203.

#### 449. SMALL BUSINESS INSTITUTE (3 CREDIT HOURS)

Student teams use an analytical approach in solving practical problems of real life small business clients. All functional areas of the business program are used to best meet the needs of the client and give the student counselor the best possible experience. Prerequisites: 90 semester hours, 3.25 GPA, and permission of instructor.

# 460. INTERNATIONAL BUSINESS (3 CREDIT HOURS)

A study of world trade, strategies, and investment, including various social, cultural, political, and legal environments. The course familiarizes students with international practices in accounting, management, marketing, and communications. Case studies and other assignments enhance basic concepts. Prerequisites: B A 301 and 305.

#### 466. BUSINESS INTERNSHIP ADVANCED (1-3 CREDIT HOURS)

Placement of business students in various businesses and industries in the community for the purpose of gaining on-the-job training and experience. Prerequisites: Completion of minimum of 90 semester hours and the approval of the supervising instructor and department chair. (Graded on Pass-Fail basis except in teacher education.)

# **Business Studies**

# 100. BEGINNING KEYBOARDING/WORD 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. A minimum of 35 words per minute for 5 minutes plus the ability to do basic formatting are required for completion of the course.

#### 101. INTERMEDIATE 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. Instruction is given on the latest computer technology. A minimum of 40 net words per minute plus the ability to format basic business documents are required for completion of the course. Prerequisite: BST 100 or equivalent. (Formerly Intermediate Typewriting/Keyboarding)

#### 102. ADVANCED DOCUMENT PROCESSING (3 CREDIT HOURS)

Emphasis is placed on preparation of business letters, reports and tables utilizing the latest computer technology. Instructional materials are selected especially for each area of concentration—executive, legal, or medical. Simulated activities enrich the English and decision-making skills. A minimum of 50 net words per minute onstraight-copy timed writings and a minimum of 20 net words per minute on high-level timed production problems are required for completion of this course. Prerequisite: BST 101 or equivalent. (Formerly Intermediate Advanced/Keyboarding)

#### 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 MATH 100.

#### 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.

#### 107. SUPERWRITE I (3 CREDIT HOURS)

This alphabetic abbreviated writing course is designed for office administration students as well as administrative personnel, executives and anyone who takes note for personal or professional use. Emphasis is placed on English grammar, punctuation, spelling and speed development. A minimum writing rate of 40 words per minute is required for completion of the course.

#### 108. 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. (B ST 100 is an acceptable substitute.)

#### 109. SURVEY OF HOSPITALITY INDUSTRY (3 CREDIT HOURS)

This course provides broad, basic knowledge of the exciting, dynamic hospitality industry via a global look at the industry from a management viewpoint. The course reviews the scope, operations, and interrelationships of the industry, provides a foundation of industry knowledge upon which to build, and helps students explore career opportunities. Includes management issues, tips that make resumes work and help interviews lead to employment, and ethical challenges of daily business decisions.

#### 112. FOOD AND BEVERAGE CONTROL (3 CREDIT HOURS)

The principles of planning and control as they relate to food and beverage operations are the major thrusts of this course. Specific topics include employee controls, cost calculations, standards, production planning and methods to minimize waste and loss. Prerequisite: B ST 104 or permission of program director.

#### 113. HOSPITALITY LAWS AND REGULATIONS (3 CREDIT HOURS)

Study of laws and government regulations for hotels, motels, restaurants and other food service establishments. Requirements for sanitation, safety and security of guests, liability of the establishment, and other laws unique to the hospitality field. (Formerly C R 113)

#### 114. HOTEL/MOTEL PRACTICES AND PROCEDURES (3 CREDIT HOURS)

Front office procedures, legal aspects of innkeeping, the payroll and other common procedures.

# 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.

#### 116. INTRODUCTION TO COMPUTER AIDED LEGAL RESEARCH (3 CREDIT HOURS)

This course is designed to be an internet-based course for persons interested in legal and law enforcement careers. Emphasis will be on mastering on-line legal research sources, such as Westlaw. This course also enables students to conduct research and collect information for weighing and presenting the strengths and weaknesses of client's cases in memoranda of law.

#### 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.

#### 118. LEGAL RESEARCH AND WRITING (3 CREDIT HOURS)

A course designed to examine the integrated skills of legal analysis, legal research and legal writing. The students will be able to access and apply material developed by judges, legislators, administrators, and private citizens.

#### 120. INTRODUCTION TO LITIGATION (3 CREDITS HOURS)

This course is a skillful blend of the principles of legal theory and its practical application. The student will examine documents and cases of individuals who have been involved in civil litigations.

#### 122. NETWORK AND SOFTWARE FOR THE LEGAL OFFICE (3 CREDIT HOURS)

A course designed to assist students in their use of the computer to develop concepts and applications for evaluating hardware and software for the legal environment. The student will utilize computer software to develop efficiency and productivity. The focus pertains to practical computer applications for legal organizations and how the computer can be used to improve productivity in performing legal tasks.

#### 123. INTRODUCTION TO LAW (3 CREDIT HOURS)

This course is designed to introduce students to the law and its functions, the structure of the U.S. legal system, the participants in the legal system and their role, the judiciary, civil litigation, criminal litigation, and the policy making role of constitutions and appellate courts.

#### 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 see how to increase profits by maximizing service, efficiency, productivity, and technology; satisfy the food quality and nutritional demands of today's guests; meet legal, safety, and sanitation requirements,; and build business through effective marketing strategies.

#### 139. DESKTOP PUBLISHING (3 CREDIT HOURS)

Emphasis is placed on creating, revising, and producing print and multimedia materials using various desktop publishing software. Topics include: selecting appropriate page layouts, formatting text, positioning graphics, and applying appropriate typographic and design enhancements. Prerequisites: BST 100 or 108 or equivalent.

#### 140. EMPLOYEE BENFITS I (3 CREDIT HOURS)

An introduction to the field of employee benefits as components of compensation packages offered by employers to employees. Special emphasis is given to medical care plans. Plan design, key concepts, and terminology associated with various plans are covered including comprehensive major medical insurance, Blue Cross/Blue Shield plans, hospital and surgical benefits, excess medical plans, prescription drug services, dental, and vision plans.

#### 141. EMPLOYEE BENEFITS II (3 CREDIT HOURS)

An introduction to the principles and key concepts of insurance including risk and risk transfer, the Law of Large Numbers, underwriting, and adverse selection. The course extends the study of contemporary employee benefit plans begun in Employee Benefits I to benefits that are primarily non-health care related such as life, disability, long-term care, flexible spending accounts, and 401K savings plans, Prerequisite: B ST 140.

#### 142. INTRODUCTION TO MANAGED CARE (3 CREDIT HOURS)

A historical overview of economic factors that led to the start of the managed care movement. Covers a continuum of managed care methodologies from pre-certification and utilization review to the current trend in favor of development of national networks of health care providers. Acquaints students with the accelerated movement, nationally and in West Virginia, toward managed care methodologies as a response to the continuing rise in the cost of health care. Prerequisite: B ST 140.

#### 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/human relations side of management. Prerequisite: Must be eligible for ENGL 101.

#### 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. (Formerly B ST 174.)

#### 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: B ST 173

#### 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.

#### 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: B ST 175.

#### 177. PURCHASING (3 CREDIT HOURS)

An introduction to the discipline of purchasing. Topics include purchasing objectives, EDP in purchasing, quality assurance, inventory management, price analysis and supplier selection and evaluation.

## 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. Will not substitute for BA215.

#### 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. (Formerly Transportation Special Topics)

#### 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.

#### 202. INTRODUCTION TO 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: B ST 106.

# 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. (Formerly Introduction to Marketing)

#### 208. HOUSEKEEPING MANAGEMENT (3 CREDIT HOURS)

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 guestroom and public area cleaning.

#### 210. FOOD AND BEVERAGE SERVICE (3 CREDIT HOURS)

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.

#### 212. 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. Emphasis is placed on the mastery of English skill in transcribing of notes from prerecorded tapes. Transcription speed of 20 words per minute and demonstration of appropriate office behavior are required for completion of the course. Executive Option: Emphasis is placed on office procedures common in executive offices, the development of a general business vocabulary, and the transcription of business documents.

Legal Option: Emphasis is placed on office procedures common in law offices, the development of legal vocabulary, and the transcription of legal documents. Medical: Emphasis is placed on office procedures common in medical offices, the development of medical vocabulary, and the transcription of medical documents. Prerequisites: BST 102 and BST 230 or permission of program director. (Formerly Advanced Dictation and Machine Transcription)

#### 213. OFFICE MANAGEMENT (3 CREDIT HOURS)

This course is designed to prepare students or professionals for upward mobility. Simulated exercises provide practical application of office management skills as each student assumes the responsibility of supervising a work group. Emphasis is placed on the development of leadership skills, proper attitudes, good work habits, interpersonal relationships and office management techniques. Prerequisites: BST 102 and BST 240 or permission of the program director.

#### 223. PRINCIPLES OF BANKING (3 CREDIT HOURS)

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.

# 224. INTRODUCTION TO FINANCE (3 CREDIT HOURS)

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: B A 215 with C or better.

#### 228. PRINCIPLES OF REAL ESTATE (3 CREDIT HOURS)

Property and the legal rights of ownership. Handling real property transactions as a homeowner or for investment purposes; the financing and maintaining of property; the availability of funds for financing property.

## 229. APPRAISAL OF REAL ESTATE (3 CREDIT HOURS)

Fundamental principles involved in the appraisal of real estate and the techniques of appraising property.

# 230. BUSINESS COMMUNICATIONS AND ETHICS (3 CREDIT HOURS)

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. Students will compose business correspondence (letters, memos, reports, etc.) at the computer. Listening, speaking, and nonverbal skills will be improved through critical thinking and workshop activities. Social issues such as ethics, etiquette, and multicultural concerns are presented throughout the course. Prerequisites: Eligible for ENGL 101 and keyboarding skills. (Formerly BST 110)

#### 231. REAL ESTATE LAW (3 CREDIT HOURS)

Explores the nature of property rights and matters affecting ownership. Methods of conveying property and discussion of legal documents including deeds, land contracts, easements, contracts for the sale of real estate, mortgages, wills and interstate succession. Matters relating to cooperatives and condominiums and landlord and tenant relationships are reviewed. There is an examination of laws and regulations affecting use of land such as zoning, environmental controls and civil rights legislation.

#### 233. TEXTILES (3 CREDIT HOURS)

An introduction to the study of textile fibers, their sources, structures and properties. Emphasis is placed on fabric care and selection for various uses.

#### 234. HOSPITALITY HUMAN RESOURCES (3 CREDIT HOURS)

This course presents a systematic approach to human resources management in the hospitality industry. Students will analyze contemporary issues and practices, as well as the trends that transform the way people are managed. Covers critical global issues, including how to attract and keep productive employees; accommodate the scheduling, training, and job-satisfaction needs of people of different ages and backgrounds; and constructively handle labor relations and union matters.

#### 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: B A 215 with a grade of C or better.

#### 236. RETAIL BUYING (3 CREDIT HOURS)

An understanding of the retail buying practices, procedures, activities, considerations, and techniques. Prerequisite: B ST 111 and B ST 115 or permission of instructor.

### 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: B A 216.

#### 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.

#### 239. FACILITIES MANAGEMENT (3 CREDIT HOURS)

This course provides information needed to effectively manage the physical plant of a hotel, restaurant, travel agency, etc., and work effectively with the engineering and maintenance department, maintenance contractors, and/or vendors. Includes information regarding: money saving techniques in all operational areas; innovative ideas for addressing growing environmental concerns; ways to streamline operations with technology; and the impact of changing governmental and corporate requirements.

# 240. FUNDAMENTALS OF BUSINESS COMPUTER TECHNOLOGIES (3 CREDIT HOURS)

This course is an overview that will give students an introduction to business computer applications. Students will learn the fundamentals of Windows, word processing, database, spreadsheets, desktop publishing, telecommunications, and multi-media. Prerequisites: BST 100 or permission of the instructor.

#### 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.

#### 243. ADVANCED COMPUTER TECHNOLOGY (3 CREDIT HOURS)

Emphasis is placed on applying advanced computer technology procedures through the use of materials and equipment in simulated word processing centers: executive, legal, and medical. Software applications will acquaint the student with the proper way to solve personal computer application problems. Selections are made in keeping with technological changes and local market demands. Prerequisites: ENGL 101 and BST 240 or permission of the program director.

# 244. MICROSOFT OFFICE SPECIALIST EXCEL XP CERTIFICATION (1 CREDIT HOUR)

This course provides an effective, systematic way to review and master Microsoft Excel XP which will prepare the students to take the Microsoft Office Specialist certification exam. The class consists

of step-by-step, on screen instructions, performance-based activities, practice assessments, and registration information. Prerequisites: Students must have knowledge of Microsoft Excel XP. (Exam fee)

#### 245. MICROSOFT OFFICE SPECIALIST WORD XP CERTIFICATION (1 CREDIT HOUR)

This course provides an effective, systematic way to review and master Microsoft Word XP which will prepare the students to take the Microsoft Office Specialist certification exam. The class consists of step-by-step, on-screen instructions, performance-based activities, practice assessments, and registration information. Prerequisites: Students must have knowledge of Microsoft Word XP. (Exam fee)

## 246. MARKETING FOR BANKERS (3 CREDIT HOURS)

Considers the application of marketing techniques to the commercial banking industry. Product lines are reviewed, regulatory restraints are studied and the future of banking products or services is

#### 247. LAW AND BANKING (3 CREDIT HOURS)

Legal principles involving contracts, corporations, real property, personal property and sales, and negotiable instruments and collections under the Uniform Commercial Code.

# 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.

#### 250. PURCHASING FOR THE HOSPITALITY INDUSTRY (2 CREDIT HOURS)

Techniques of purchasing equipment, food and beverages, cleaning supplies, furnishings, linens and accessories needed in hotels, motels and for service establishments. Emphasis is on writing specifications, acquiring bids and determining quality vs. price. (Formerly C R 211)

#### 251. TRAINING PRINCIPLES, METHODS, & TECHNIQUES (3 CREDIT HOURS)

This course is appropriate for manager, trainers, and others having employee training and development responsibilities. Participants will learn to effectively plan, develop, and conduct training using training principles, methods and techniques appropriate to various situations. Training demonstrations will involve the entire class. Prerequisite: ENGL 101.

## 253. LABOR LAW (3 CREDIT HOURS)

American Labor Law from its early common law foundations to the present day. Emphasis is on current labor legislation, Railway Labor Act, Norris-LaGuardia Act, National Labor Relations Act, Fair Labor Standards Act, and other federal and state statutes in the labor field.

#### 254. MICROSOFT OFFICE SPECIALIST POWERPOINT XP CERTIFICATION (1 CREDIT HOUR)

This course provides an effective, systematic way to review and master Microsoft PowerPoint XP which will prepare the students to take the Microsoft Office Specialist certification exam. The class consists of step-by-step, on-screen instructions, performance-based activities, practice assessments and registration information. Prerequisite: Student must have knowledge of Microsoft PowerPoint XP. (Exam fee)

# 255. SMALL BUSINESS MANAGEMENT (3 CREDIT HOURS)

Analysis and discussion of major management problems characteristic of small business enterprises. Includes starting of small business, legal aspects, selling and marketing, franchising, management and financial controls.

#### 256. ONLINE RESEARCH: ACCESSING THE INTERNET (3 CREDIT HOURS)

Provides overview of Internet protocols, evaluates strengths and weaknesses of various search engines, trains in techniques for evaluating validity of source material found on the Internet, culminates in a student web page which provides a list of valid links in an assigned content area.

# 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.)

#### 270. THE LEGAL ENVIRONMENT OF EMPLOYEE BENEFITS (3 CREDIT HOURS)

This course acquaints students with federal and state laws that impact the design and administration of employee benefit programs, particularly medical expense plans. It explores the evolution of government insurance regulation, the industry's designation as a "business affected with a public interest," and various requirements and guarantees that safeguard the consumer.

# 271. THE SOCIAL ENVIRONMENT OF INSURANCE: PROGRAMS AND ISSUES (3 CREDIT HOURS)

This course addresses the societal concerns that have led to the formation of government programs such as Medicare, Medicaid, and Social Security. It explores the contemporary issues that impact the design of medical expense plans such as pre-existing conditions exclusions, portability of coverage for workers, medical care for under- and uninsured, the prolonging of life through advanced medical technology, and national health care reform.

# 272. FUNDAMENTALS OF CLAIMS ADMINISTRATION (3 CREDIT HOURS)

The course covers the basic skills and knowledge needed to process medical related claims. Covered topics include analyzing plan documents and benefits plans, determining eligibility, medical terminology, coding, utilization review, coordination of benefits, subrogation, and catastrophic claims. Prerequisites: BST 140, BST 141 and BST 142 or permission of the program director.

## 298. BUSINESS STUDIES SEMINAR (1 CREDIT HOUR)

This capstone course must be taken the semester the Business Studies 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.

#### 299. HOSPITALITY 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

# 100. CONSUMER CHEMISTRY (3 CREDIT HOURS)

A study of the basic rules of elements and their compounds is enough for an appreciation of the beauty of consumer chemistry. The course will involve a close look into the food we eat, the fuel we burn, and the products we use as health and beauty aids. Includes laboratory work.

#### 101. HEALTH SCIENCE GENERAL CHEMISTRY (4 CREDIT HOURS)

This course provides an introduction to general chemistry with an emphasis on health relevance and applications. A three-hour laboratory is included each week to help with hands-on exposure to the concepts covered in the lecture portion of the courses. Prerequisite: Eligible for MATH 012.

#### 105. GENERAL CHEMISTRY I (3 CREDIT HOURS)

Designed for students desiring further studies in natural sciences, medicine, and engineering. Contents include pertinent mathematics, periodicity of elements, stoichiometry, gas laws, energy changes, solutions, equilibria, acid- base theories, and descriptive chemistry. (High school chemistry is desirable and high school or college algebra is necessary for an understanding of the material covered in this course). Prerequisite: Eligible for MATH 100

# 106. GENERAL CHEMISTRY II (3 CREDIT HOURS)

**A continuation** of Chemistry 105. Contents include chemical equilibria, atomic and electronic structure of atoms, chemical bonding, oxidation-reduction reactions, and descriptive chemistry. Prerequisite: CHEM 105.

#### 107. GENERAL CHEMISTRY LABORATORY I (2 CREDIT HOURS)

An introduction to the principles of experimentation and laboratory techniques as applied to the experimental science of chemistry. Three hours per week. Prerequisite: CHEM 105 or current enrollment in CHEM 105.

#### 108. GENERAL CHEMISTRY LABORATORY II (2 CREDIT HOURS)

A continuation of CHEM 107. Three hours per week. Prerequisites: CHEM 105, 106, and 107 (enrollment in CHEM 106 may be concurrent.

#### 201. ELEMENTARY ORGANIC CHEMISTRY AND BIOCHEMISTRY (4 CREDIT HOURS)

A continuation of CHEM 101 which covers organic chemistry and biochemistry with an emphasis on health relevance and applications. The laboratory experience of two hours each week will help illustrate the principles and techniques used in organic chemistry and biochemistry. Prerequisite: CHEM 101.

#### COMPUTER CHEMISTRY (2 CREDIT HOURS)

This course is designed to provide exposure to the use of selected computer programs that are often used by modern chemists. These include programs for drawing chemical structures, programs for molecular mechanics calculations, spreadsheet programs for doing various types of repetitive chemical calculations, spectral simulation programs, and programs for technical computing and higher-level math. Prerequisite: CHEM 205 or equivalent.

#### 205. ORGANIC CHEMISTRY I (3 CREDIT HOURS)

The study of aliphatic compounds with special emphasis on the mechanism of their reactions. Modern nomenclature and use of spectroscopic methods in organic chemistry are discussed throughout the course. Designed for science majors. Prerequisite: CHEM 106.

#### 206. ORGANIC CHEMISTRY II (3 CREDIT HOURS)

A continuation of Chemistry 205. The chemistry of aromatic compounds and many modern methods of chemical synthesis are covered. The major classes of biological chemical compounds are discussed. Prerequisite: CHEM 205

# 207. ORGANIC CHEMISTRY LABORATORY I (2 CREDIT HOURS)

An introduction to the fundamental laboratory techniques used in organic chemistry. Three hours per week. Prerequisite: CHEM 108 and CHEM 205 (enrollment in CHEM 205 may be concurrent).

#### 208. ORGANIC CHEMISTRY LABORATORY II (2 CREDIT HOURS)

A continuation of CHEM 207 with an emphasis on learning the basic methods used in preparing organic compounds and an introduction to qualitative organic chemistry. Three hours per week. Prerequisite: CHEM 205, 206, and 207 (enrollment in CHEM 206 may be concurrent).

#### 211. INTRODUCTORY ANALYTICAL CHEMISTRY (4 CREDIT HOURS)

Volumetric, gravimetric, spectrophotometric, and electrochemical methods of analysis. Two hours lecture and four hours lab. Prerequisites: CHEM 106 and 108; MATH 101 and/or current enrollment in MATH 102.

#### 301. PHYSICAL CHEMISTRY I (3 CREDIT HOURS)

Fundamental principles and laws of chemistry, including thermodynamics, statistical mechanics, and chemical kinetics. Prerequisites: CHEM 106, MATH 206, and PHYS 201 OR 231.

#### 302. PHYSICAL CHEMISTRY II (3 CREDIT HOURS)

Statistical mechanics, electrochemistry, quantum mechanics, molecular structure, and spectroscopy. Prerequisites: CHEM 301, MATH 207 and PHYS 202 or 232.

## 303. PHYSICAL CHEMISTRY LABORATORY I (2 CREDIT HOURS)

Three class hours per week. Pre- or co-requisite: CHEM 301.

#### 304. PHYSICAL CHEMISTRY LABORATORY II (2 CREDIT HOURS)

Three class hours per week. Pre- or co-requisite: CHEM 302

#### 312. ENVIRONMENTAL CHEMISTRY (3 CREDIT HOURS)

Environmental chemistry is the study of the chemical phenomena in the environment. In this course, the environmental problems are discussed from the viewpoint of the chemist. The study of the various environmental factors and pollutants in our water, soil, and air and their effects on life and the environment are investigated. Available solutions for control and reduction of these pollutants are discussed. Three class hours per week. Prerequisite: CHEM 206 or permission of instructor.

# 331. BIOCHEMISTRY (3 CREDIT HOURS)

The goal of this course is to teach the principles of chemical reactions in biological systems. Topics include: protein chemistry, enzymology, genetic diseases, bioenergetics/respiration, metabolism,

and nucleic acid chemistry. Wherever possible applications of biochemistry to health and environment will be emphasized. It is recommended that CHEM 333 be taken concurrently. Prerequisites: CHEM 201 or 206.

#### 333. BIOCHEMISTRY LABORATORY (2 CREDIT HOURS)

The purpose of this course is to teach the principles and techniques used in modern biochemistry. Protein isolation and characterization, enzyme kinetics, carbohydrate chemistry, and nucleic acid chemistry will be covered. Experimental methods include electrophoresis, gas chromatography/mass spectrometry, high performance liquid chromatography (HPLC), and spectrometry. Three class hours per week. Pre or corequisite: CHEM 331.

#### 350. JUNIOR SEMINAR (1 CREDIT HOUR)

An introduction to chemical literature, including how to search topics and prepare presentations based on those searches. Both written and oral communication skills will be developed. Prerequisite: CHEM 206

#### 411. INORGANIC CHEMISTRY (3 CREDIT HOURS)

A systematic study of the principles of structure and reactivity of the chemical elements and their compounds. Prerequisite: CHEM 302 or concurrent enrollment in CHEM 302.

#### 413. INORGANIC CHEMISTRY LABORATORY (2 CREDIT HOURS)

The synthesis and characterizations of inorganic compounds. Six hours per week. Take concurrently with CHEM 411.

#### 416. INSTRUMENTAL ANALYSIS (2 CREDIT HOURS)

Theoretical aspects of instrumental methods of chemical and structural analysis. Pre- or co-requisite: CHEM 302.

#### 418. INSTRUMENTAL ANALYSIS LABORATORY (3 CREDIT HOURS)

Characterization and analysis of materials using infrared, atomic absorption, UV-visible and nuclear magnetic resonance spectroscopy; gas and high performance liquid chromatography; electroanalytical chemistry. Six class hours per week. Prerequisite: CHEM 416 or concurrent enrollment in CHEM 416.

#### 425. ADVANCED ORGANIC CHEMISTRY (3 CREDIT HOURS)

A study of organic reactions applied to organic synthesis. This course reviews functional groups, methods for forming carbon-carbon bonds, and surveys the more important reagents for functional group transformations. Three class hours per week. Prerequisite: CHEM 206 and 302 or permission of instructor.

# 429. SPECTROSCOPIC METHODS (3 CREDIT HOURS)

The use of UV, IR, NMR, and mass spectroscopy for investigating molecular structures. Prerequisite: CHEM 206.

### 450. SENIOR SEMINAR (1 CREDIT HOUR)

Oral presentation of topics of current chemical interest, including the presentation of students' research results. This course should be taken in the senior year. Prerequisite: CHEM 350

# 460, 461, 462. SPECIAL PROJECTS IN CHEMISTRY (1-3 CREDIT HOURS)

Designed for the chemistry student who desires to do research on a special chemical project in his/her junior or senior year. Prerequisite: Permission of the department chair.

# Chemistry (Graduate Courses)

# 512. ENVIRONMENTAL CHEMISTRY (3 CREDIT HOURS)

Environmental chemistry is the study of the chemical phenomena in the environment. In this course, the environmental problems are discussed from the viewpoint of the chemist. The study of the various environmental factors and pollutants in our water, soil, and air and their effects on life and the environment are investigated. Available solutions for control and reduction of these pollutants are discussed. Three class hours per week. Prerequisite: CHEM 206 or permission of instructor; graduate status.

#### 525. ADVANCED ORGANIC CHEMISTRY (3 CREDIT HOURS)

A study of organic reactions applied to organic synthesis. This course reviews functional groups, methods for forming carbon-carbon bonds, and surveys the more important reagents for functional

group transformations. Three class hours per week. Prerequisite: CHEM 206 and 302 or permission of instructor; graduate status.

#### 531. BIOCHEMISTRY (3 CREDIT HOURS)

The goal of this course is to teach the principles of chemical reactions in biological systems. Topics include: protein chemistry, enzymology, genetic diseases, bioenergetics/respiration, metabolism, and nucleic acid chemistry. Wherever possible, applications of biochemistry to health and environment will be emphasized. It is recommended that Chemistry 533 be taken concurrently. Three class hours per week. Prerequisites: CHEM 201 or 206. CHEM 531 has graduate status.

#### 533. BIOCHEMISTRY LABORATORY (2 CREDIT HOURS)

The purpose of this course is to teach the principles and techniques used in modern biochemistry. Protein isolation and characteriza-tion, enzyme kinetics, carbohydrate chemistry, and nucleic acid chemistry will be covered. Experimental methods include electro-phoresis, gas chromatography/mass spectrometry, high perform-ance liquid chromatography (HPLC), and spectrometry. Three class hours per week. Pre or corequisite: CHEM 531. CHEM 533 has graduate status.

# Chemical Technology

#### 216. INSTRUMENTAL ANALYSIS FOR CHEMICAL TECHNOLOGISTS (3 CREDIT HOURS)

Practical aspects of instrumentation for chemical technology majors. Major stress is on chromatography and infrared atomic absorption, UV-visible, and nuclear magnetic resonance spectroscopy. Six class hours per week. Prerequisite: CHEM 207.

# Communications

#### 100. SPEECH COMMUNICATION (3 CREDIT HOURS)

A practical humanistic approach to interpersonal, small group and public communications. Focus is on the communicative event and its context with special emphasis on communication principles and skills.

#### 101. INTRODUCTION TO MASS COMMUNICATIONS (3 CREDIT HOURS)

A survey course in mass communications with an emphasis on print and broadcast media and their roles, responsibilities and effects upon American society.

#### 106. VOICE AND DICTION (3 CREDIT HOURS)

A study of the vocal mechanism and production to enable the student to improve the speaking voice and command of general American English.

#### 107. BASIC PHONETICS (3 CREDIT HOURS)

The physical production and acoustic characteristics of the sounds of American English; extensive practice in phonetic recording of general American speech and its variant forms.

#### 111. RADIO LABORATORY (1 CREDIT HOUR)

An introduction to radio station management and daily operations at a student station. Credit is earned by serving as a music format producer, the music director, promotions director, news director, production director, training assistant, sports director, or traffic director. A maximum of four credits may be earned.

# 140. FILM APPRECIATION (3 CREDIT HOURS)

An introduction to the basic technical and aesthetic elements that comprise the art of the film. The class will examine the nature of cinema and its relation to our culture and our lives through analysis of its many components.

# 145. HORROR AND FANTASY FILMS (3 CREDIT HOURS)

Survey of the history and development of the horror/fantasy science fiction film genre. Trends in narrative and visual elements will be studied with regard to the genre.

# 161. SURVEY OF BROADCASTING (3 CREDIT HOURS)

Survey of the corporate, regulatory, technical, economic and audience foundations inherent in American commercial and non-commercial broadcasting. The course shall include a study of the interrelationships of these foundations and their subsequent influence on the continuing evolution of modern communications systems.

#### 162. TELEVISION PRODUCTION/DIRECTION (3 CREDIT HOURS)

The principles and methods of producing and directing for television. (Students will be given the opportunity to create, produce and direct a minimum of one television program during the period of the course.)

#### 170. THE ART OF THE THEATRE (3 CREDIT HOURS)

An introduction to the art of the theatre through observed and participatory activities. The class will examine the nature of theatre and its relation to our culture and our lives through analysis of its many components, including directing, acting, dramatic literature, and design. Prerequisite: Eligible for ENGL 101.

# 171. THEATRE LABORATORY (1 CREDIT HOUR)

An introduction to technical theatre, its tools, construction methods and other phases of offstage activities. Credit is earned by working in technical areas on West Virginia State College Players' productions. (A maximum of four credits may be earned.)

#### 172. HISTORY OF DRAMA AND THEATRE (3 CREDIT HOURS)

A survey of physical theatre and its plays from the Greeks to modern times.

#### 173. AMERICAN MUSICAL THEATRE (3 CREDIT HOURS)

The history and nature of American musical theatre from the minstrel shows of the 19th century to the contemporary Broadway stage. Emphasis will be placed on the development of the musical comedy format, a genre which has remained America's only original contribution to world drama.

# 175. DESIGN AND LIGHTING FOR STAGE, FILM AND TELEVISION (3 CREDIT HOURS)

An introduction to the basic techniques of set and lighting design for the media and performing arts. Emphasis will be placed on practical application of theories through work on productions, projects and media/arts events.

#### 203. THE PUBLIC SPEECH (3 CREDIT HOURS)

A comprehensive study of the informational and persuasive modes of public address, including the theoretical and applied relationships of the audience, message, organization and delivery.

### 205. PUBLIC RELATIONS (3 CREDIT HOURS)

The basis concepts of public relations and its relationship to mass communication, media, and advertising. Prerequisite: ENGL 101.

#### 225. JOURNALISM (3 CREDIT HOURS)

A combination lecture-laboratory course which emphasizes the functions of newspapers in society, standards of good newspaper practice, newspaper layout, the principles of gathering news, and composition writing various types of news stories. Students will prepare some assignments for publication in the college newspaper. Prerequisite: ENGL 102 or consent of instructor.

#### 226. JOURNALISM PRACTICE (3 CREDIT HOURS)

This course is designed to provide the student practical experiences in the many areas of newspaper writing and production. Activities in the course include staff organization; the writing of news stories, editorials, drama and musical reviews personality profiles, headlines, interviews, and copy makeup. Prerequisites: COMM 225 or ENGL 225.

#### 227. COPY EDITING AND MAKEUP (3 CREDIT HOURS)

A combination laboratory-discussion course in editing copy, writing headlines, and designing pages for various types of news publications. Prerequisite: COMM 225 or ENGL 225.

# 240. FILM HISTORY: THE NARRATIVE TRADITION (3 CREDIT HOURS)

Survey of American and continental cinema from 1900 to the present, emphasizing man's changing concept of self as mirrored in film.

### 241. FILMMAKING (3 CREDIT HOURS)

An introduction to the fundamental concepts of structure and process, and equipment of the film medium. Emphasis will be placed on the development of the film making potential of the individual student who will indicate his understanding of the medium by writing, photographing, and editing several brief exercises in the super-8 mm format.

#### 245. FILM HISTORY: THE DOCUMENTARY TRADITION (3 CREDIT HOURS)

A survey of American and foreign documentary, ethographic, and experimental film representative of major styles, movements, and directors in the development tradition of the cinema.

#### 250. COMMUNICATIONS FIELD EXPERIENCE (1 TO 4 CREDIT HOURS)

Placement of qualified A.A.S. degree students in radio, television, film, theatre and related media agencies with the purpose of providing supervised work experiences in the student's chosen area. Students must complete internship application prior to registration. Prerequisites: Fifteen credit hours of communications courses and permission of department chair.

#### 261. BROADCAST ANNOUNCING (3 CREDIT HOURS)

The technical and individual performance aspects of professional radio and television announcing. The course emphasizes acquisition of individual competence in all phases of audio production; including voice, style, copywriting and production methods found in the radio and television broadcast station.

#### 262. BROADCAST MANAGEMENT AND OPERATIONS (3 CREDIT HOURS)

A study of radio/TV station management, operations and structure, including on-air operations, programming and local network inter-relationships.

#### 263. RADIO/TELEVISION NEWSCASTING (3 CREDIT HOURS)

A theory and production course in broadcast news programming and announcing, with emphasis upon news style and coverage. Attention will also be given to broadcast news problems and controversies as they affect the media and the public today. Prerequisites: COMM 162, ENGL 225 or permission of instructor. (Formerly COMM 363)

#### 270. PRINCIPLES AND THEORIES OF ACTING (3 CREDIT HOURS)

A study of the elements of acting, acting techniques, role analysis, group performance and improvisations.

#### 272. ORAL INTERPRETATION (3 CREDIT HOURS)

The principles, methods and practice in the analysis and oral reading of prose, poetry and drama.

#### 275. STRUCTURE OF THE DRAMA (3 CREDIT HOURS)

An introduction to theatrical literature from the Greeks to present.

#### 282. DIGITAL VIDEO PRODUCTION (3 CREDIT HOURS)

An introduction to the theory and practice of digital video post-production. The class will consist of screenings, lectures, and hands-on video projects designed to provide an overview of film and video editing history, practices, and aesthetics. In-class exercises will introduce students to various software packages for editing, titling, image processing, audio processing, 2D animation and compositing, and 3D animation.

#### 285. WEB DESIGN AND DIGITAL MEDIA (3 CREDIT HOURS)

An introduction to the strategies and techniques of web site design, development, and managements for the World Wide Web/Internet, the newest, most important, and pervasive mass medium. Site design and management as well as digital image production and manipulation will be studied and practiced.

#### 299. SPECIAL TOPICS IN COMMUNICATIONS (1-3 CREDIT HOURS)

A sophomore level course designed for a topic of special current interest, including televised courses. Prerequisites: COMM 101, 170, 241 and/or consent of instructor. May be repeated for a maximum of six credit hours.

## 301. PERSUASION: PRINCIPLES AND PRACTICES (3 CREDIT HOURS)

An advanced theoretical and applied course with emphasis on messages used in public relations, advertising, and politics. The course includes critical analyses, discussion of ethics, propaganda and subliminal persuasive methods used in mass communications. Each student will be required to apply principles learned to an original work aimed at one of the mass mediums of print, radio, or TV. Prerequisites: COMM 100, 101 and 205.

#### 305. COMMUNICATIONS RESEARCH (3 CREDIT HOURS)

Applied and theoretical approaches to mass media research. This course will examine the decision-making process of mass media organization and involve students in the planning, executing and assessing of communication activities with various publics and audiences. Prerequisites: COMM 101 and 205.

#### 307. WRITING FOR PUBLIC RELATIONS (3 CREDIT HOURS)

This course is designed to improve student skills and techniques in writing, preparing, and distributing public relations material to a variety of media networks aimed at both internal and external audiences. Prerequisite: COMM 205.

#### 341. ADVANCED FILMMAKING (3 CREDIT HOURS)

A series of advanced experiences with an emphasis on the directional role in the pre-production, production and post-production phases in film and video image making. Prerequisite: COMM 241.

# 343. ANIMATION PRODUCTION (3 CREDIT HOURS)

This class consists of screenings, lectures and a series of projects (ranging from flipbooks to computer graphics) that will introduce the student to animation production for film and video. The course focuses on the concepts, techniques and processes of producing an image. The course also surveys the history of the art form, international trends and recent developments in the industry. Prerequisite: COMM 241.

#### 345. FILM THEORY, GENRES AND DIRECTORS (3 CREDIT HOURS)

Detailed analysis of selected contemporary problems in film theory as exemplified through the study of specific film genres and/or the works of specific film directors and authors.

#### 348. SCRIPTWRITING FOR FILM (3 CREDIT HOURS)

The procedures involved in writing scripts for the factual and for the narrative film. Students will study exemplary film in script through the several stages of the script writing process. Prerequisites: ENGL 101 and 102.

#### 360. ADVANCED TELEVISION PRODUCTION/DIRECTION (3 CREDIT HOURS)

An advanced theoretical and applied course with emphasis on individual mastery of production and program management methods. Instructional units include: advanced field and studio video, audio, editing, lighting and graphics, program planning, budget development, and pre and post production management. Each student will be required to produce a minimum of two original works incorporating these advanced elements. All works will be presented for public viewing and/or use. Prerequisite: COMM 162 or permission of instructor.

#### 361. AMERICAN BROADCAST HISTORY AND CRITICISM (3 CREDIT HOURS)

The development of American broadcasting systems, including the critical assessment of contemporary problems associated with public and commercial broadcasting.

#### 362. RADIO PRODUCTION AND DIRECTION (3 CREDIT HOURS)

Principles and methods of developing, producing and directing representative types of radio programs found in American broadcasting today. The course includes audio production methods for program and non-program matter and direction of program activities. Prerequisite: COMM 261.

### 370. PRINCIPLES AND THEORIES OFTHEATRE DIRECTION (3 CREDIT HOURS)

Choosing, analyzing and interpreting the script, producing and play directing through the preparation of scenes under rehearsal conditions. Prerequisite: COMM 170.

# 399. SPECIAL TOPICS IN COMMUNICATIONS (1 TO 3 CREDIT HOURS)

A junior level course designed for a topic of special current interest, including televised courses. Prerequisites: COMM 101, 170, 241 and/or consent of instructor. May be repeated for a maximum of six credit hours.

#### 400. COMMUNICATIONS FIELD EXPERIENCE (1 TO 4 CREDIT HOURS)

Placement of qualified B.S. degree students in radio, television, film and theatre and related media agencies with the purpose of providing supervised work experience in the student's chosen area. Students must complete internship application prior to registration. Prerequisites: Thirty credit hours of communications courses and permission of department chair.

#### 405. ADVANCED PUBLIC RELATIONS (3 CREDIT HOURS)

This course emphasizes research/analysis and planning of public relations campaigns. It is intended for students seriously considering careers in the public relations field as members of firms, staff, and/or aspiring to the role of counselor. Prerequisite: COMM 205.

#### 409. SENIOR PROJECT IN COMMUNICATIONS (3 CREDIT HOURS)

This course is designed to provide a context in which a senior along with the assistance of a faculty member, may develop a project based on his/her previous course work in communications and indicative of his/her personal interest. Prerequisites: Senior standing (92 credit hours) with at least 18 credit hours in Communications, of which 12 credit hours must include 101, 162, 170, 241, and consent of instructor.

#### 445. GATEWAY TRAVEL: LONDON THEATRE (1 TO 3 CREDIT HOURS)

Study and travel course in London, England. An intercultural experience in travel and learning intended to provide students the opportunities to study and enjoy London theatre. Travel will include tours of Stratford, the National Theatre and the London Theatre Museum. Prerequisite: permission of the instructor.

#### 446. INTERNATIONAL CINEMA (3 CREDIT HOURS)

This course examines from a cultural and historical perspective a variety of international narrative film styles produced outside the Hollywood system. Many of the post-WW II major national cinemas will be explor3d, including those of West and East Europe, Scandinavia, Asia, and some developing countries. Prerequisite: COMM 140.

#### 460. BROADCAST SEMINAR (3 CREDIT HOURS)

A terminal course of the graduating senior whose concentration is in radio-television. Emphasis will be placed upon studies and research of contemporary themes and problems in American broadcasting. Prerequisites: COMM 111, 162, ENGL 225 or permission of instructor.

# 461. REGULATION OF AMERICAN BROADCASTING (3 CREDIT HOURS)

A study of regulatory developments in broadcasting and self-regulation by the industry.

# 470. ADVANCED THEATRE STUDIES (3 CREDIT HOURS)

A co-curricular laboratory course emphasizing advanced skills and individual mastery of one of the following areas: acting, directing or design and lighting. Prerequisite: COMM 170, 270 and 370.

#### 474. PRINCIPLES OF ARTS ADMINISTRATION (3 CREDIT HOURS)

Economic, administrative and legal principles as they apply to the performing and media arts.

# 475. SUMMER THEATRE PRODUCTION (3 CREDIT HOURS)

An intensive co-curricular course offered in the summer only, providing for the application of specific theatre related skills (acting, management, publicity, scene design, stagecraft, etc.) through practical work with the college's summer theatre productions.

# Computer Science

(Upper level CS courses are listed under Mathematics)

#### 106. SURVEY OF COMPUTERS AND PROGRAMMING (3 CREDIT HOURS)

History and structure of computers, languages, applications, hands- on experience with access to microcomputers and mainframes.

#### 109. FOUNDATIONS FOR PROGRAMMING (3 CREDIT HOURS)

Introduces the concepts of logic, numbering systems, and algorithm analysis and design. Prerequisites: MATH 100 and C S 106 or approved equivalent.

#### 110. INTRODUCTION TO RPG PROGRAMMING (3 CREDIT HOURS)

This course surveys the features and techniques of RPG, a report program generating language used by mid-range computers such as the IBM AS-400 computers. Prerequisites: CS 106 and CS 109. CS 204 suggested.

# 202. FORTRAN PROGRAMMING I (3 CREDIT HOURS)

Structured FORTRAN with documentation, input-output, loops, logic statements. Prerequisites: MATH 101, C S 106 and 109.

# 204. INTRODUCTION TO COBOL PROGRAMMING (3 CREDIT HOURS)

Provides the basic elements of the computer language necessary to run programs with an emphasis on business applications. Prerequisites: C S 106 and 109; MATH 110 suggested.

#### 205. ADVANCED COBOL PROGRAMMING (3 CREDIT HOURS)

This course surveys additional elements of the language as applied to disk data files. Programs are written with an emphasis on file applications. Prerequisites: CS 204 and CS 210.

#### 209. MICROCOMPUTER OPERATING SYSTEMS (3 CREDIT HOURS)

Intermediate and advanced DOS commands and techniques including file management, disk organization, use of EDLIN and DEBUG. Introduction to OS/2 and UNIX. Prerequisite: C S 109.

#### 210. FUNDAMENTALS OF OPERATING SYSTEMS (3 CREDIT HOURS)

An introduction to the organization of computer operating systems and the range of computer operations available through efficient use of operating systems. Prerequisites: C S 106 and a programming language or permission of the instructor.

#### 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.

#### 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: C S 106 and a programming language or permission of the instructor.

#### 214. INTRODUCTION TO VISUAL BASIC (3 CREDIT HOURS)

This course introduces students to the standard visual basic forms, controls and event procedures. Sequential and random access file handling, database access and general language structure will be explored. Prerequisite: CS 109.

#### 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 with Microsoft Visual Basic 6.0. Prerequisite: CS 214.

#### 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: MATH 101 and C S 106.

#### 230. DATA BASE MANAGEMENT SYSTEMS (3 CREDIT HOURS)

This course presents the history of data base management systems, the logical and physical structures of several current models, and deals in a practical, experiential way with the design of data bases and the management systems that control them. Prerequisites: ENGL 101 and one programming language.

#### 236. INTRODUCTION TO PASCAL (3 CREDIT HOURS)

The basic concepts and skills, including general problem-solving techniques, files and text processing, and abstract data structures. Prerequisites: C S 106 and 109.

#### 240. DATA COMMUNICATIONS AND NETWORKING (3 CREDIT HOURS)

An introduction to the theories, terminology, equipment, and distribution media associated with data communications and networking. Prerequisite: CS 109 and a programming language.

#### 260. INTRODUCTION TO C++ PROGRAMMING (3 CREDIT HOURS)

This course presents a comprehensive introduction to the C++ programming language. Students will write programs on both mainframe computers and PCS using most of the standard language constructs. Prerequisite: CS 109.

# 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 often the language of choice for internet applications.

# 270. PROGRAMMING SYSTEMS WITH APPLICATIONS (3 CREDIT HOURS)

Programming techniques that make computer programs easier to test and maintain, with emphasis on modular and structured programming. Prerequisite: MATH 236.

#### 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. As part of the course, students will present portfolios of work completed in other Computer Science courses, complete a "development" project and take an assessment test. This course should be taken in the student's final semester. Prerequisites: One programming language and CS 230.

# Cooperative Education

#### 179. COOPERATIVE EDUCATION (2 TO 3 CREDIT HOURS)

For students who have an agreement with an employer for paid employment in a job related to their degree program through procedures established by the office of Cooperative Education. Graded pass-fail only. Prerequisites: Satisfaction of Co-op admission requirements, completion of at least 24 credit hours at the 100 level or higher and department recommendation.

#### 279. COOPERATIVE EDUCATION (2-3 CREDIT HOURS)

See description for Co-op 179. Prerequisites: Satisfaction of Co-op admission requirements, completion of at least 48 credit hours at the 100 level or higher and department recommendation.

#### 379. COOPERATIVE EDUCATION (2-3 CREDIT HOURS)

See description for Co-op 179. Prerequisites: Satisfaction of Co-op admission requirements, completion of at least 72 hours at the 100 level or higher and department recommendation.

#### 479. COOPERATIVE EDUCATION (2-3 CREDIT HOURS)

See description for Co-op 179. Prerequisites: Satisfaction of Co-op admission requirements, completion of at least 96 credit hours at the 100 level or higher and department recommendation.

**NOTE:** Associate degree students may earn a maximum of six credit hours in Co-op. Bachelor degree students may earn a maximum of 12 credit hours in Co-op.

**NOTE:** Registration for a Co-op course must be approved by the Co-op office.

# **Criminal Justice**

#### 101. INTRODUCTION TO CRIMINAL JUSTICE (3 CREDIT HOURS)

A survey of the history, organization and function of the various components of the criminal justice system; police, courts and corrections. Analysis of the decisions made in the process whereby citizens become suspects; suspects become defendants; some defendants are convicted; and in turn become probationers, inmates and parolees.

#### 204. JUVENILE JUSTICE AND DELINQUENCY (3 CREDIT HOURS)

A study of the law of juvenile delinquency and the administration of the juvenile justice system. Examines the historical development of the concept of delinquency, the special status of juveniles before the law. Surveys the major theories of delinquency. Considers the legal processing of abuse, neglect and dependency cases. Prerequisite: C J 101. (Formerly C J 104)

#### 223. POLICE AND SOCIETY (3 CREDITS)

A study of the various levels, roles and functions of law enforcement in America. The nature and responsibilities of law enforcement are discussed and evaluated, including police accountability and civil liability. Examines the racial, ethnic and gender issues in law enforcement. Prerequisite: C J 101. (Formerly C J 201)

## 224. PUNISHMENT AND CORRECTIONS (3 CREDITS)

A review of the history of criminal punishment and analysis of major changes and causes. Examines the dominant justifications used for punishing offenders, such as deterrence, retribution and rehabilitation. Survey of corrections alternatives, including probation, parole, jail, prison and community corrections. Prerequisite: C J 101.

#### 225. VICTIMOLOGY (3 CREDITS)

This course will examine the multifaceted problem of crime victimization. Focuses on the incidence of criminal victimization, social characteristics of crime victims, the treatment of the victim in the criminal justice system and efforts designed to alleviate the consequences of criminal victimization and provide support for the victim. Prerequisite: C J 101.

#### 226. COURT SYSTEMS IN THE UNITED STATES (3 CREDITS)

This course will provide students with a working knowledge of the major structures and basic legal concepts that underlie the Criminal Courts. The structure of the courts, the nature of the criminal law they apply and the procedures followed by them will be examined along with the history of how they developed and the goals they seek to achieve. The state and federal court systems will be examined. Prerequisite: C J 101.

#### 230. CRIMINOLOGY (3 CREDIT HOURS)

This course focuses on the biological, psychological, and sociological theories of crime, provides definitions of crimes, and examines the types and extent of crime in the United States and other countries. Prerequisite: C J 101 or SOC 101. Cross-listed with SOC 230.

#### 299. SELECTED TOPICS IN CRIMINAL JUSTICE (3 CREDIT HOURS)

A lower level course designed for a topic of special current interest, including satellite courses. Prerequisite: As stated for each offering.

#### 301. CRIMINALISTICS—AN INTRODUCTION TO FORENSIC SCIENCE (3 CREDIT HOURS)

This course is designed to make the student aware of the services of a crime laboratory and the proper utilization of these services. The course will concentrate on the significance of physical evidence and the examination of this evidence in the crime laboratory. Students will be taught the proper recognition, collection and preservation of physical evidence at the crime scene. Prerequisite: C J 101.

#### 307. CRIMINAL LAW (3 CREDITS)

The course covers the history and development of criminal law, elements of a crime, parties to a crime and types of offenses. The general principles of substantive criminal law are studied through the analysis of judicial opinions and text. The scope, purpose and definition of criminal offenses are examined. Prerequisite: C J 101. (Formerly C J 206)

#### 308. ETHICS IN CRIMINAL JUSTICE (3 CREDITS)

An examination of the ethical quandaries and moral dilemmas that face criminal justice practitioners. A critical review of the ethical standards used to define appropriate conduct by criminal justice officials; exploring sanctions and laws governing inappropriate conduct. Prerequisite: C J 101 and junior or senior standing, or permission of the department chair.

## 311. DRUGS AND SOCIETY (3 CREDITS)

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 current modes of treatment within the criminal justice setting will be examined. Prerequisite: C J 101.

#### 312. COMMUNITY CORRECTIONS (3 CREDITS)

This course will focus on probation, parole and intermediate sanctions. Community corrections programs such as restitution, community service and community-based drug treatment will be discussed. The course will examine the goals and importance of community corrections. Administration and staffing of these programs will also be explored. Prerequisites: C J 101 and 223.

#### 313. RACE, GENDER AND CRIME (3 CREDIT HOURS)

The study of the dynamics of racial prejudice in the United States and how it affects the criminal justice system. The relationship between minority status and criminality and the interaction of minorities with criminal justice organizations will be analyzed. Characteristics of female offenders are surveyed and offender classification systems are reviewed for their relevance to understanding motivational and behavioral patterns of female offenders. This course will explore the response of police and court officials to women as victims of crimes and will examine employment opportunities for women and minorities in the criminal justice system. Prerequisites: C J 101 and 230; SOC 208.

## 315. METHODOLOGY (3 CREDIT HOURS)

Introduction to the concepts and methods of social science research: the role of theory in research, forming hypotheses and questions, identifying variables, and gathering a analyzing statistical data. Emphasis will be on developing good writing skills, and using computers for basic statistical evaluation. This course meets the requirements of POSC 311 and SOC 311. Prerequisites: junior classification and a grade of C in ENGL 102 and in PSYC 200.

#### 350. CORRECTIONAL INSTITUTIONS (3 CREDIT HOURS)

This course will focus on jails and prisons. Students will be provided with information on the history of incarceration, as well as theories behind this type of punishment. The course will cover the current conditions of prison life and will provide students with the viewpoints of those who live and work in prisons and jails. Also, management of prisons and jails will be discussed. Prerequisites: C J 101 and 223. (Formerly C J 407)

#### 362. CONTEMPORARY ISSUES IN POLICING (3 CREDIT HOURS)

The course covers contemporary issues in policing such as community policing, management procedures, and technology. Prerequisites: C J 101 and 223.

# 380. CRIMINAL PROCEDURE (3 CREDIT HOURS)

A study of the historical development of the Constitution and the Bill of Rights. The course will focus on Supreme Court interpretations of the Bill of Rights as they apply to arrests, searches and seizures. The emphasis will be placed on the 4th, 5th and 14th amendments to the U. S. Constitution. Prerequisite: C J 101. (Formerly C J 205)

#### 399. SELECTED TOPICS IN CRIMINAL JUSTICE (1-4 CREDIT HOURS)

An upper level course designed for a topic of special current interest, including televised courses. Prerequisite: As stated for each offering.

# 408. CORRECTIONAL LAW (3 CREDIT HOURS)

This course covers the laws that govern the sentencing process, prisoners' rights, the rights of released offenders, and offenders sentenced to probation and intermediate sanctions. The course emphasizes United States Supreme Court cases and major lower court cases that have affected corrections. Prerequisites: C J 101 and 224.

# 413. INTERNSHIP IN CRIMINAL JUSTICE (3 CREDIT HOURS)

This course will provide students the opportunity to go into the criminal justice field and observe the actual operation of the system. Students will be able to compare theory and concepts gained from courses to the actual criminal justice process they have experienced. Students may choose an internship in law enforcement, the courts, corrections or juvenile justice. Prerequisites: 24 hours of C J courses, senior standing and minimum g.p.a. of 2.5.

## 415. MANAGEMENT OF CRIMINAL JUSTICE ORGANIZATIONS (3 CREDIT HOURS)

This course examines organizational and management theories as they apply to criminal justice agencies and organizations. Different management styles, practices and problems are discussed. Also covered are the structure, purpose and process of the criminal justice system and policy making in justice administration. Prerequisites: C J 101, 223 and 224.

#### 418. TREATMENT OF OFFENDERS (3 CREDIT HOURS)

The course focuses on treatment and rehabilitative programs for offenders, examines the treatment methods that are the bases of these programs, and assesses the efficacy of the programs. Prerequisites: CJ 101 and 224.

#### 420. LAW AND SOCIAL CONTROL (3 CREDIT HOURS)

This course is designed to cover issues concerning the interrelationships between law and society. Included are the historical developments of social control and law and the role of law in society, its social construction, interpretation and enforcement. Major theoretical perspectives related to how social status and social structure affect crime levels and societal sanctions are discussed. Also examined are new policies in criminal justice that relate to and attempt to affect the levels of crime in the United States. Prerequisites: C J 101, 230, and 307.

#### 425. SENIOR SEMINAR IN CRIMINAL JUSTICE (3 CREDIT HOURS)

This course is designed as a capstone experience for all seniors in the criminal justice major. The course content will vary slightly with each offering. The course will basically cover in-depth analyses of problems and issues in the criminal justice system. The course also will provide students with information about opportunities for employment in the criminal justice field and graduate school. The course will use up-to-date texts and articles from professional journals.

Students will be required to complete a major research paper on a topic chosen by the student and approved by the instructor. Successful completion of the course with a grade of "C" or better is required for graduation. Prerequisites: C J 101, 204, 223, 224, 226 and senior standing.

# 499. SPECIAL TOPICS IN CRIMINAL JUSTICE (3 CREDIT HOURS)

An upper level course designed for a topic of special current interest, including televised course. Prerequisites: As stated for each offering.

# **Developmental Education**

To ensure our students are academicall prepared for Math, English, and the rigors of college, West Virginia State Community and Technical College offers a developmental education program in Math, English, and College 101 (our college success course).

As part of our state college system, we are required to place students into Math and English based on ACT scores. Score requirements will be listed for each course and/or other specified placement tests.

#### 099. COLLEGE PREP (3 CREDIT HOURS)

This course will focus on four general areas (math, reading, writing and study skills) in order to better prepare new students for their first year of college. Intensive instruction in the content areas will enhance students' probability of success in ENGL 098, 099, MATH 011, 012 or enable them to bypass these courses entirely. Prerequisite: Composite ACT score greater than 10 and permission of the acceptance committee.

# 100. PERSONAL AND ACADEMIC ENRICHMENT (3 CREDIT HOURS)

This course is designed to provide the opportunity for a student to learn college survival skills, improve study skills, investigate career planning, decision making, job survival skills, and to develop self-management skills. Prerequisite: Recommended for students required to take ENGL 098 and 099. (A student may receive credit for D S 100 or COLL 101, but not both).

Developmental Math (MATH 011 and 012) does not apply toward hours for a degree but does count toward hours for financial aid.

#### MATH 011, PRE-ALGEBRA (3 CREDIT HOURS)

Real numbers and their operations, fractional and decimal notation, ratio and proportion, percent notation, averages, geometry and measurement, and linear equations.

Placement Requirement: Less than 16 on the Math Enhanced ACT.

#### MATH 012. INTRODUCTION TO ALGEBRA (3 CREDIT HOURS)

Operations on algebraic expressions, factoring, graphing linear equations and inequalities, problem solving, systems of equations, and the quadratic formula.

**Placement Requirement:** "C" or above in MATH 011, or a scaled score of 20 on the Arithmetic ASSET exam, or Math Enhanced ACT of 17-18.

**Extra Math Help.** To ensure that you have the opportunity to master basic math and algebra competencies, the College offers the following assistance:

Dedicated and caring instructors who are experienced in teaching developmental math.

Free tutoring.

A developmental math lab with computer assisted instruction, videos, and helpful lab attendants. Instructional video tapes for each chapter which may be checked out for home use.

Developmental English (ENGL 098 and 099) does not apply toward hours for a degree but does count toward hours for financial aid.

# ENGL 098. ENGLISH SKILLS: READING AND LISTENING (3 CREDIT HOURS)

The goal of the class is to enable students to acquire basic skills necessary to succeed in college level courses. To achieve this goal the course will focus on the improvement of reading skills and the development of better listening habits. Prerequisite: Placement by ACT. (This course is not required, but is recommended for students that need to improve reading comprehension and retention skills.) **Placement Recommendation:** ACT Reading score of less than 16.

## ENGL 099. ENGLISH SKILLS: WRITING AND SPEAKING (3 CREDIT HOURS)

The main goal of the class is to enable students to acquire basic skills necessary to succeed in the

freshman level English Composition course. To achieve this goal the course will focus on interrelated speech and writing activities that will result in a more effective use of oral and written language. Students must earn a "C" or better in this class to be eligible for ENGL 101. Prerequisite: Placement by ACT. **Placement Recommendation:** ACT English score of less than 18.

**Extra English Help.** To ensure that you have the opportunity to master basic reading and writing competencies, we offer this assistance in our English Skills Lab.

College 101 is a college level course and it does count toward graduation.

#### **COLL 101. COLLEGE 101 (3 CREDIT HOURS)**

College 101 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, study skills, library skills, interpersonal relationship skills, self-management skills, and career/life strategies. **Prerequisite:**None

# **Economics**

#### 201. PRINCIPLES OF ECONOMICS (3 CREDIT HOURS)

An introductory course concerned with the working of the economy as a whole. Development of the theories of consumption, investment, and equilibrium income; application of the theory to current macro economic problems; monetary and fiscal policy and its influence on economic activity.

#### 202. PRINCIPLES OF ECONOMICS (3 CREDIT HOURS)

An introductory course concerned primarily with the functioning of specific parts of the economy. The theory of consumer behavior and firm behavior under varying degrees of competition; the determination of price in both product and resource markets. Application of the theory to current micro economic problems.

#### 208. BANKING OPERATIONS AND THE FEDERAL RESERVE SYSTEM (3 CREDIT HOURS)

Topics covered and subject matter analyzed will include bank financial statements, loan policy, credit investigation, operations and policies of the Federal Reserve System, transfer of money from one bank to another, bank investment policy, sources and users of bank funds, the internal flow of funds, and bank accounting systems.

#### 301. INTERMEDIATE MACROECONOMICS (3 CREDIT HOURS)

The course is a survey of the current and past theories of the macroeconomy and how stable it is. These theories could be explained using graphical, algebraic, and written analysis. Also the effects of the various policy views of each theory are considered, and each view's relation to the economy we observe is analyzed. Prerequisites: ECON 201 and 202.

#### 302. INTERMEDIATE MICROECONOMICS (3 CREDIT HOURS)

The course analyzes how consumers, firms, government, or any other economic units may make optimal decisions under various market conditions. Microeconomic theory is utilized to evaluate selected economic policies and practices of business firms and the government. Conditions for overall efficiency are also developed. Prerequisites: ECON 201 and 202.

### 305. ECONOMETRICS (3 CREDIT HOURS)

This course develops skills to estimate economic relationships grounded in economic theory. Students will use statistical software for estimation. Basic concepts of statistics will be used. Prerequisites: ECON 201 and 202; B A 203.

#### 306. PUBLIC FINANCE, TAXATION, AND FISCAL POLICY (3 CREDIT HOURS)

Analysis of taxation and government expenditures. The impact of various levels of government on the local, state and national economies. Historical and current analysis of the role of fiscal policy on business cycles. Prerequisites: ECON 201 and 202.

#### 308. MONEY, BANKING AND MONETARY THEORY (3 CREDIT HOURS)

A survey of historical development of American monetary and banking institutions; analysis of contemporary monetary theory and policy and a critique of monetary problems and their alternative solutions; a review of the international monetary structure. Prerequisites: ECON 201 and 202.

# 310. ECONOMIC DEVELOPMENT (3 CREDIT HOURS)

Problems of economic development facing the low income countries of the world. Topics include international trade, foreign aid, capital formation and the role of government in the industrialization

process. Selected areas of the U.S. such as Appalachia will also be considered. Prerequisites: ECON 201 and 202.

#### 320. LABOR ECONOMICS (3 CREDIT HOURS)

Analysis of the theoretical and historical development of the American labor movement; collective bargaining, wage theory and the impact of union wage policy upon current economic and social problems. Prerequisites: ECON 201 and 202.

#### 330. URBAN ECONOMICS (3 CREDIT HOURS)

This course focuses on urban areas as unique places of production and consumption. The role of transportation costs in determining city location will be discussed and analysis will be developed to explain why cities are taller than the surrounding countryside. In addition to these location aspects of cities, such urban problems as poverty, crime, education, transportation, public finance and optimal city size will be examined in detail. Prerequisites: ECON 201 and 202.

#### 340. CONTEMPORARY ECONOMIC ISSUES (3 CREDIT HOURS)

Reports and discussion of leading economic problems and issues. Emphasis will be placed on the relationship of economics to real-world problems. Prerequisites: ECON 201 and 202.

#### 350. COMPETITIVE ANALYSIS (3 CREDIT HOURS)

Analysis of the competitive environment of a firm and how competitive forces affect business strategy. The course uses structural analysis as a framework for understanding the economic forces of increasing domestic and global competition. Develops some general techniques as to how a firm can use its special strengths to compete in any given environment. Prerequisites: ECON 201 and 202.

#### 399. SPECIAL TOPICS IN ECONOMICS (1 TO 3 CREDIT HOURS)

A junior level course designed for a topic of special current interest, including televised courses. Prerequisites: ECON 201 and 202 and/or consent of instructor. May be repeated for a maximum of six credit hours.

#### 401. HISTORY OF ECONOMIC THOUGHT (3 CREDIT HOURS)

Survey of economic theory covering major schools of economic thought and the economic environment which produced them. Prerequisites: ECON 201 and 202.

#### 406. COMPARATIVE ECONOMIC SYSTEMS (3 CREDIT HOURS)

A comparative study of the philosophical and ideological foundations of these systems ranging from capitalism to communism. Prerequisites: ECON 201 and 202.

#### 409. MATHEMATICAL ECONOMICS (3 CREDIT HOURS)

Application of selected mathematical principles to economics. Differential and integral calculus, matrix algebra, input-output analysis and linear programming will be applied to economic theory. Static, comparative static, and dynamic analysis will be considered. Prerequisites: ECON 201, 202 and MATH 101.

# 410. INTERNATIONAL ECONOMICS (3 CREDIT HOURS)

Factors affecting the flow of trade and balance of payments; international economic theory and application; trade controls and their influence on international economics. Prerequisites: ECON 201 and 202.

# 411. CONTEMPORARY ECONOMIC THOUGHT (3 CREDIT HOURS)

This course compares neoclassical economics with a selection of heterodox economic schools of thought. Economic methodology and sociology of economic science is emphasized. The methodological framework is applied to the social systems of capitalism and socialism. Prerequisites: ECON 201 and 202.

#### 415. MANAGERIAL ECONOMICS (3 CREDIT HOURS)

Application of microeconomic theory and techniques of analysis to make managerial decisions. This class provides a practical knowledge of demand estimation, linear programming, game, theory, pricing, and capital budgeting. Course includes learning and use of appropriate software. Prerequisites: ECON 201 and 202.

## 420. SENIOR SEMINAR (3 CREDIT HOURS)

This course is the capstone of the undergraduate economics experience, and it integrates the economics core. The student will select a research topic, construct a model or literary framework, and apply it to the problem. A baccalaureate test of the knowledge and proficiency in the economics core will be

administered as part of student assessment. Prerequisites: ECON 201, 202, 301, 302, 305, 306, and 308.

# Education

#### 200. FOUNDATIONS OF EDUCATION (3 CREDIT HOURS)

A course designed to formally introduce students to the consideration of teaching as a profession; to give students a first experience in the formal study of the disciplines involved in education; and help students assess their pre-professional readiness.

#### 201. HUMAN GROWTH AND DEVELOPMENT (3 CREDIT HOURS)

Study of developmental characteristics of the individual through early adulthood. Required of all students in teacher education programs. Thirty clock-hours of field work in an appropriate school setting required. Prerequisite: EDUC 200.

#### 202. EDUCATIONAL PSYCHOLOGY AND LEARNING (3 CREDITS)

Survey of educational psychology and related concepts for classroom application. Major emphasis on learning, teacher expectation and motivation, educational measurement, and classroom management concepts. Completion of a 35-hour field experience in an appropriate K-12 school setting required. Prerequisite: EDU 200.

# 299. SPECIAL TOPICS IN EDUCATION (1-3 CREDIT HOURS)

A lower division course designed for a topic of special current interest, including televised courses. Prerequisite: Permission of the instructor or department chair.

#### 300. EDUCATIONAL TECHNOLOGY (3 CREDIT HOURS)

Examines current concepts and practices in educational computing and instructional technology, uses of microcomputers, distance learning technology and media resources. Practice in accessing hardware and evaluating instructional software. Assignments/practice required in computer lab setting. Prerequisite: EDUC 202.

# 316. INTEGRATED METHODS (3 CREDIT HOURS)

Materials of instruction, commonalities in the learning process and developing of requisite techniques of instruction on early, middle, and adolescent levels. Emphasis is placed on skills needed in planning and organizing instruction. Required of all students in teacher education curricula. Completion of a 40 hour integrated field experience in a public school is required. Prerequisites: EDUC 202, 300 and passing Preprofessional Skills Test (PPST). EDUC 300 may be taken concurrently.

#### 318. TEACHING SCIENCE IN THE ELEMENTARY ANDMIDDLE SCHOOL (3 CREDIT HOURS)

A study of the objectives, organization and instructional techniques in the sciences appropriate to elementary and middle school programs. Prerequisites: EDUC 316, BIOLOGY 101, and PHYSICAL SCIENCE SURVEY 101 and 102.

# 319. CONTENT AREA LITERACY (FORMERLY EDUCATION 319-TEACHING READING IN THE MIDDLE AND SECONDARY SCHOOLS (3 CREDIT HOURS)

Studied by teacher education candidates to increase their skills to deliver the reading, writing, speaking, listening, and viewing skills of public school students studying specific content subject matter. In addition, assessment, career and international education issues related to the content are are addressed. Prerequisite: EDUC 316.

#### 320. EARLY AND MIDDLE CHILDHOOD READING INSTRUCTION (3 CREDIT HOURS)

Current methods of teaching developmental reading in grades K-8. Prerequisites: EDUC 316 and 300.

#### 321. LANGUAGE ARTS: INSTRUCTION (3 CREDIT HOURS)

Essentials of instruction in the language arts in the elementary and middle school. Special emphasis on reading, writing, listening, and speaking. Prerequisites: EDUC 316, 320 and 300.

# 325. TEACHING SOCIAL SCIENCE IN EARLY AND ELEMENTARY EDUCATION (3 CREDIT HOURS)

Organizing of subject matter and selection of methods and materials involved in the teaching of social studies in the elementary school curricula. Prerequisites: EDUC 300, 316 and all Social Studies content requirements.

#### 327. EXCEPTIONALITIES AND HUMAN DIVERSITY (3 CREDIT HOURS)

Course emphasis will be on recognition of characteristics and special needs of students labeled "exceptional" according to state and federal regulations. Effective instructional strategies for teaching populations such as the "gifted" and students "at risk" for school failure—the visually impaired, physically challenged, those with speech/language handicaps and those with behavior disorders—will be studied. Prerequisites: EDUC 202.

#### 328. FIELD EXPERIENCE IN EXCEPTIONAL SETTINGS (3 CREDIT HOURS)

A supervised field based experience where students become involved with selected exceptionalities studied in the survey course. Limited and guided participation is expected and participants will meet periodically in seminar. 60 hours in field experiences in special settings is required. Co-requisite: EDUC 327.

#### 329. CHARACTERISTICS OF THE MENTALLY IMPAIRED (3 CREDIT HOURS)

Characteristics of the MI: Related educational planning, family needs, historical and contemporary issues in preparing programs for this type of exceptionality are explored. Prerequisite: EDUC 327.

#### 330. ASSESSING THE EXCEPTIONAL LEARNER (3 CREDIT HOURS)

Principles and practices of assessment for students with mild/moderate exceptionalities. Includes field experiences for administration of assessment instruments. Prerequisite: EDUC 327.

#### 331. CURRICULUM FOR SPECIAL EDUCATION (3 CREDIT HOURS)

Curriculum development in areas which reinforce content, social, and vocational learning for the EMI, BD and SLD. Prerequisite: EDUC 327.

#### 336. INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3 CREDIT HOURS)

Theories, principles and practices for working with young children. Emphasis on establishing a safe and healthy learning environment; program management; appropriate guidance and discipline techniques; family involvement; building a positive self-concept; promoting children's physical, cognitive, social, and creative growth by providing appropriate materials and activities. Field experience in four early childhood settings required. Prerequisites: EDUC 300 and 316.

#### 338. CURRICULUM FOR EARLY CHILDHOOD EDUCATION: THE HUMAN STUDIES (3 CREDIT HOURS)

Includes structured experiences in language, literature, music, art, history, and explores the relationship between humane studies and curriculum for early childhood education. Emphasis on perceptual-motor skill learning. Prerequisite: EDUC 201.

#### 339. CURRICULUM FOR EARLY CHILDHOOD EDUCATION: THE SCIENCES (3 CREDIT HOURS)

Structures experiences in the physical and natural sciences, mathematics, social science, and selected areas of health and physical education. These areas will be explored in relation to curriculum for early childhood education program. Emphasis on developing sequential skills in content learning. Prerequisite: EDUC 201.

# 340. CHARACTERISTICS OF INDIVIDUALS WITH SPECIFIC LEARNING DISABILITIES (3 CREDIT HOURS)

Historical and contemporary practices, trends, insights and needs; diagnosis and treatment; service delivery; and, management strategies. Prerequisite: EDUC 327.

# 405. TEACHING SOCIAL STUDIES IN THE MIDDLE AND SECONDARY SCHOOL (3 CREDIT HOURS)

Examines the aims and value of the social studies in the middle and secondary school, selection and organization of materials, and methods of instruction. Prerequisites: EDUC 316 and SENIOR STATUS.

#### 411. TEACHING THE SCIENCES IN SECONDARY SCHOOLS (3 CREDIT HOURS)

Principles, specialized techniques, and trends underlying science teaching in secondary schools. Prerequisite: EDUC 316.

#### 423. CLINICAL READING (3 CREDIT HOURS)

A basic course in diagnostic-prescriptive teaching with school children experiencing difficulty in reading. Practical experience in test administration, interpretation and evaluative follow-up. Practicum required. Prerequisites: EDUC 316, 320, and 321.

#### 426. CLASSROOM MANAGEMENT FOR THE BEGINNING TEACHER (2 CREDIT HOURS)

Principles and practices for proactive organization and management of instructional settings. Field assignments required. Prerequisite: EDUC 316 and SENIOR STATUS.

# 480. STUDENT TEACHING (FORMERLY EDUCATION 492, 493, 495, 496, AND 497) (3-18 CREDIT HOURS)

Designed to provide teacher education candidates with the necessary student teaching experiences to fulfill the certification requirements for the respective endorsements for which they seek West Virginia licensure.

#### 491. SEMINAR FOR STUDENT TEACHING (1 CREDIT HOUR)

An upper division course required of all student teachers, consisting of regular meetings with college supervisors. Activities for professional role development may include mini-teaches, parent conferences, workshops with in-service teachers, and other activities. Prerequisite: must be taken concurrently with student teaching.

#### 492. STUDENT TEACHING IN EARLY CHILDHOOD EDUCATION (6-12 CREDIT HOURS)

A minimum 6-12 week, full-day student teaching experience in an appropriate school setting with a licensed teacher. Experience requires a periodic seminar with a supervisor of student teaching. (Open only to eligible candidates.)

#### 493. STUDENT TEACHING IN ELEMENTARY EDUCATION (6-12 CREDIT HOURS)

A 6-12 week, full day student teaching experience in diversified instructional settings, grades K-6, with a licensed teacher. Designed to provide candidates an opportunity to practice the application of those skills and concepts essential for delivering multi-subject instruction in diversified settings. Periodic seminar with college supervisor required. (Open only to eligible candidates.)

# 494. DIRECTED OBSERVATION AND PARTICIPATION IN ELEMENTARY EDUCATION (3-6 CREDIT HOURS)

An optional additional student teaching and/or educational experience for students who have completed or will complete regular student teaching. Approved supervised programs of activities in institutions or agencies will be utilized. (Open only to eligible candidates.)

# 498. DIRECTED OBSERVATION AND PARTICIPATION IN SECONDARY EDUCATION (3-6 CREDIT HOURS)

An optional additional student teaching and/or educational experience for students who have completed or will complete regular student teaching. Approved supervised programs of activities in institutions or agencies will be utilized. (Open only to eligible candidates.)

## 499. SPECIAL TOPICS (1-3 CREDIT HOURS)

An upper division course designed for a topic of special current interest, including televised courses. Prerequisite: EDUC 316 or permission of instructor.

# Engineering Technology Architectural Technology and Architectural Drafting Technology

# 100. GRAPHICS (3 CREDIT HOURS)

An exploration of the tools, techniques and media utilized by draftspersons. Topics include: lettering, freehand sketching, use of scales and drawing instruments, theory of orthographic and isometric projection, and dimensioning. One hour lecture and four hours laboratory.

# 103. INTRODUCTION TO ARCHITECTURE (3 CREDIT HOURS)

An introduction to the study, practice and profession of architecture. Special emphasis on the history and evolution of societal reflection in architecture.

#### 106. ARCHITECTURAL WORKING DRAWINGS I(3 CREDIT HOURS)

Graphical communication of construction methods and materials, including symbols, standards and conventions. One hour lecture, four hours studio. Prerequisite: ET 100. Should be taken concurrently with ET 121.

#### 107. ARCHITECTURAL PRESENTATION I (3 CREDIT HOURS)

A study of architectural presentation graphics; fundamentals and application of perspective techniques and principles and application of shades and shadows. Six hours studio. Prerequisite: ET 100.

#### 110. GRAPHIC INTERPRETATION (3 CREDIT HOURS)

The interpretation of architectural working drawings with emphasis on structural features, space layout, mechanical systems, safety features and traffic patterns.

#### 201. ARCHITECTURAL DESIGN THEORY (3 CREDIT HOURS)

The development of architectural design skills through analysis and solution of simple spatial problems; a study of the basic concepts of architectural relationships. Six hours laboratory and/or research. Prerequisite: ET 103, 106, 107, 110, 216, and 121.

# 202. ARCHITECTURAL WORKING DRAWINGS II (3 CREDIT HOURS)

Synthesis and application of construction principles and graphical communication in the preparation of a complete set of contract drawings for a small building. Introduction to building systems and security. Six hours hours studio/field observation. Prerequisites: ET 106 and 121.

#### 203. ARCHITECTURAL DESIGN APPLICATIONS (3 CREDIT HOURS)

The development of architectural design skills through analysis and solution of Building Design Projects utilizing methods of design theory tempered by knowledge of basic construction principles as applied to residential, commercial, institutional, and industrial building types. Two hour lecture and four hours laboratory and/or research. Prerequisites: ET 201.

#### 207. ARCHITECTURAL PRESENTATION II (3 CREDIT HOURS)

Fundamentals of two-and-three-dimensional architectural presentations. Execution of design pictorials in diverse media and construction of design models. Exploration of uses of design elements for aesthetic appeal. Two hours lecture, two hours studio. Prerequisite: ET 201.

# Computer Aided Drafting and Design

# 112. INTRODUCTION TO COMPUTER AIDED DRAFTING & 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.

#### 115. DESCRIPTIVE GEOMETRY (3 CREDIT HOURS)

Development of techniques used in the graphic representation and solution of space problems. Includes representation of points, lines, planes, and solids found in three dimensional space on a two dimensional surface. Problems relate to various engineering disciplines. Two hours lecture and two hours laboratory. Prerequisites: ET 100 and MATH 100 eligible.

#### 216. ADVANCED COMPUTER-AIDED DRAFTING AND DESIGN (3 CREDIT HOURS)

This course will provide techniques for advanced application of the commands learned in the introductory CADD courses. Topics will 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 lecture and four hours laboratory. Prerequisite: ET 112.

#### 217. ENGINEERING GRAPHICS (3 CREDIT HOURS)

Axonometric, oblique, perspective projection; vectors, stress analysis, charts, curves, plotting nomographs, empirical equations. One hour lecture and four hours laboratory. Prerequisites: ET 100 and 115.

### 217. ENGINEERING GRAPHICS (3 CREDIT HOURS)

Axonometric, oblique, perspective projection; vectors, stress analysis, charts, curves, plotting nomographs, empirical equations. One hour lecture and four hours laboratory. Prerequisites: I T 111 and 115.

# 218. ELECTRONICS AND ELECTRICAL DRAFTING (3 CREDIT HOURS)

This course provides instruction in the basics of electrical and electronic symbols, block and logic diagrams, printed circuits, connection diagrams, integrated circuits, schematic wiring diagrams, residential and industrial wiring diagrams. One hour lecture and four hours laboratory. Prerequisites: ET 100 and 259.

#### 220. PIPE DRAFTING (3 CREDIT HOURS)

This course provides instruction in the basics of piping, pipe fittings and symbols: the design of piping systems for industry, and a variety of engineering applications. One hour lecture and four hours laboratory. Prerequisite: ET 100.

# 230. COMPUTER GRAPHICS AND ELECTRICAL AND ELECTRONIC APPLICATIONS (3 CREDIT HOURS)

Provides the student with an understanding of the software associated with electrical and electronics design. The student will gain a thorough knowledge of digitizing schematics, connection diagrams, block and logic diagrams, printed circuit drawings integrated circuits, wiring diagrams. One hour lecture and four hours laboratory. Prerequisites: ET 216 or by permission on the instructor.

#### 231. COMPUTER GRAPHICS - CIVIL APPLICATIONS (3 CREDIT HOURS)

This course uses the computer to relate the principles of civil drafting and practical applications. Students will develop a knowledge of digitizing civil drawings and using the internet to search for information. One hour lecture and four hours laboratory. Prerequisites: ET 216 or permission of the instructor.

#### 232. STRUCTURAL DRAFTING (3 CREDIT HOURS)

This course emphasizes drafting for heavy construction. Includes structural steel drafting and fabrication details; structural pre-cast concrete drafting and fabrication details; structural poured-in-place concrete foundations, floor, walls and columns; structural wood walls and floor systems, roofs, beams, girder, etc. Prerequisites: ET 115 and 217.

# 233. INTRODUCTION TO MICROSTATION (3 CREDIT HOURS)

The purpose of this course is to teach the student the basics of Intergraph's MicroStation 4.0 software. After the successful completion of this course the student should be able to enter a MicroStation CAD shop and be immediately productive. Prerequisite: ET 216 of permission of the instructor. (5 hours Lab/Lecture)

#### 238. ADVANCE MICROSTATION (3 CREDIT HOURS)

This course is designed to boost the students beyond the basics of MicroStation. Topics would include use of advance features and settings, 3-D drawings, modeling, customization of the software and productivity enhancement. One hour lecture and 4 hours lab. Prerequisite: ET 233 or by permission of the instructor.

# 299. SPECIAL TOPICS (1-4 CREDIT HOURS)

A course designed for a topic of current interest including courses designed for distance learning.

# Construction Management

### 121. MATERIALS OF CONSTRUCTION (3 CREDIT HOURS)

A study of building materials, their physical characteristics, properties and classification according to industrial standards, manufacturing procedures and applications.

#### 221. PLANE SURVEYING (3 CREDIT HOURS)

Elements of plane surveying (function and use of equipment and instruments), theory and problems dealing with surveying in construction work with emphasis on calculation of volume and areas. One hour lecture and four hours laboratory. Prerequisites: MATH 101 and 102.

# 222. COMFORT AIR CONDITIONING (2 CREDIT HOURS)

Fundamentals of heating, cooling and ventilation. This includes theory, design and layout for year-round air conditioning.

# 224. WATER, SUPPLY AND SANITATION (3 CREDIT HOURS)

Principles and practices of all building piping systems, working drawings and code requirements.

# 225. STATICS (3 CREDIT HOURS)

Systems of forces and moments, analytical and graphical solution of determinate structures, centroids and moment of inertia. Two hours lecture and three hours laboratory. Prerequisites: MATH 206 and PHYS 191 or PHYS 201 or PHYS 231.

# 226. STRENGTH OF MATERIALS (3 CREDIT HOURS)

A theoretical study of the elastic behavior of materials under conditions of tension, compressions,

shear, torsion, moment and combined loadings. Two hours lecture and three hours laboratory. Prerequisite: ET 225.

#### 241. CONSTRUCTION METHODS AND EQUIPMENT (3 CREDIT HOURS)

A study of construction techniques (excavation, framing, forming, material handling, and the placing of steel and concrete.) Topics in heavy, as well as, building construction. Three hours lecture per week. Prerequisites: E T 121, MATH 100 eligible or permission of the instructor.

#### 242. CONSTRUCTION SAFETY (3 CREDIT HOURS)

Principles of accident prevention and safety in the construction industry; protective equipment, identification of hazards, safety planning, and OSHA requirements in a construction industry. Three hours lecture. Prerequisites: E T 241 or by permission of the instructor.

#### 243. CONSTRUCTION CONTRACTS AND SPECIFICATIONS (3 CREDIT HOURS)

A study of various types and forms of contracts used by AIA and WV DOH, bonding requirement, and insurance. The preparation of specifications following the CSI or masterspec format. Three hours lecture. Prerequisites: E T 241 or by permission of the instructor.

## 244. CONSTRUCTION ESTIMATING (3 CREDIT HOURS)

Present-day materials and labor costs and periodic fluctuations and use of the Means Cost Guides. Applications of Computer Programs to Construction estimating. Three hours lecture. Prerequisites: E T 110, E T 121, or by permission of the instructor, MATH 100 eligible.

#### 245. BUILDING CODES AND FEDERAL STANDARDS (3 CREDIT HOURS)

A study of the BOCA basic building code and the Life Safety Code Handbook. Three hours lecture per week. Prerequisites: E T 243 or by permission of the instructor.

# **Electronics Engineering Technology**

#### 160. DIRECT CURRENT (4 CREDIT HOURS)

This course is intended to familiarize the student with the basic concepts of electricity. It covers what D.C. electricity is and how it is produced. It also introduces the student to basic laws concerning the three fundamental properties of resistive circuits and to more complex circuit theorems. The laboratory work permits the student to become familiar with the use of basic instruments for voltage, current, resistance and power measurements. Co-requisite: Math 101. (3 hour lecture and 3 hour lab)

#### 161. ALTERNATING CURRENT (4 CREDIT HOURS)

This course is intended to familiarize the student with the basic concepts of electricity. It covers what A.C. electricity is and how it is produced. It also introduces the student to basic laws concerning the real and imaginary properties of electrical circuits and to more complex circuit applications. The laboratory work permits the student to become familiar with the use of basic instruments for A.C. voltage, current, impedance and power measurements. Co-requisite: Math 102. (3 hour lecture and 3 hour lab)

#### 259. ELECTRICAL FUNDAMENTALS (3 CREDIT HOURS)

This course is a study of electrical principles and fundamentals as applied to the National Electric Code as applied to the wiring of houses and buildings. It includes the planning of electrical systems for both residential and commercial applications. (2 hours lecture, 2 hours lab.)

# 260. ANALOG CIRCUITS I (4 CREDIT HOURS)

A study of basic semiconductor devices including diodes, rectifiers, zeners, and bipolar transistors. Emphasis is on analysis, design and application of basic circuit configurations for power supplies, transistor biasing, voltage amplifiers and power amplifiers. Laboratory exercises are selected and designed to demonstrate these basic concepts in a practical way. Three hours lecture and three hours laboratory. Prerequisite: E T 160.

#### 264. ANALOG CIRCUITS II (4 CREDIT HOURS)

A follow up of Analog Circuits I. It begins with a study of field effect transistors and their applications. The focus is on linear integrated circuits including operational amplifiers, oscillators, timers, and regulated power supplies. Frequency response effects on amplifiers are also studied. Most of the circuits are constructed and analyzed through laboratory exercises. Three hours lecture and three hours laboratory. Prerequisite: E T 260.

#### 265. ELECTRONIC APPLICATIONS (3 CREDIT HOURS)

This course is a survey of electronic specialty areas that are available to an electronics technician and many of the topics are taught as technical electives at WVSC or other colleges. The students investigate the subject areas of biomedical, communications, computers, and electromechanical devices. Fundamental concepts are studied and this theory is augmented with field trips, demonstrations, guest speakers, individual research, video tapes and student oral reports. Co-requisite: E T 161.

#### 267. ROTATING ELECTRICAL MACHINERY (3 CREDIT HOURS)

This course is designed to enhance the student's understanding of electrical machines and transformers. The mathematical treatment of theoretical derivations is at the algebraic level. Emphasis is on phenomena and physical characteristics of AC and DC machinery. Practical applications and fundamental principles are reinforced through laboratory exercises. Two hours lecture and three hours laboratory. Co-requisite: E T 260.

#### 270. DIGITAL CIRCUITS I (4 CREDIT HOURS)

The course begins with the binary system, conversion between number systems, logic gates and Boolean algebra followed by combinational circuit design, decoders, encoders, and displays. Flipflops, clocks, state-transition, counters, registers, and synchronous circuit concepts are studied next. Multiplexer, demultiplexer, and arithmetic circuits are studied. Integrated-circuit logic family characteristics are explored. Programmable logic with lab implementation is included. These concepts and circuits are analyzed in the laboratory and through computer simulation. Three hours lecture and three hours laboratory. Prerequisite: ET 160.

#### 271. ELECTRONIC INSTRUMENTATION FUNDAMENTALS (3 CREDIT HOURS)

This course includes the fundamental theory and application of basic meters in DC and AC measurements, AC bridge and impedance measurements, cathode ray oscilloscopes, signal generators, untuned amplifier test methods, and radio frequency test methods. Two hours lecture and three hours laboratory. Co-requisite: E T 161.

## 272. INDUSTRIAL ELECTRONICS (3 CREDIT HOURS)

This course is a study of electronic systems as currently found in industrial sites. Specific areas of study include AC and DC machinery, semiconductors, transducers, process control and programmable controllers. (2 hours lecture, 3 hours lab.) Prerequisite: ET 260.

# 274. DIGITAL CIRCUITS II ( 4 CREDIT HOURS)

The course begins with the study of memory devices and memory functions. The focus of the course is to teach the principles of microcomputers with the detailed study of a microcontroller. The principles of processors, memory, and input/output are discussed in connection with the microcontroller. Machine, assembly, and high level languages are used to study the principles of programming the microcontroller. Microcontroller functions including input/output, interrupt servicing, communication, and timed events are studied. Microcontroller applications are explored. Also, analog/digital conversion principles and techniques are studied and included among the microcontroller applications. Three hours lecture and three hours laboratory. Prerequisite: ET 270.

#### 280. INTRODUCTION TO MICROPROCESSOR FUNDAMENTALS (3 CREDIT HOURS)

This course covers both theoretical concepts and practical applications using a selected microprocessor family for illustration. Microprocessor architecture and related hardware characteristics are introduced. Operating functions, programming techniques, and software development systems are covered. Interfacing and designing microprocessor-based products brings together hardware and software concepts. Basic topics and industrial applications are illustrated by numerous examples. Hands-on experiments are designed to explore interrelationships of sensors, microprocessor operations, and control functions. Two hours lecture and three hours laboratory. Prerequisite: E T 161; Co-requisite E T 274.

# 281. FUNDAMENTALS OF ROBOTICS (3 CREDIT HOURS)

This course is designed to introduce the student to the basic concepts of robot applications in an industrial environment. The student is expected to build a solid vocabulary with an understanding of robotics technology and to demonstrate this by successfully programming as well as operating a robot in laboratory exercises. Prerequisites: Co-requisite: E T 260.

### English

#### 098. ENGLISH SKILLS: READING AND LISTENING (3 CREDIT HOURS)

The goal of the class is to enable students to acquire basic skills necessary to succeed in college level courses. To achieve this goal the course will focus on the improvement of reading skills and the development of better listening habits. Prerequisite: Placement by ACT. (Does not apply toward hours for degree.)

#### 099. ENGLISH SKILLS: WRITING AND SPEAKING (3 CREDIT HOURS)

The main goal of the class is to enable students to acquire basic skills necessary to succeed in the freshman level English Composition course. To achieve this goal the course will focus on interrelated speech and writing activities that will result in a more effective use of oral and written language. Students must earn a "C" or better in this class to be eligible for ENGL 101. Prerequisite: Placement by ACT. (Does not apply toward hours for degree.)

#### 101. ENGLISH COMPOSITION I (3 CREDITS)

This course emphasizes writing and reading as elements of active learning and critical thinking. Prerequisite: Grade of "C" in ENGL 099 or Placement by ACT. (Must be completed within the first 60 hours of college credit.)

#### 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: ENGL 101. **Must be completed within the first 60 hours of college credit.** 

#### 112. 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: ENGL 101.

#### 150. INTRODUCTION TO LITERATURE (3 CREDIT HOURS)

A study of poetry, fiction, and drama. The course stresses basic themes and formal elements found in literature. Prerequisite: ENGL 101 placement. Completion of 098, if required, with grade of "C" or better.

#### 154. MYTHOLOGY AND FOLKLORE (3 CREDIT HOURS)

Investigates the basic myths which permeate literature and explores their contemporary significance. Myths and folktales are the primary reading matter, but students will also read literary works which build on these basic forms of literature.

#### 160. PRACTICAL ENGLISH GRAMMAR AND USAGE (3 CREDIT HOURS)

An elective course open to all students who want to improve their writing by reviewing the rules of grammar, usage, and mechanics. Systematic attention will be given to sentence construction, punctuation, spelling, vocabulary development, and self-help through effective use of the dictionary. Emphasis will be placed on the use of such skills in practical, everyday communication. (Cannot be substituted for ENGL 101 or 102.)

#### 201. ADVANCED EFFECTIVE COMMUNICATION (3 CREDIT HOURS)

Key communication skills-reading, writing, speaking, and listening-practiced in a critical and reflective way. Attention also to research skills, communication technology, and workplace language issues. Readings, discussions, written assignments, and oral presentations. Prerequisite: ENGL 102.

#### 204. WRITING FOR BUSINESS AND OTHER PROFESSIONS (3 CREDIT HOURS)

The study and applications of formats, style, and organizational patterns essential in various professions, with particular emphasis on correspondence, reports, research, and audience analysis. Prerequisite: ENGL 102.

#### 225. JOURNALISM (3 CREDIT HOURS)

A combination lecture-laboratory course which emphasizes the functions of newspapers in our society, standards of good newspaper practice, newspaper makeup, the principles of gathering news, and writing various types of news stories. Students will prepare some assignments for publication in the college newspaper. Prerequisite: ENGL 102 or permission of the instructor.

#### 226. JOURNALISM PRACTICE (3 CREDIT HOURS)

This course is designed to provide for the student practical experiences in the many areas of newspaper writing and production. Activities in the course include staff organization, writing news stories, editorials, drama and musical reviews, conducting interviews, writing personality profiles, headlines, and copy makeup. Prerequisite: ENGL 225.

#### 227. COPY EDITING AND MAKEUP (3 CREDIT HOURS)

A combination laboratory-discussion course in editing copy, writing headlines, and designing pages for various types of news publications. Prerequisite: ENGL 225.

#### 230. INTRODUCTION TO GENERAL LINGUISTICS (3 CREDIT HOURS)

The fundamental principles of language and the processes by which it is acquired. Illustrations from English and from a broad spectrum of other languages, with slides, tapes, and other materials. Some attention will be given to the major themes in Linguistics, such as Phonetics, Phonology, Morphology, and Semantics. Prerequisite: ENGL 102 or permission of the instructor.

#### 250. INTRODUCTION TO ENGLISH LITERATURE (3 CREDIT HOURS)

This course focuses on the major periods in English literature and introduces students to representative works from each period.

Prerequisite: ENGL 150.

#### 255. THE POWER OF LANGUAGE (3 CREDIT HOURS)

This course is a survey of some of the basic uses of language with particular attention to manipulation and exploitative language. The course focuses on a number of topics or themes, each of which is allotted approximately one week of discussion/lecture time. Topics to be explored include nonverbal communication, the history of the language and dialects, correctness in language, racial and sexual prejudices, language and advertising, language and the fine arts, language and technology, and the process of writing. Prerequisite: ENGL 102.

#### 303. EXPOSITORY WRITING (3 CREDIT HOURS)

An advanced writing course which focuses on structure, style, and point of view in contemporary non-fiction writing. Assignments involve the skills of observing, investigating, reporting, interpreting, and persuading. Examples of writing from various disciplines are analyzed. Prerequisite: ENGL 102.

#### 304. INTRODUCTION TO CREATIVE WRITING (3 CREDIT HOURS)

This course will stimulate the writing of poetry and fiction through various workshop techniques as well as through the reading and discussion of literature, both traditional and contemporary. Students' manuscripts will be discussed in class and in consultation with the instructor. Prerequisite: ENGL 101 or permission of the instructor.

#### 305. THE THEORY AND PRACTICE OF WRITING (3 CREDIT HOURS)

Students will study the process and pedagogy of writing; write responses, evaluations, and essays; and learn and apply techniques for helping writers. They will use acquired computer skills to help students with word processing, on-line research, and grammar and usage programs. Required of all Writing Fellows. Prerequisites: ENGL 102 + 45 hours.

#### 306. PRINCIPLES OF GRAMMAR (3 CREDIT HOURS)

Introduction to the three major linguistic theories of grammar: traditional, structural and transformational. Discussion and practice of grammatical analysis in light of the three theories. Attention to how meaning is patterned and presented in language and how languages differ syntactically to convey meaning. Prerequisite: ENGL 102 or permission of instructor.

#### 310. TECHNICAL AND REPORT WRITING (3 CREDIT HOURS)

A course for students who have already passed the basic technical writing course, the business English course, or have demonstrated proficiency at that level. Emphasis is on a functional approach to business and technical reports, both informal and formal, with additional concentration upon style, audience analysis, illustration of data and process, and the writing of proposals. Prerequisite: ENGL 102 or 112 or permission of the instructor.

#### 312. SHAKESPEARE: THE COMEDIES AND HISTORIES (3 CREDIT HOURS)

The course focuses on Shakespeare's major comedies and histories written before 1603 and on important examples of his early tragedies. This intensive study traces the development, variety, and mastery in drama and poetry of England's greatest playwright. Prerequisites: ENGL 150 and 250.

#### 313. SHAKESPEARE: THE TRAGEDIES AND ROMANCES (3 CREDIT HOURS)

This course focuses on Shakespeare's major tragedies and romances, from Hamlet to the Tempest. This study traces the development and variety in the mature drama of England's greatest playwright. Prerequisites: ENGL 150 and 250.

#### 316. AMERICAN LITERATURE TO 1860 (3 CREDIT HOURS)

A study of American literary tradition from the Colonial Period through the Civil War. Prerequisites: ENGL 150 and 250.

#### 317. AMERICAN LITERATURE, 1860-1940 (3 CREDIT HOURS)

A study of Realism, Naturalism and Symbolism, with emphasis on those writers who have contributed most to Modern American Literature. Prerequisites: ENGL 150 and 250.

#### 320. LITERATURE OF THE WESTERN WORLD, PART I (3 CREDIT HOURS)

A study of Western literature of the classical, medieval, and Renaissance periods. Introduces students to great works of the European literary tradition outside the English-speaking world. (Works are read in English translation.) Prerequisite: ENGL 150 and 250.

#### 321. LITERATURE OF THE WESTERN WORLD, PART II (3 CREDIT HOURS)

A study of Western literature from the neoclassical through the modern periods. Introduces students to great works of the European literary tradition outside the English-speaking world. (Works are read in English translation.) Prerequisites: ENGL 150 and 250.

#### 322. TEACHING READING AND WRITING 5-12 (3 CREDIT HOURS)

The purpose of the course is to generate an understanding of the purpose of reading and writing. The course will demonstrate the teaching of reading in the English classroom by applying the skills of previewing, questioning, vocabulary development and critical reading, and by analyzing the various types of reading materials, including fiction, the essay and content material. The writing section of the course will evaluate current writing theories, the role of grammar instruction in writing, the components of the writing process, and methods of evaluation. Prerequisite: Junior classification.

#### 324. LITERATURE FOR CHILDREN (3 CREDIT HOURS)

Comprehensive survey of the field, past and present, with emphasis on types and uses, including evaluation of books and the art of storytelling. Prerequisites: ENGL 102 and 150 or permission of the instructor.

#### 325. ADOLESCENT LITERATURE (3 CREDIT HOURS)

A survey of literature for the young adult based on wide reading in the field. Prerequisites: ENGL 102 and 150 or permission of instructor.

#### 334. PRINCIPLES OF LITERARY CRITICISM (3 CREDIT HOURS)

This course introduces the fundamental questions of criticism: What is literature? What is interpretation? How is literature produced and for whom? What are the effects of literature on readers? What is the value of literature? Readings will emphasize modern and contemporary critical texts. Concepts and methodologies of contemporary literary theory will be introduced. Prerequisite: ENGL 150 and 250.

#### 337. THE BLACK WRITER IN AMERICA (3 CREDIT HOURS)

Major literary works of the Black writer in America from the Colonial Period to the present. Prerequisite: ENGL 150.

#### 338. BLACK NOVELISTS IN AMERICA (3 CREDIT HOURS)

Study, discussion, and analysis of the major Black novels of the 20th century, with special attention to the social, economic, and intellectual background of the period. Prerequisite: ENGL 150.

#### 339. BLACK POETS IN AMERICA (3 CREDIT HOURS)

Students in the class will study and analyze African-American poetry in its cultural and historical context. This course may be taught as a survey class or focus on specific writers, themes, and periods. Prerequisite: ENGL 150.

#### 340. READINGS IN AFRICAN LITERATURE (3 CREDIT HOURS)

Students in the class will study and analyze the work of African authors. This course may focus on specific writers, regions, themes, or periods, and may include comparison to Caribbean and/or African-American writers. Prerequisite: ENGL 150.

#### 342. WOMEN WRITERS (3 CREDIT HOURS)

This course is a study of literature by women writers within the context of their times; historical periods, genres, and themes may vary. Prerequisite: ENGL 150.

#### 343. APPALACHIAN LITERATURE AND CULTURE (3 CREDIT HOURS)

Through study of selected fiction and poetry by Appalachian writers, we will examine characteristics and views of Southern Appalachian culture. We will attempt to dissect some stereotypical images of the region as well as to build understandings distinct from such stereotypes. The course will emphasize both the social background and literature of Appalachia. Prerequisites: ENGL 150 and 250.

#### 345. POPULAR LITERATURES (3 CREDIT HOURS)

A study of the conventions of a selected literary genre (e.g., Gothic literature, science fiction, detective fiction) through reading and analysis of classic examples. The course focus will be announced each time it is offered. In addition to an overview of the definition and history of the genre, the course will examine the conventions (e.g., setting, types of characters and dramatic conflicts, acceptable resolutions) that identify this body of literature and how they compare to our expectations of "high" literature. Larger cultural conflicts often reflected in these works, such as Gothic literature's treatment of exotic materials related to colonialism or science fiction's reflections of anxieties about progress, will be explored. Prerequisite: ENGL 150.

#### 350. WORLD LITERATURE: CLASSICAL ERA (3 CREDIT HOURS)

An exploration of the diversity of the world's literature, with emphasis on works outside the "Western canon." Using a comparative approach, the course will examine issues such as cultural difference, translation across cultures, ethnocentrism, canon construction, colonization, literature and politics, and literature as a "way of seeing" the world. Prerequisite: English 150.

#### 351. WORLD LITERATURE: MODERN ERA (3 CREDIT HOURS)

An exploration of the diversity of the world's literature, with emphasis on works outside the "Western canon." Using a comparative approach, the course will examine issues such as cultural difference, translation across cultures, ethnocentrism, canon construction, colonization, literature and politics, and literature as a "way of seeing" the world. Prerequisite: English 150.

#### 401. HISTORY OF THE ENGLISH LANGUAGE (3 CREDIT HOURS)

The history and development of the language from Anglo-Saxon times to the present. Prerequisite: ENGL 102; 230 recommended.

### 402. EARLY ENGLISH LITERATURE THROUGH THE FIFTEENTH CENTURY (3 CREDIT HOURS)

The Old English background, selections from the works of Chaucer, medieval romance, the "Arthurian matter" and the ballad. Prerequisites: ENGL 150 and 250.

#### 403. THE ENGLISH RENAISSANCE, 1500-1600 (3 CREDIT HOURS)

A literary, political and social analysis of England from 1500 until the Commonwealth Interregnum with an emphasis on the works of Spenser, Sidney, the Sonneteers, Donne and Milton. Prerequisites: ENGL 150 and 250.

#### 405. LITERATURE OF THE RESTORATION AND THE 18TH CENTURY (3 CREDIT HOURS)

A literary and social analysis of the years 1660 to 1800 in England and with particular emphasis on the Restoration Drama and the rise of the literature of irony. Prerequisites: ENGL 150 and 250.

#### 406. ENGLISH ROMANTICISM (3 CREDIT HOURS)

The work of Blake, Byron, Coleridge, Keats, Wordsworth and Shelley along with an analysis of the Gothic and the sentimental in English prose and poetry and the ballad. Prerequisites: ENGL 150 and 250.

#### 407. THE VICTORIAN PERIOD (3 CREDIT HOURS)

English literature from 1832 to 1900, with emphasis on the works of Tennyson, Browning, Rossetti, Arnold, Swinburne, Carlyle, Ruskin, and Mill. Prerequisites: ENGL 150 and 250.

#### 408. CONTEMPORARY AMERICAN LITERATURE (3 CREDIT HOURS)

A comparative and analytical study of the major works and trends in recent American Literature. Prerequisites: ENGL 150 and 250.

#### 409. MODERN BRITISH LITERATURE (3 CREDIT HOURS)

An examination of those works since 1900 which have been most influential in British Literature with an analysis of current trends in fiction, poetry and drama. Prerequisites: ENGL 150 and 250.

#### 413. DEVELOPMENT OF THE NOVEL (3 CREDIT HOURS)

Traces the evolution of the novel as a literary genre from Defoe to the great Realists of the nineteenth century. Prerequisites: ENGL 150 and 250.

#### 414. THE MODERN NOVEL (3 CREDIT HOURS)

Focuses on the revolutionary experiments in style and form by novelists in the twentieth century. Prerequisites: ENGL 150 and 250.

#### 415. THE MODERN DRAMA (3 CREDIT HOURS)

Study, discussion, and analysis of the modern drama from Ibsen to present. Prerequisites: ENGL 150 and 250.

#### 421. TEACHING ENGLISH IN SECONDARY SCHOOL (3 CREDIT HOURS)

Background, principles and techniques of teaching English in the secondary school, emphasizing the study of literature in print and non-print forms, the study of the English language, and the study of oral and written composition. Prerequisites: EDUC 316, senior standing, and permission of instructor.

#### 429. WRITING FOR PUBLICATION (3 CREDIT HOURS)

A course primarily for the writer of articles intended for periodicals. Emphasis is on surveying the market, topic research, style and organization, preparing the manuscript, and editing proofs. Additional attention is paid to the differing requirements of local and national publications, general circulation, business, industrial or public relations magazines. Prerequisite: ENGL 102 or 112 or permission of the instructor.

#### 430. POETRY WRITING WORKSHOP (3 CREDIT HOURS)

This course offers the student an opportunity to write poetry, to present it in a workshop format, and to receive support and feedback from a group of fellow writers. Discussions will also emphasize revision and publication possibilities. Students will be required to read traditional and contemporary poetry to nourish their own writing. Prerequisite: ENGL 304 or permission of instructor.

#### 431. FICTION WRITING WORKSHOP (3 CREDIT HOURS)

A small seminar-type setting which allows students to share their short stories and novel excerpts in an atmosphere of constructive criticism, followed by guided revision. In addition to creating their own body of work, students will gain experience in critical reading and identifying the building blocks of creative writing. Prerequisite: ENGL 304 or permission of instructor.

#### 440. INTERPRETING THE HOLOCAUST (3 CREDIT HOURS)

A study of the Holocaust—the attempted destruction of the Jews by Nazi Germany from 1939-45—through selected writings of historic, interpretive, and literary importance. This course partially fulfills the International Perspectives requirement of the General Education core curriculum. Prerequisite: ENGL 150 and 60 hours or permission of the instructor.

#### 441. CONTEMPORARY CRITICAL THEORY (3 CREDIT HOURS)

This course engages with the contemporary critical perspectives and strategies of structuralism, poststructuralism, deconstruction, feminist theory, new historicism, and postmodernism. Prerequisite: 75 credit hours.

#### 499. SPECIAL TOPICS IN ENGLISH (3 CREDIT HOURS)

A course designed for a topic of special current interest, including televised courses. Prerequisites: Literature or writing courses as determined by the professor. See current schedule.

# Foreign Languages, Modern Chinese

#### 101. BEGINNING CHINESE (3 CREDIT HOURS)

Designed to develop basic fundamentals of communication. Introduction to Chinese culture. Reading and writing basic Chinese in Chinese pintin.

#### 102. ELEMENTARY CHINESE (3 CREDIT HOURS)

Continuation of the communication activities of Chinese 101 and further study of Chinese customs, religions, government, society, and education. Prerequisite: CHIN 101.

### French

#### 101. BEGINNING FRENCH (3 CREDIT HOURS)

Designed to develop the fundamentals of communication; listening comprehension, speaking, writing and reading French. Introduction to the culture of France and Francophone areas. Language laboratory assignments should be expected.

#### 102. ELEMENTARY FRENCH (3 CREDIT HOURS)

Continuing communication activities of French 101. Special attention to developing oral proficiency. Expanded knowledge of culture of France and Francophone areas. Prerequisites: FREN 101, 1 year high school French, or equivalent. Language laboratory assignments should be expected.

#### 201. INTERMEDIATE FRENCH I (3 CREDIT HOURS)

Emphasis on reading French for comprehension, writing, vocabulary enrichment and structure. Continued development of oral proficiency. Prerequisites: FREN 102 or 2 years high school French, or equivalent. Language laboratory assignments should be expected.

#### 202. INTERMEDIATE FRENCH II (3 CREDIT HOURS)

Continued development of functional communication skills. Further emphasis on oral proficiency. Cultural and literary readings. Prerequisite: FREN 201. Language laboratory assignments should be expected.

#### 205. FRANCE: A VIEW OF CHANGING CULTURE (3 CREDIT HOURS)

A study of France, a nation whose culture is linked with that of the U.S. Analysis and discussion of political, historical, economic, educational and social developments in contemporary France, and areas of French cultural influence in the Third World and America. Taught in English.

#### 305. ORAL AND WRITTEN PROFICIENCY (3 CREDIT HOURS)

Intensive oral and written practice in French. Emphasis on correct intonation, articulation and pronunciation and composition. Demonstrate proficiency requirements. Prerequisites: FREN 202.

#### 306. PHONETICS (3 CREDIT HOURS)

Application of phonetics: intonation, pronunciation, special difficulties. Prerequisite: FREN 202.

#### 311. FRENCH CIVILIZATION AND CULTURE (3 CREDIT HOURS)

Developing understanding and appreciation of the culture of France, history, traditions, contributions to world civilization. Prerequisite: FREN 202.

#### 312. FRANCOPHONE CIVILIZATION AND CULTURES (3 CREDIT HOURS)

Developing understanding and appreciation of the history, traditions, contributions and cultures of Francophone areas of Africa, Caribbean and Canada. Prerequisite: FREN 202.

#### 399. SPECIAL TOPICS (1-3 credit hours)

An upper division course designed for a topic of special current interest, including televised courses. Prerequisite: Permission of instructor.

#### 401. INTRODUCTION TO FRENCH LITERATURE AND CULTURE (3 CREDIT HOURS)

Readings in prose and poetry by outstanding 17th and 18th century French authors. Prerequisite: FREN 305.

#### 402. ADVANCED FRENCH LITERATURE AND CULTURE (3 CREDIT HOURS)

Studies in 19th and 20th century literary development. Productions of major French and Francophone writers. Prerequisite: FREN 305.

#### 407. THE TEACHING OF MODERN FOREIGN LANGUAGES (3 CREDIT HOURS)

Current methodologies, classroom procedures, materials, technology in the teaching of foreign languages at middle school and secondary levels. (Concurrent with SPAN 407 TEACHING OF MODERN FOREIGN LANGUAGES) Prerequisites: EDUC 316 and 18 hours of French.

#### 443. WEST AFRICAN CULTURE (3 CREDIT HOURS)

Investigation of contemporary West African lifestyles and their social and cultural development based on the African heritage. The class will examine articles, essays, short stories, novel excerpts by modern African authors who give accurate descriptions of their own culture. Accent is on modern life and adaptation to changing conditions. Prerequisite: 75 credit hours. (In English).

#### 444-26. CARIBBEAN: CROSSROADS OF CULTURES (3 CREDIT HOURS)

A study of representative general Caribbean culture as presented in works by major writers from the area. Examination of three groups of islands reveals the impact of English, French and Spanish influence on a population of basically African heritage. The new Caribbean culture which has resulted offers a model of racial harmony and cultural pluralism. Prerequisite: 75 credit hours. (Upper division seminar in English.)

#### 445. GATEWAY TRAVEL (1 TO 6 CREDIT HOURS)

Study and travel seminar. Open to non majors. Elective credit for minor and teaching field students. An intercultural experience in travel and learning designed to investigate the cultures of areas where French is spoken.

German

#### 101. ELEMENTARY GERMAN (3 CREDIT HOURS)

Beginning work in four basic skills: understanding, speaking, reading and writing. Introduction to customs and culture. Language laboratory assignments should be expected.

#### 102. ELEMENTARY GERMAN (3 CREDIT HOURS)

A **continuation** of GERM 101. Prerequisite: GERM 101 or equivalent. Language laboratory assignments should be expected.

#### 201. INTERMEDIATE GERMAN I (3 CREDIT HOURS)

Emphasis on reading and vocabulary enrichment. Additional practice in comprehension, speaking, writing and grammatical structures. Prerequisite: GERM 102 or equivalent. Language laboratory assignments should be expected.

#### 202. INTERMEDIATE GERMAN (3 CREDIT HOURS)

A **continuation** of GERM 201. Prerequisite: GERM 201 or equivalent. Language laboratory assignments should be expected.

#### 445. GATEWAY TRAVEL (1 TO 6 CREDIT HOURS)

Study and travel seminar. An intercultural experience in travel and learning designed to investigate the cultures of areas where German is spoken.

Japanese

#### 101. BEGINNING JAPANESE (3 CREDIT HOURS)

Designed to develop basic Japanese sounds, vocabulary, sentence structure, and speaking skills. Introduction to Japanese culture.

#### 102. ELEMENTARY JAPANESE (3 CREDIT HOURS)

Continuation of communication activities of Japanese 101. Special attention to developing oral proficiency and understanding Japanese culture.

Russian

#### 101. ELEMENTARY RUSSIAN (3 CREDIT HOURS)

Beginning work in four basic skills: understanding, speaking, reading, and writing. Emphasis on conversation and grammatical structure. Introduction to Russian culture and civilization. Language laboratory assignments should be expected.

#### 102. ELEMENTARY RUSSIAN (3 CREDIT HOURS)

A **continuation** of RUSS 101. Prerequisite: RUSS 101 or equivalent. Language laboratory assignments should be expected.

#### 445. GATEWAY TRAVEL (1 TO 6 CREDIT HOURS)

Study and travel seminar. An intercultural experience in travel and learning designed to investigate the cultures of areas where Russian is spoken.

Spanish

#### 101. BEGINNING SPANISH (3 CREDIT HOURS)

Designed to develop the fundamentals of communication: listening comprehension, speaking, writing and reading Spanish. Introduction to the culture of Spain and Hispanic areas. Language laboratory assignments should be expected.

#### 102. ELEMENTARY SPANISH (3 CREDIT HOURS)

Continuing communication activities of SPAN 101. Special attention to developing oral proficiency. Expanded knowledge of culture of Spain and Hispanic areas. Prerequisites: SPAN 101, 1 year high school Spanish or equivalent. Language laboratory assignments should be expected.

#### 201. INTERMEDIATE SPANISH I (3 CREDIT HOURS)

Emphasis on reading Spanish for comprehension, writing, vocabulary enrichment and structure. Continued development of oral proficiency. Prerequisites: SPAN 102, 2 years high school Spanish or equivalent. Language laboratory assignments should be expected.

#### 202. INTERMEDIATE SPANISH II (3 CREDIT HOURS)

Continued development of communication skills. Further emphasis on oral proficiency. Cultural and literary readings. Prerequisite: SPAN 201. Language laboratory assignments should be expected.

#### 205. SPAIN AND ITS CULTURE (3 CREDIT HOURS)

The Spanish way of life has left its imprint on many parts of the United States and all of Latin America. Spain's unique contributions in the areas of music, arts, politics, literature, customs and cuisine will be explored. Taught in English.

#### 305. ORAL AND WRITTEN PROFICIENCY (3 CREDIT HOURS)

Intensive oral and written practice in Spanish. Emphasis on correct intonation, articulation, and pronunciation, and composition. Demonstrate proficiency requirements. Prerequisite: SPAN 202.

#### 306. PHONETICS (3 CREDIT HOURS)

Application of phonetics, intonation, pronunciation, special difficulties. Prerequisite: SPAN 202.

#### 311. SPANISH CIVILIZATION AND CULTURE (3 CREDIT HOURS)

Developing understanding and appreciation of the history, traditions, contributions and culture of Spain. Prerequisite: SPAN 202.

#### 312. HISPANIC CIVILIZATION AND CULTURE (3 CREDIT HOURS)

Developing understanding and appreciation of the history, traditions, contributions and cultures of Spanish-speaking areas in the new world. Prerequisite: SPAN 202.

#### 399. SPECIAL TOPICS (1-3 CREDIT HOURS)

An upper division course designed for a topic of special current interest, including televised courses. Prerequisite: permission of instructor.

### 401. INTRODUCTION TO SPANISH AND LATIN AMERICAN LITERATURE AND CULTURE (3 CREDIT HOURS)

Readings in pre 19th century prose and poetry by outstanding Spanish and Latin-American authors. Prerequisite: SPAN 305.

#### 402. ADVANCED SPANISH AND LATIN AMERICAN LITERATURE (3 CREDIT HOURS)

Studies in 19th and 20th century literary development. Production of major Hispanic writers. Prerequisite: SPAN 305.

#### 407. THE TEACHING OF MODERN FOREIGN LANGUAGES (3 CREDIT HOURS)

Current methodologies, classroom procedures, materials, technology, in the teaching of foreign languages at middle school and secondary levels. (Concurrent with FREN 407 TEACHING OF MODERN FOREIGN LANGUAGES) Prerequisites: EDUC 316 and 18 hours of Spanish.

#### 444-28. LATIN AMERICA (3 CREDIT HOURS)

A study of the values and lifestyles of Latin Americans in the twentieth century guides the seminar in its examination of this diverse culture. Topics receiving particular attention are: family life, personal relationships, religion, political and economic structures. Prerequisite: 75 credit hours (Upper division seminar in English.)

#### 445. GATEWAY TRAVEL (1 TO 6 CREDIT HOURS)

Study and travel seminar. Open to non-majors. (Elective credit for minor and teaching field students.) An intercultural experience in travel and learning designed to investigate the cultures of areas where Spanish is spoken.

### **General Education**

#### 100. ORIGINS (3 CREDIT HOURS)

An interdisciplinary, team-taught course which is the "core of the core" of common learning experiences in the General Education curriculum. The course design is a matrix of themes exploring the questions of origins in the broadest possible way: the origin of the universe, life, humanity, human thought, society and technology. Each discipline will be investigated across disciplines and through various modes of knowledge: scientific, symbolic, esthetics and philosophical. Prerequisites: ENGL 101 placement. (All transfer students are to meet the NEW general education program requirements; for those who have completed 30 or more credits when they enter WVSC, or for those who have completed a WVSCTC associates degree, G ED 100 Origins, is waived.)

#### 00. RACE, GENDER AND HUMAN IDENTITY (3 CREDIT HOURS)

This course provides the basis for an understanding and transcendence of problems related to race and gender. The origins, nature, and implications of prejudice and discrimination are analyzed from an interdisciplinary perspective. Prerequisite: ENGL 101 and GED 100.

#### 150. INTRODUCTION TO AFRICAN/AFRICAN AMERICAN STUDIES (3 CREDIT HOURS)

This course explores the lived experiences of African Americans from Africa to the "new world." It examines themes and issues that have impacted the lives of African Americans in the diaspora historically and presently. While the course focuses on African-descended North Americans, it provides some discussion of the global African experience. This course also traces the development of African/African American studies as a discipline and field of knowledge in the academy.

#### 200. RACE, GENDER AND HUMAN IDENTITY (3 CREDIT HOURS)

This course provides the basis for an understanding and transcendence of problems related to race and gender. The origins, nature, and implications of prejudice and discrimination are analyzed from an inter-disciplinary perspective. Prerequisite: ENGL 101 and G ED 100.

#### 210. INTRODUCTION TO INTERNATIONAL STUDIES (3 CREDIT HOURS)

This course is, literally, an introduction to international studies. It is not a history, anthropology, political science, or literature course, though it draws from these disciplines. Although the course will "introduce" the student to the world, and at times in ways that may seem quite basic, it is not a course designed to accumulate "facts" about different countries. Rather, the course will focus primarily on ways of looking at the world in an investigation of issues that arise as we try to study the world from an international perspective. It is largely a course on who we are as individuals, institutions, groups of peoples and nations; what are our most important concerns; and who defines and controls these matters.

#### .250. INTRODUCTION TO WOMEN'S STUDIES (3 CREDIT HOURS)

Women's Studies is interdisciplinary scholarship focused on women and gender. This introductory course presents students with the history of the women's movement, and analyses of women's psychology, gender roles, and life cycle as they affect and are affected by economics, law, religion, business, politics, and the arts. The methodologies of feminists research and feminist theory are introduced. Women's similarities as well as differences based on age, ability, sexual orientation, socioeconomic class, and race and ethnicity are explored and analyzed within this framework.

#### 300. FEMINIST THEORY (3 CREDIT HOURS)

This course introduces the student to the history of cross-disciplinary feminist scholarship in the humanities and social sciences, as well as to the concepts and conceptual frameworks that ground that scholarship. Students will engage with the varieties of feminism and theories pertaining to the study of women and gender through course readings and practice "doing theory" through discussion and writing. Required for students taking a minor in Women's Studies.

### **General Studies**

#### **COLL 101. COLLEGE 101 (3 CREDIT HOURS)**

College 101 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, study skills, library skills, interpersonal relationship skills, self- management

skills, and career/life planning strategies.

#### 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 is emphasized. Prerequisite: Eligible for ENGL 101. (Note: This course is required in several associate degrees. It is not one of the bachelor degree General Education courses.)

#### **HUM 201. APPLIED HUMANITIES (3 CREDIT HOURS)**

This is a structured course designed to give students the opportunity to increase knowledge, understanding, and appreciation of material introduced in Humanities 101. The student will study specific works of art, philosophy, music, religion, and literature referenced on the general level and apply general principles of cause to complete works. Prerequisites: ENGL 101 and HUM 101. (Note: This course is not a bachelor degree General Education course.)

### Geography

#### 200. INTRODUCTION TO GEOGRAPHY (3 CREDIT HOURS)

The natural environment and its processes and the relationships of humankind to its habitat. Focus will be on the essentials of physical geography and upon some basic concepts of cultural geography.

#### 201. WORLD REGIONAL GEOGRAPHY (3 CREDIT HOURS)

The major geographical concepts as studied through a regional perspective, the several culture realms of the world and the human issues faced in each.

#### 202. INTRODUCTION TO CULTURAL GEOGRAPHY (3 CREDIT HOURS)

A systematic approach to cultural geography relating the discipline to the other social sciences for a better understanding of the complex nature of cultural diversity, cultural interaction, and the different levels of societal development.

#### 303. URBAN GEOGRAPHY (4 CREDIT HOURS)

A study of the site, situation, historical development, structure, and function of cities. The central business districts, industrial districts, residential areas, and transportation systems are studied and questioned in the perspective of effectiveness, interrelation, and future utilization.

#### 306. ECONOMIC GEOGRAPHY (3 CREDIT HOURS)

Major primary, secondary, and tertiary economic activities in their local and relative geographic settings. Emphasis upon commodity production, utilization, trade patterns, and their significance.

# Health and Human Performance Health Education Theory

#### 122. FITNESS FOR LIVING (2 CREDIT HOURS)

A program that assesses wellness/health and fitness interests, and provides learning experiences as well as physical practices to promote lifelong health.

#### 150. PRINCIPLES OF HEALTH AND HEALTH PROMOTION (3 CREDIT HOURS)

An introductory study of the discipline of health education and the many factors that influence our health such as heredity, environment, health care services, and our own behavior. Emphasis will be placed on the relationship of health education and health promotion to other disciplines, concepts of learning and behavior change, comprehensive school health programs, models and theories of human development and behavior with application to health education, competencies and skills of health educators, ethics, and current and future issues in health education. Students will also use the Internet to explore the various resources available to school and community health education/promotion specialists.

#### 157. HEALTHY LIVING (2 CREDIT HOURS)

Designed to inform interest, and motivate students toward good health as it relates to effective, productive, and satisfying living. We will look at health as a dynamic, ever-changing process of

trying to achieve individual potential in the physical, mental, social, emotional, spiritual, and environmental dimensions.

#### 251. CONSUMER HEALTH (3 CREDIT HOURS)

A study of science-based health facts and guidelines to enable consumers to intelligently select health products and services. The course will emphasize the economic aspects of health and the social and psychological factors that influence consumer choices.

#### 252. EMERGENCY HEALTH CARE (2 CREDIT HOURS)

A course that will equip the students with the ability to recognize health emergencies, evaluate the situation and administer appropriate care.

#### 253. STUDENT HEALTH PROBLEMS (3 CREDIT HOURS)

Sociological, psychological, and physiological changes that occur in school age students: prevalent problems that occur—their etiology, pathology, diagnosis, and the school's responsibility for health and emergency care of students.

#### 352. COMMUNITY HEALTH (3 CREDIT HOURS)

An examination of the broad and challenging profession of community health education with an emphasis on communities and their health status. The course will also address the social/political reasons why many community health problems continue to exist.

#### 354. CONTEMPORARY ISSUES IN HEALTH (3 CREDIT HOURS)

This course will examine the current thinking on a variety of health issues. Timely articles which provide students with a variety of points of view regarding health and the complexity of the issues involved will be used. Emphasis will be placed on the development of skills in critical thinking, reasoning, and effective argument.

#### 355. MARKETING, BUDGETING, ANDQUALITY PRINCIPLES (3 CREDIT HOURS)

This course is designed to provide health science majors with the knowledge and skills needed to guide them in collecting, analyzing, and articulating data for marketing, budgeting, and quality principles in the current health care environment, The student's gain in knowledge and personal growth are the goals of the course; the individual's participation and perception become the processes through which the goal is attained.

#### 359. ELEMENTARY & MIDDLE SCHOOL HEALTH PROGRAMS (3 CREDIT HOURS)

Designed to prepare the prospective elementary and middle school teacher to function effectively in the school health program including school health environment, school health services, and special emphasis on school health instruction.

#### 399. SPECIAL TOPICS (1-3 CREDIT HOURS)

An upper division course designed for a topic of special current interest, including televised courses. Prerequisite: As stated for each offering.

#### 456. METHODS AND STRATEGIES IN HEALTH

#### EDUCATION AND HEALTH PROMOTION (3 CREDIT HOURS)

Designed to acquaint the prospective teacher with the curriculum, process of concepts, goals, objectives, content, methodology, and evaluation development necessary to achieve desired health knowledge, attitudes, and practices in students. Prerequisite: EDUC 316 or permission of instructor.

#### 457. COMPREHENSIVE HEALTH ASSESSMENT (3 CREDIT HOURS)

A thorough study of health assessment performed by health and human service professionals. Course will include the practical use of assessments in a variety of physical, behavioral, and social contexts.

#### 458. PLANNING/IMPLEMENTING/EVALUATING INTERVENTIONS IN HHP (3 CREDIT HOURS)

This course is designed to provide students with the knowledge and skills needed to plan, implement, and evaluate health promotion in a variety of settings. Emphasis will be placed on conducting needs assessments, data collection, intervention theories and models, implementation strategies, evaluation models, reporting. Prerequisite: HHP 456.

# Physical Education and Recreation Activity Courses

- 100. PHYSICAL ACTIVITY (1 CREDIT HOUR)
- 101. BEGINNING SWIMMING (1 CREDIT HOUR)
- 102. BEGINNING TENNIS (1 CREDIT HOUR)
- 103. BEGINNING BOWLING (1 CREDIT HOUR)
- 105. BEGINNING GOLF (1 CREDIT HOUR)
- 106. BEGINNING WEIGHT TRAINING AND BODY CONDITIONING (1 CREDIT HOUR)
- 109. BEGINNING FOLK DANCE (1 CREDIT HOUR)
- 110. BEGINNING MODERN DANCE (1 CREDIT HOUR)
- 111. BEGINNING BASKETBALL—SOFTBALL (1 CREDIT HOUR)
- 112. BEGINNING TRACK AND FIELD—VOLLEYBALL (1 CREDIT HOUR)
- 120. BEGINNING HANDBALL (1 CREDIT HOUR)
- 121. BEGINNING SCUBA DIVING (1 CREDIT HOUR)
- 209. BEGINNING SQUARE DANCE (1 CREDIT HOUR)
- 210. BEGINNING SOCIAL DANCE (1 CREDIT HOUR)

#### 238. METHODS OF GYMNASTICS AND AEROBICS (2 CREDIT HOURS)

This course is designed to prepare the pre-service teacher to organize, plan, select, instruct and evaluate motor skills and safety aspects in the areas of tumbling and dance for elementary and middle school students and aerobic dance for high school students.

#### 240. TEAM SPORTS I (2 CREDIT HOURS)

This course is designed to prepare the prospective teacher in knowledge of rules, boundaries, instructional strategies, and psychomotor skills characteristic of the sport forms are analyzed and applied to football, soccer and volleyball.

#### 242. TEAM SPORTS II (2 CREDIT HOURS)

This course is designed to prepare the prospective teacher in knowledge of rules, boundaries, instructional strategies, and psychomotor skills characteristic of sport forms are analyzed and applied to softball, track & field, and basketball.

#### 300. ADVANCED PHYSICAL ACTIVITY (1 CREDIT HOUR)

#### 301. ADVANCED SWIMMING (1 CREDIT HOUR)

Prerequisite: HHP 101

#### 302. ADVANCED TENNIS (1 CREDIT HOUR)

Prerequisite: HHP 102

#### 303. ADVANCED BOWLING (1 CREDIT HOUR)

Prerequisite: HHP 103

#### 305. ADVANCED GOLF (1 CREDIT HOUR)

Prerequisite: HHP 105

#### 306. ADVANCED WEIGHT TRAINING AND BODY CONDITIONING (1 CREDIT HOUR)

Prerequisite: HHP 106

#### 320. ADVANCED HANDBALL (1 CREDIT HOUR)

Prerequisite: HHP 120

#### 321. ADVANCED SCUBA DIVING (1 CREDIT HOUR)

Prerequisite: HHP 121

#### 339. TENNIS-BOWLING (1 CREDIT HOUR)

#### 341. INDIVIDUAL AND DUAL SPORTS I (2 CREDIT HOURS)

This course is designed to prepare the prospective teacher in rules, boundaries, instructional strategies and psychomotor skills in tennis, bowling, archery and badminton. To develop and apply skills to tennis, bowling, archery and badminton.

#### 343. INDIVIDUAL AND DUAL SPORTS II (2 CREDIT HOURS)

This course prepares the prospective teacher in rules, boundaries, instructional strategies and psychomotor skills. To develop and apply skills to golf, handball, and strength and conditioning.

#### 409. ADVANCED SQUARE DANCE (1 CREDIT HOUR)

Prerequisite: P ED 209

#### 410. ADVANCED SOCIAL DANCE (1 CREDIT HOUR)

Prerequisite: P ED 210

#### 437. CERTIFICATION IN SPORTS OFFICIATING (1-4 CREDIT HOURS)

Methods and techniques of officiating selected sports. West Virginia Secondary Activities Commission guidelines will be followed. Prerequisite: Permission of the instructor.

# Physical Education Theory

#### 126. FOUNDATIONS OF PHYSICAL EDUCATION (3 CREDIT HOURS)

A study of the historical and philosophical background that contributes to the development of the psychological, sociological and physiological foundations that are the basis of contemporary physical education.

#### 135. DANCE METHODS (2 CREDIT HOURS)

This course is designed to prepare the pre-service teacher to organize, plan, select, instruct, and evaluate a variety of dance activities for elementary and middle school students.

#### 199. SPECIAL TOPICS (1-3 CREDIT HOURS)

A lower division course designed for a topic of current interest, including televised courses. Prerequisite: as stated for each offering.

#### 225. BIOMECHANICS (3 CREDIT HOURS)

The course is designed to build a basic foundation of anatomy and kinesiology as it pertains to movement in physical education. Prerequisite: BIOl 210.

#### 230. MEASUREMENT AND EVALUATION (1 CREDIT HOUR)

Methods of testing, measuring and evaluation in physical education.

#### 317. SPORTS TRAINING LAB/FOOTBALL (2 CREDIT HOURS)

Designed for the student trainer to obtain laboratory experience in the sport of football while working toward certification in the area of Athletic Training. 40 experience hours in conditioning, taping, first aid, and rehabilitation required. Prerequisites: HPRS 331, plus current certification in CPR and advanced First Aid.

#### 318. SPORTS TRAINING LAB/BASKETBALL (1 CREDIT HOUR)

Designed for the student trainer to obtain laboratory experience in the sport of basketball while working toward certification in the area of Athletic Training. 40 experience hours in conditioning, taping, first aid, and rehabilitation required. Prerequisites: HPRS 331, plus current certification in CPR and advanced First Aid.

#### 321. SPORTS TRAINING LAB/BASEBALL-TRACK & FIELD (1 CREDIT HOUR)

This course is designed for the student trainer to obtain laboratory experience in the sport of baseball-track and field while working toward certification in the area of Athletic Training. Seventy-Five (75) experience hours under the direct supervision of a certified athletic trainer in conditioning, taping, first aid, and rehabilitation required. Prerequisites: HPRS 331, plus current certification in CPR and advanced First Aid.

#### 327. EXERCISE PHYSIOLOGY (3 CREDIT HOURS)

The course is designed to implement knowledge of the physiological function of the body during exercise. Prerequisite: HHP 225.

#### 329. ADAPTED PHYSICAL EDUCATION AND RECREATION (3 CREDIT HOURS)

Emphasis on the physical and health status of typical and atypical students and physical activities for maximum development.

#### 331. ATHLETIC TRAINING I (3 CREDIT HOURS)

The course is designed to give the student initial instruction in the many facets of sports medicine

and the role and responsibilities of the athletic trainer. Prerequisite: HHP 327.

#### 333. ATHLETIC TRAINING II (3 CREDIT HOURS)

The course is designed to give the student advanced instruction above that offered in HHP 331 into many facets of sports medicine and the roles and responsibilities of the athletic trainer. Prerequisite: HHP 331.

#### 399. SPECIAL TOPICS (1-3 CREDIT HOURS)

An upper level course for a topic of special current interest, including televised courses. Prerequisite: As stated for each offering.

#### 428. ADMINISTRATION OF PHYSICAL EDUCATION & SPORT (3 CREDIT HOURS)

This course is a series of discussions, lectures and case studies that assist students in application of the administrative theories, concepts, principles, and decision-making skills necessary for a successful career in exercise related professions.

### 446. METHODS OF ELEMENTARY/MIDDLE SCHOOL PHYSICAL EDUCATION (3 CREDIT HOURS)

Designed to meet state requirements for certification of elementary/middle school teachers. The presentation of a sequentially developed program which will include the development of knowledge, physical skills and methods for teaching physical education. Selected activities appropriate to the elementary students. In addition 8-10 hours of selected practical experience. Prerequisite: EDUC 316.

#### 449. METHODS OF SECONDARY PHYSICAL EDUCATION (3 CREDIT HOURS)

Methods of teaching secondary physical education activities. Designed to meet requirements for certification of secondary school teachers. Prerequisite: EDUC 316.

### Recreation Theory

#### 180. INTRODUCTION TO RECREATION SERVICE (3 CREDIT HOURS)

This course considers the entire growing field of recreational service in the United States in terms of its historical and contemporary development; recreational activity as a social and economic force; and, the sectors and agencies of the field.

#### 183. CAMPING AND OUTDOOR LEISURE ACTIVITIES (2 CREDIT HOURS)

The course deals with skills needed for enjoying camping and outdoor recreation activities. A variety of experiences and skills will be explored. Students will learn skills for employment as camp counselors, recreational activities directors and related jobs in various settings. Laboratory experiences in outdoor leisure activity and camping required.

#### 184. RECREATION PROGRAM PLANNING (2 CREDIT HOURS)

The theory and exploration of program planning in the various settings. Policies and philosophies pertinent to the program area. Prerequisite: HHP 180.

### 280. RECREATIONAL LEADERSHIP AND LABORATORY TRAINING (3 CREDIT HOURS)

Experience in recreation leadership; opportunities to work in the field of recreation under guidance (program planning, philosophy, problem solving and methods). 150 hours of supervised field experience. Prerequisite: HHP 180.

#### 281. INTRODUCTION TO THERAPEUTIC RECREATION (3 CREDIT HOURS)

Designed to instruct functional workers in the adaptation of various recreational activities for the atypical and aging. Emphasis on the principles of therapeutic recreational service and the methods of adapting recreational experience to those who are mentally ill, physically handicapped, retarded or temporarily disabled as a result of accident, surgery or illness. Lecture and field trips.

#### 285. COMMUNITY RECREATION (2 CREDIT HOURS)

A survey of the development of individual, school, and community recreation programs.

#### 289. PRACTICUM IN RECREATION (3 CREDIT HOURS)

Classroom and directed experience in camp leadership, campcraft, outdoor education programming, camp maintenance and the natural sciences. 150 hours of supervised field experience. Prerequisite: HHP 280.

#### 389. RESORT AND COMMERCIAL RECREATION (3 CREDIT HOURS)

An introduction course in commercial recreation, which will introduce students to the history, organizational patterns, and management practices in the field. Students will become familiar with the Resort and Commercial Recreation Association and "Standards of Practice and Certification Guidelines."

#### 401. PLANNING RECREATION PROGRAMS FOR SPECIAL POPULATIONS (3 CREDIT HOURS)

The course will relate the application of program planning to the physically handicapped, mentally ill, emotionally disturbed, developmentally disabled, penally incarcerated and aging. Prerequisites: HHP 327 and HHP 281 and 329.

#### 403. SURVEY AND EVLUATION OF RECREATION SERVICES (3 CREDIT HOURS)

This course focuses on feasibility studies, community interest surveys, and the use of data collected for the development of programs and facilities.

#### 404. POLICIES, PROCEDURES AND PRACTICES IN RECREATION (4 CREDIT HOURS)

A foundation of basic information and an overview of all aspects of organizing and managing a recreation service. Prerequisite: HHP 280.

#### 407. INTERNSHIP IN RECREATION (6 CREDIT HOURS)

The student will spend one semester working (400-480 hours) with the administrative staff of an existing recreation agency where he or she will assist and take part in planning staff meetings, budgets, in-service training, etc. Prerequisite: HHP 404.

#### 408. LEISURE EDUCATION AND COUNSELING (3 CREDIT HOURS)

The course will prepare students to work with individuals and groups, helping them to assess their leisure interests, attitudes, behavior and skills.

# History

#### 201. WORLD HISTORY (3 CREDIT HOURS)

This course surveys the major achievements of human history from its origins to around 1715, centered on the links and interactions between civilizations which have transformed the world. Particular attention is given to the social, political, and cultural developments of these societies: How they have persisted or changed over time and how their cultures have shaped human behavior and human relations in different civilizations. Prerequisite: ENGL 102.

#### 202. WORLD HISTORY (3 CREDIT HOURS)

This course will provide students with the main themes and developments of world history from around 1500 to the present. Special emphasis will be placed upon the cultural diversity of the nonwestern world, non-aligned nations, less developed regions, and the common experiences of ordinary people over time. Major attention will be placed upon the various factors which have facilitated growth or decline at different speeds in different parts of the world. Prerequisite: ENGL 102.

#### 207. AMERICAN HISTORY TO 1865 (3 CREDIT HOURS)

This course will examine Native America, the European conquest, cultural encounters between Africans, Europeans, and Native Americans; the colonial era, slavery, revolutionary and Early National periods; westward expansion, nationalism, industrialization, and sectional strife through the Civil War and Reconstruction, centering on issues of race, class, society, politics, and power. Prerequisite: ENGL 102.

#### 208. AMERICAN HISTORY FROM 1865 (3 CREDIT HOURS)

This course focuses on the economic and political maturation of the United State from Reconstruction through the present. The influence of industrialization and increased government activity on the increasingly diverse American people and foreign powers are studied in the context of world-wide imperialism, the Gilded Age, Progressivism, World Wars, and Civil Rights movement in the "American Century." Prerequisite: ENGL 102.

#### 209. WEST VIRGINIA AND THE APPALACHIAN REGION (3 CREDIT HOURS)

A survey of West Virginia's unique contribution to the historical, geographical, governmental, political and social development of the Appalachian region.

#### 301. AMERICAN URBAN HISTORY (3 CREDIT HOURS)

The role cities and the process of urbanization have played in American History. The urban experience of classes and ethnic groups, the development of urban institutions, and the impact of city life on the national character.

#### 303. HISTORY OF RUSSIA (3 CREDIT HOURS)

Political, social, economic and cultural developments of Russia to about 1850. Prerequisites: HIST 314 and 315 or permission of instructor.

#### 304. HISTORY OF RUSSIA (3 CREDIT HOURS)

Political, social, economic and cultural developments of Tzarist Russia and Soviet Union from 1850's to the present and their impact on world affairs. Prerequisite: HIST 315 or permission of instructor

#### 305. HISTORY OF ENGLAND TO 1688 (3 CREDIT HOURS)

A comprehensive treatment of the foundations of English institutions parliamentary or representative government and common law noting their influence on Europe and America. Anglo-Saxon, Norman, Angevin, Tudor, and Stuart contributions.

#### 306. HISTORY OF ENGLAND SINCE 1688 (3 CREDIT HOURS)

The Glorious Revolution, the Industrial Revolution, Imperialism, the Commonwealth and the development of the Welfare State.

#### 307. THE RENAISSANCE AND REFORMATION (3 CREDIT HOURS)

A detailed study of the Renaissance and Reformation and their effect upon the social and religious order. Special attention given to the intellectual, artistic, and theological expressions of the period.

#### 308. ANCIENT HISTORY (3 CREDIT HOURS)

A study of the social, economic, cultural, and political developments of the Near East and Greece to 146 B.C.

#### 309. ROMAN HISTORY (3 CREDIT HOURS)

A study of the social, economic, cultural, and political developments of Rome to 500 A.D.

#### 310. THE PRESIDENCY (3 CREDIT HOURS)

Factors and forces that deal with the constitutional duties, responsibilities, domestic and foreign policies of the executive office.

#### 311. AFRICAN AMERICAN HISTORY (3 CREDIT HOURS)

A brief survey of the African and Caribbean heritage followed by a more extensive study of the African in American History from 1619 to date. Appreciable emphasis will be placed on social, economic, and political developments since 1954.

#### 312. THE AGE OF JIM CROW (3 CREDIT HOURS)

A study of what gave rise to this period, the injustices that Blacks suffered, and how they responded to these inequities by endeavoring to establish their own organizations in an effort to promote self-help and racial uplift. Prerequisite: HIST 208.

#### 313. BLACK IMAGES IN AMERICAN HISTORY (3 CREDIT HOURS)

This course examines the various racial stereotypes of Blacks that have been ingrained in American society for both men and women. The focus will primarily center on why these stereotypes have persisted and what impact they have had on African-Americans. Prerequisite: HIST 207 or HIST 208.

#### 314. EUROPEAN HISTORY TO 1815 (3 CREDIT HOURS)

Background development of modern civilization. Renaissance, Reformation, seventeenth and eighteenth century movements of cultural, political, social, and economic importance.

#### 315. EUROPEAN HISTORY SINCE 1815 (3 CREDIT HOURS)

From the French Revolution to the present, including nationalism, spread of democracy and other ideologies, the Industrial Revolution, height of European Civilization, the world wars, and international affairs since 1945.

#### 316. THE CIVIL RIGHTS MOVEMENT (3 CREDIT HOURS)

An examination of the origins of the protests which sparked a Civil Rights Movement in the United States. Discussion will include major ideas of the Movement, how they changed over time, and

determine to what extent it reached its goals and what impact it had on American society. Prerequisite: HIST 208.

#### 317. SLAVERY IN THE UNITED STATES (3 CREDIT HOURS)

A study in identifying the various African contributions made to American society, understanding that Blacks did not passively accept their plight but engaged in various forms of physical and psychological resistance, and recognizing that various American attitudes and behavioral patterns held today have their roots in American slavery. Prerequisite: HIST 207.

#### 320. HISTORY OF MEDIEVAL EUROPE (3 CREDIT HOURS)

The meaning of the institutions of the Middle Ages and their contributions to European civilization.

#### 325. MILITARY HISTORY OF THE UNITED STATES (3 CREDIT HOURS)

The origins and development of military institutions, traditions, and practices of the United States, 1775 to present. The broader aspects of major American wars will be included. (Mandatory course for Military Science 300 and 400 students. Open to other students with Junior standing.)

#### 399. SELECTED TOPICS IN HISTORY (1-3 CREDIT HOURS)

Courses under this number will be televised courses or other courses designed for special occasions.

#### 400. SENIOR SEMINAR/INTERNSHIP (3 CREDIT HOURS)

This senior capstone course completes the requirements for graduation with a BA degree in history. All majors must satisfactorily pass the course, normally in the final semester. HIST 400 offers students two options: a major research project based upon primary sources, for students planning to enter graduate or professional school, or a public history internship/field study, for students preparing to enter the workforce.

#### 403. AMERICAN DIPLOMATIC HISTORY (3 CREDIT HOURS)

A study of American foreign relations from the earliest days of colonial discovery and settlement to 1900. American contributions to diplomatic principles and practices are examined. Prerequisite: HIST 207 or permission of instructor.

#### 404. AMERICAN DIPLOMATIC HISTORY (3 CREDIT HOURS)

A continuation of the study of American diplomatic principles, and practices as they have been conducted in the twentieth century by one of the most powerful nations in the world. Prerequisite: HIST 208 or permission of the instructor.

#### 412. AMERICAN CONSTITUTIONAL HISTORY (3 CREDIT HOURS)

A historical background of the constitutional and legal reasoning behind most of the fundamental concepts of the operation of the American government.

#### 413. THE CARIBBEAN (3 CREDIT HOURS)

This course explores the ever-changing region known as the Caribbean. Emphasis will be placed upon the geographical, geological, cultural, economic, and political changes of the region. The impact of colonialism, migration, linguistic and independence movements will be examined from a variety of perspectives. A special focus will be placed on the Caribbean's influence on the world economy, past and present. Prerequisite: HIST 201.

#### 414. THE TWENTIETH CENTURY WORLD (3 CREDIT HOURS)

The impact of nationalism, imperialism, science, and industrialization since 1900, upon the several regions of the world, the conflict of contemporary ideologies and social systems, and man's entry into the space age.

#### 415. PUBLIC HISTORY (3 CREDIT HOURS)

This course familiarizes the student with terminology and resources for the study of public history in order to understand and analyze how public versions of the past are created, commemorated, institutionalized, and interpreted, and to explore the various disciplines associated with these presentations of the past. Prerequisite: One course from HIST 201, HIST 202, HIST 207, HIST 208.

#### 416. THE CIVIL WAR ERA (3 CREDIT HOURS)

The critical and turbulent years, 1846-1876, which ushered in modern America.

#### 417. SELECTED TOPICS IN AMERICAN HISTORY (3 CREDIT HOURS)

Primarily through the directed reading approach, selected topics in colonial and early nineteenth century United States History are used to supplement the survey and upper division courses. Prerequisites: HIST 207 and permission of the instructor.

#### 418. SELECTED TOPICS IN AMERICAN HISTORY (3 CREDIT HOURS)

Selected topics in United States history from the mid-nineteenth century to the present. Directed reading in American history as supplement to the survey and upper division courses. Prerequisites: HIST 208 and permission of the instructor.

#### 420. HISTORY OF THE FAR EAST (3 CREDIT HOURS)

Developments of major political, cultural, social and economic achievements in China, Japan and Korea from prehistory to the 1800's.

#### 421. HISTORY OF THE FAR EAST (3 CREDIT HOURS)

Political, cultural, social and economic developments in China, Japan and Korea from about 1800 to the present.

#### 422. CONTEMPORARY AMERICA (3 CREDIT HOURS)

Patterns of historical behavior in America since 1900, the interplay of recent political and social forces, and interpretation of the various periods in the era.

#### 425. WOMEN'S HISTORY (3 CREDIT HOURS)

This course reviews problems and issues that have plagued women from historical, sociological, psychological, and economic perspectives and women's efforts to overcome these barriers to equality. Further emphasis is placed on the examination and treatment of women in economically depressed and third world/non-western nations. Prerequisite: HIST 207 or HIST 208.

#### 444-30. INTERFACE: BLACK AND WHITE (3 CREDIT HOURS)

The experiences during the Twentieth century of black and white Americans as they have interacted as the two principal elements of our multi-cultural society. With history as the base discipline, this seminar will explore in an interdisciplinary fashion the efforts of Black Americans to attain integrated and/or equal status in our plural society. Attention will be paid to the distinctive components of Black American culture that have given strength to their efforts and have given blacks survival power as a people. Treatment of the theme will be topical, with students identifying, researching and reporting on episodes that illuminate the evolution of black-white relations that have affected the nature of America's Afro-American community. Prerequisite: 75 credit hours. (Upper division seminar)

#### 444-31. SUB-SAHARAN AFRICA: A FAMILY OF CULTURES IN TRANSITION (3 CREDIT HOURS)

A study of an emerging and changing Africa from the Sahara to the Cape of Good Hope as a major cultural and political phenomenon of the twentieth century. Emphasis is placed upon historical, social, political, anthropological, and aesthetic changes in a number of traditional African cultures resulting from the impact of modern technology. Political and social aspects of the new African cultures will be scrutinized in the aftermath of European colonialism. The common culture response to western ideologies and technical influences will be viewed in depth. Prerequisite: 75 credit hours. (Upper division seminar)

# Information Technology

#### 100. CRITICAL THINKING (2 CREDIT HOURS)

This course is designed to build skills for success in college, the workplace, and for lifelong learning. Critical thinking skills will be introduced along with writing and speaking skills to present thoughts, ideas, insights, and discoveries in oral and written form. An emphasis will be placed on relating with others and working in a team environment.

#### 101. PRINCIPLES OF INFORMATION SYSTEMS (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 networked and global business. Topics will include hardware and software selection criteria, scheduling, conversion planning, legal and ethical issues, and security. Prerequisite: MATH 100.

#### 114. SURVEY OF OPERATING SYSTEMS (3 CREDIT HOURS)

This course provides an exhaustive survey of operating systems. Includes coverage of Windows, Windows NT, UNIX, MAC operating systems, and NetWare. Prerequisite: ITEC 100 or ITEC 101.

#### 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. Prerequisite: ITEC 101 or permission of the instructor.

#### 133. DESIGNING A WEB PAGE (3 CREDIT HOURS)

This course gives students a background into successful web site design. Students will learn the elements that go into a successful web site by examination of successes and failures of past marketing designs and what the future holds for design concepts. Key elements of this course will include: learning dynamic market research as it corresponds to web site development, using efficient functional navigation and web site organization, understanding what branding means in terms of successful web ventures, understanding how to drive traffic to a web site, and becoming familiar with a customer's experience while shopping on the internet.

#### 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: ITEC 131.

#### 159. DATA MODELING (2 CREDIT HOURS)

This course introduces a systematic approach to database development using entity relationship models, normalization and relational database design. Students will use these approaches to identify and define business information requirements, create E-R models, and transform the requirements into an initial database design. Prerequisites: ITEC 100 or permission of the instructor.

#### 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. Includes coverage of networking and client/server issues. Prepares students for the A+ Certification. Prerequisite: ITEC 101 or permission of the instructor.

#### 181. ADVANCED PC 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: ITEC 180. (2 hours lecture & 2 hours lab)

#### 183. NETWORK + (4 CREDIT HOURS)

This course provides background in the fundamentals of networking through vendor-independent networking skills and concepts that affect all aspects of networking. Topics covered include: basic networking concepts, protocols, network devices, TCP/IP architecture, internet addressing, routing, servers, remote connectivity, user management, network security, encryption and firewalls, as well as, troubleshooting and diagnostic tools. Prerequisite: ITEC 101 or permission of the instructor. (2 hours lecture & 2 hours lab)

#### 188. PROGRAMMING LOGIC (2 CREDIT HOURS)

This course introduces the basic concepts of programming logic. Students will examine the basic constructs of selection, sequence, and repetition, abstract data structures of records, arrays, and linked lists, and file access methods. Prerequisite: ITEC 100.

#### 189. PROGRAMMING LOGIC (3 CREDIT HOURS)

This course introduces the basic concepts of programming logic. Students will examine the basic constructs of selection, sequence, and repetition, abstract data structures of records, arrays, and linked lists, and file access methods.

#### 190. INTRODUCTION TO PROGRAMMING IN VISUAL C++ (3 CREDIT HOURS)

This course is an introduction to programming using Visual C++ software. The course begins with a language neutral coverage of programming theory and various program structures. The course continues with programming of theory concepts using Visual C++. Programming concepts covered include sequence, selection, repetition, files, arrays, and linked lists. Students will use concepts to

create programs manipulating simple and complex data structures. Prerequisite: ITEC 188. (Cross-reference with CS 260).

#### 192. INTRODUCTION TO PROGRAMMING IN VISUAL BASIC (CREDIT HOURS)

This course will introduce students to the concepts of programming using Visual Basic. Modular programs using the three basic constructs and files will be written and debugged Prerequisite: Any ITEC course. Co-requisite: MATH 121 or higher.

#### 194. INTRODUCTION TO PROGRAMMING JAVA (3 CREDIT HOURS)

This course is an introduction to programming in Java covering the use of pre-written Java classes and methods and the development of new classes and methods. The class emphasizes program structure and documentation along with algorithm development.

#### 208. ADMINISTERING SQL SERVER (3 CREDIT HOURS)

This course will provide students with a formal review of SQL Server 2000 administration including: installation, configuration, database overview, SQL security, upgrading, monitoring, and troubleshooting. This course will also help to prepare for the MCSE exam 70-229.

#### 209. DESIGNING AND IMPLEMENTING DATABASES WITH SQL SERVER (3 CREDIT HOURS)

This course will provide students with a formal review of SQL Server 2000 design including: installation, configuration, database overview, SQL security, upgrading, monitoring, and troubleshooting. This course will also help to prepare for the MCSE exam 70-229.

#### 210. NETWORK ADMINISTRATION I (3 CREDIT HOURS)

This course will provide students with a formal review of Microsoft Windows 2000 Professional including installation and administration, domain structures, workgroups, disk configuration, Microsoft Management Console, Active Directory, network protocols, security, policies, and troubleshooting practices. This course will also help to prepare for the MCSE exam 70-210. Prerequisites: ITEC 101, ITEC 181, and ITEC 183.

#### 215. NETWORK ADMINISTRATION II (3 CREDIT HOURS)

This course will focus on installation, administration, and implementation of Windows 2000 Server. Focus objectives will also include configuring, optimizing, troubleshooting and monitoring reliability, services, protocols, hardware, security, performance and software. This class may also be used to prepare the student to pass the Microsoft Windows 2000 Server test (70-215). This course not recommended for students with no computer experience. A+ and/or Networks+ background is recommended

#### 216. MS NETWORK ADMINISTRATION III (3 CREDIT HOURS)

This course will provide students with a formal review of Windows 2000 Network Infrastructure certification including protocols, physical design, company implementation, industry standards, and routing and client integration. This course will also help to prepare for the MCSE exam 70-216.

#### 217. MS NETWORK ADMINISTRATION IV (3 CREDIT HOURS)

This course will provide students with a formal review of Active Directory Infrastructure including installation, configuration, troubleshooting, and administration of Active Directory, DNS, DHCP, Security, GPO's, SQL server, and security. This course will also help to prepare for the MCSE exam 70-217. Prerequisite: ITEC 215

#### 228. UNICENTER I (3 CREDIT HOURS)

This course introduces students to the Unicenter TNG product. Students will be provided with information needed to get the product up and running. On-line workshops teach them how to use the facilities that are key to any Unicenter TNG implementation. This course prepares the student for certification toward CUE. Prerequisites: ITEC 181, ITEC 183, or permission of the instructor.

#### 229. UNICENTER II (3 CREDIT HOURS)

This course presents advanced Unicenter TNG topics enabling attendees to extend their skills from product configuration planning to installation and customization. On-line workshops teach them how to use the facilities of Unicenter TNG, how to integrate WorldView, Event Management, and Distributed State Machines (DSM), how to customize the WorldView GUI, and how to effectively implement management policies through manager/agent technology. This course prepares the student for certification toward CUE. Prerequisite: ITEC 228

#### 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: ITEC 141.

#### 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: ITEC 231.

#### 245. I-NET (3 CREDIT HOURS)

This course is designed to prepare the user for CompTIA's 2002 i-Net+ certification exam. Students will survey the various different technologies that form and make the internet work. It will prepare the student to understand current technologies and make intelligent business decisions concerning the internet.

#### 246. SITE DESIGNER (3 CREDIT HOURS)

Students learn how to create and manage web sites with tools such as Macromedia Dreamweaver 4.0 and Flash 5.0, FrontPage 2000, Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third-generation web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and web construction, along with information architecture concepts, web project management, scenario development and performance evaluations. Prerequisites: ITEC 245

#### 247. E-COMMERCE DESIGNER (3 CREDIT HOURS)

Students learn how to conduct business online and the technological issues associated with constructing an electronic-commerce web site. Students will implement a genuine transaction-enabled business-to-consumer web site, examine strategies and products available for building electronic-commerce sites, examine how such sites are managed, and explore how they can complement an existing business infrastructure. Students get hands-on experience implementing the technology to engage cardholders, merchants, payment gateways and other parties in electronic transactions.

#### 260. INTRODUCTION TO ORACLE: SQL AND PL/SQL (3 CREDIT HOURS)

This course introduces the SQL and PL/SQL functions. Students will create and maintain database objects, store, retrieve, and manipulate data. They will also create PL/SQL blocks of application code for shared forms, reports, and data management applications. This course prepares the student for certification toward OCP - Applications Developer. Prerequisite: Permission of the instructor.

#### 261. ORACLE FORMS I (3 CREDIT HOURS)

This course introduces the processes involve din designing, building, and testing interactive applications for GUI environments. Form design will also include data modification through use of event-related triggers. This course prepares the student for certification toward OCP - Applications Developer. Prerequisite: ITEC 260.

#### 262. ORACLE REPORTS I (3 CREDIT HOURS)

This course introduces the concepts necessary to build a variety of standard and custom reports in a client-server environment. Students will work in a GUI environment and will learn how to retrieve, display, and format data in many styles. Students will also use Intelligent Remote Reports Server. This course prepares the student for certification toward OCP - Applications Developer. Prerequisite: ITEC 260.

#### 263. DEVELOPING PROGRAM UNITS (3 CREDIT HOURS)

This course introduces the process of writing PL/SQL procedures, functions, and packages. Students will work in both Procedure Builder and SQL\*Plus environments. They will create and manage PL/SQL program units and database triggers. This course prepares the student for certification toward OCP - Applications Developer. Prerequisite: ITEC 260.

#### 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.

### **Mathematics**

#### 011. PRE-ALGEBRA (3 CREDIT HOURS)

Real numbers and their operations, fractional and decimal notation, ratio and proportion, percent notation, averages, geometry and measurement, and linear equations. (Does not apply toward hours for degree.)

#### 012. INTRODUCTION TO ALGEBRA (3 CREDIT HOURS)

Operations on algebraic expressions, factoring, graphing linear equations and inequalities, problem solving, systems of equations, and the quadratic formula. (Does not apply toward hours for degree.) Prerequisite: A grade of "C" or above in Math 011, or a score of 17-18 on ACT math test, or by math placement test when appropriate.

#### 013. FUNDAMENTALS OF ALGEBRA (4 CREDIT HOURS)

Fractions, decimals, percents, operations on algebraic expressions, factoring, graphing linear equations and inequalities, problem solving, systems of equations and the quadratic formula. (Does not apply toward hours for degree.) Prerequisites: A grade of "C" or better in Math 011, or a score of 15-18 on the ACT math test, or by math placement test when appropriate.

#### 100. INTERMEDIATE ALGEBRA (3 CREDIT HOURS)

Quadratic equations and inequalities, radical expressions, complex numbers, compound inequalities, systems of linear equations, Cramer's rule, graphs of functions, exponentials, and logarithms. Prerequisite: A grade of "C" or better in MATH 012 or a score of 19-22 on ACT math test, or by placement test when appropriate.

#### 101. COLLEGE ALGEBRA (3 CREDIT HOURS)

Algebraic expressions, equations and inequalities, functions, graphs, exponential and logarithmic functions, systems of equations. Prerequisite: A grade of "C" or better in Math 100, or score of 23 or above on Enhanced-ACT math test, or by placement test when appropriate.

#### 102. PLANE TRIGONOMETRY (3 CREDIT HOURS)

Trigonometry functions and graphs, identities and equations, solving triangles, vectors, polar coordinates, De Moivre 's Theorem. Prerequisite: MATH 101 or Math Enhanced ACT score of 23 or above or permission of instructor.

#### 103. PROBLEM SOLVING AND NUMBER SENSE (3 CREDIT HOURS)

Estimation, problem solving, sets, whole and rational number operations and properties, the set of integers, elementary number theory. Prerequisite: Eligibility for MATH 100.

#### 104. ALGEBRA, STATISTICS, AND PROBABILITY (3 CREDIT HOURS)

Rational numbers, percent, probability, statistics, algebraic methods and problem solving, with reference to the NCTM standards. Prerequisite: MATH 103.

#### 105. GEOMETRY AND MEASUREMENT (3 CREDIT HOURS)

Geometry, measurement, transformations, coordinates, with reference to the NCTM standards. Prerequisite: MATH 103.

#### 121. PRECALCULUS (4 CREDIT HOURS)

Properties and applications of algebraic and transcendental functions, angles, trigonometric ratios and identities, conic sections, polar coordinates, systems of equations, matrices. Prerequisite: a grade of C or better in MATH 100, or a score of 23 or above on Enhanced-ACT math test, or by placement test when appropriate.

#### 203. ADVANCED TOPICS IN ALGEBRA (3 CREDIT HOURS)

System of equations, matrices, determinants, theory of equations, probability, statistics, permutations, combinations, binomial theorem. Prerequisite: MATH 101.

#### 205. DISCRETE MATHEMATICS (3 CREDIT HOURS)

The basic non-calculus mathematics for computer science in the areas of algebra, logic, combinations, and graph theory. Prerequisites: MATH 101 and CS109.

#### 206. ANALYTIC GEOMETRY AND CALCULUS I (4 CREDIT HOURS)

One and two dimensional analytic geometry, functions, limits, continuity, the derivative and its applications, maxima and minima, concavity, Newton's Method, integration, area, Fundamental Theorem of Calculus, numerical integration, exponential and logarithmic functions. Prerequisites: MATH 101 and 102.

#### 207. ANALYTIC GEOMETRY AND CALCULUS II (4 CREDIT HOURS)

Inverse trigonometric and hyperbolic functions, applications of integration, techniques of integration, l'Hopital's Rule, improper integrals, sequences and series, Taylor's series, polar coordinates, conic sections, rotation. Prerequisite: MATH 206.

#### 208. ANALYTIC GEOMETRY AND CALCULUS III (4 CREDIT HOURS)

Parametric equations, vectors, lines and places in space, quadric surfaces, cylindrical and spherical coordinates, vector calculus, multivariable functions, partial differentiation and gradients, Lagrange multipliers, double and triple integrals, volume, centroids, moments of inertia. Prerequisite: MATH 207.

#### 222. ELEMENTARY STATISTICS FOR MATH AND NATURAL SCIENCE (3 CREDIT HOURS)

Descriptive statistics, probability distributions, experiment design and sampling, confidence intervals, hypothesis testing. Statistical software packages will be used. Prerequisite: "C" or better in Math 100 or appropriate Math Enhanced ACT score or permission of instructor.

#### 299. SPECIAL TOPICS (1-3 CREDIT HOURS)

Televised courses or other courses designed for special purposes.

#### 300. INTRODUCTION TO COLLEGE GEOMETRY (3 CREDIT HOURS)

Advanced topics in the geometry of triangles, transformations (dilatations, similitude, inversion), foundations of geometry, theorems of Ceva and Menelaus, Desargues' configuration and duality. Prerequisite: MATH 206.

#### 307. LINEAR ALGEBRA (3 CREDIT HOURS)

Vector spaces, linear transformations, inner products, orthonomality, eigenvalue problems, system of linear equations, matrices, determinants; application. Prerequisite: MATH 208.

#### 308. INTRODUCTION TO MODERN ABSTRACT ALGEBRA (3 CREDIT HOURS)

Axiomatic development of rings, integral domains, fields, polynomials, complex numbers, group theory Boolean algebra, isomorphism. Prerequisite: MATH 207.

#### 317. MATHEMATICS FOR TEACHING (3 CREDIT HOURS)

Materials and methods for teaching mathematics in elementary school. Prerequisites: EDUC 316 and MATH 104. (Formerly EDUC 317).

#### 399. SPECIAL TOPICS (1-3 CREDIT HOURS)

A junior level course designed for a topic of special current interest, including televised courses. Prerequisite: As stated for each offering.

#### 401. INTRODUCTION TO VECTOR ANALYSIS (3 CREDIT HOURS)

Vector algebra, derivatives, space curves, line and surface integrals, transformation of coordinates, directional derivative, divergence and Stokes' theorem; applications. Prerequisite: MATH 208.

#### 402. DIFFERENTIAL EQUATIONS I (3 CREDIT HOURS)

The types and solutions of differential equations of the first and second order. Solutions of differential equations and the application of physics and mechanics. Prerequisite: MATH 208.

#### 403. INTRODUCTION TO PROBABILITY (3 CREDIT HOURS)

Discrete and continuous probability models, random variables, estimation of parameters, moments, conditional probability, independence, central limit theorem, sampling distributions. Prerequisite: MATH 208.

#### 404. NUMERICAL ANALYSIS (3 CREDIT HOURS)

Numerical solution of linear and non-linear algebraic equations and eigenvalue problems, curve fitting, interpolation theory, numerical integration, differentiation and solution of differential equations, algorithms and computer programming. Prerequisites: MATH 202 and 208.

#### 405. DIFFERENTIAL EQUATIONS II (3 CREDIT HOURS)

La place transform, series solutions, Bessel and Legendre equations, systems of equations, existence theorems, and numerical methods. Prerequisite: MATH 402.

#### 406. MATHEMATICS STATISTICS (3 CREDIT HOURS)

Decision theory, confidence intervals, hypothesis testing, multiple linear regression, correlations, analysis of variance, covariance, goodness of fit tests, non-parametric tests. Prerequisites: MATH 403.

#### 407. INTRODUCTION TO TOPOLOGY (3 CREDIT HOURS)

Set theory, cardinal numbers, orderings, continuity, homeomorphisms, convergence, separation, compactness, connectedness, completeness; topological, metric, regular, normal and Hansdorff spaces. Prerequisite: MATH 208.

#### 408. SENIOR MATHEMATICS SEMINAR (1 CREDIT HOUR)

Integrates the work completed in the various courses. Reading and research oriented. (To be taken in one of the last two semesters prior to graduation.)

#### 409. ADVANCED CALCULUS I (3 CREDIT HOUR)

Functions of several variables, vector functions, gradient, partial differentiation, directional derivative, multiple integrals, maxima and minima, improper integrals, line and surface integrals, divergences and Stokes' theorem. Prerequisite: MATH 208.

#### 410. ADVANCED CALCULUS II (3 CREDIT HOURS)

Convergence of infinite series, uniform convergence, Taylor's series, Fourier series, ordinary and partial differential equations; functions of a complex variable including integrals, power series, residues and poles, conformal mapping. Prerequisite: MATH 409.

### 411. TEACHING OF MATHEMATICS IN SECONDARY AND MIDDLE SCHOOLS (3 CREDIT HOURS)

Review of the fundamental operations as applied to integers, fractions, and decimals; objective, methods and materials of instruction of mathematics, lesson and unit planning, classroom procedure in teaching mathematics, and use of mathematics laboratory. Prerequisite: EDUC 316. (Formerly EDUC 403.)

# Computer Science

(Lower level Computer Science courses are listed under the Computer Science heading.)

#### 302. INTRODUCTION TO RPG PROGRAMMING (3 CREDIT HOURS)

This course surveys the features and techniques of RPG, a report program generating language. Prerequisites: C S 106 and 109; C S 204 suggested.

#### 303. FORTRAN PROGRAMMING II (3 CREDIT HOURS)

Structured and modular programming with full documentation; arrays, sub-programs. Prerequisite: C S 202.

#### 304. ADVANCED COBOL PROGRAMMING (3 CREDIT HOURS)

Concerned with additional elements of the language as applied to disk data files. Programs written with emphasis on file applications. Prerequisite: C S 204; C S 210 suggested.

#### 305. PL/1 PROGRAMMING (3 credit hours)

An introduction to the concepts of PL/1 programming. Prerequisites: MATH 101 and one programming language or permission of the instructor.

#### 311. OBJECT-ORIENTED PROGRAMMING (3 CREDIT HOURS)

Object-oriented programming using languages such as C++, Java, Smalltalk, Delphi. Prerequisite: CS 260.

#### 330. ASSEMBLY SYSTEM (3 CREDIT HOURS)

Assembly system programming with emphasis on mainframe computers. Prerequisites: C S 210 and 211.

#### 335. INTRODUCTION TO SYSTEMS ANALYSIS (3 CREDIT HOURS)

Life cycle of business information study, design, development, and operating phases; feasibility; project control. Prerequisites: C S 106 and 109; MATH 304 suggested.

#### 340. DATA COMMUNICATIONS (3 CREDIT HOURS)

An introduction to the theories, terminology, equipment, and distribution media associated with data communications. Prerequisites: C S 209 and a programming language.

#### 360. DATA STRUCTURES (3 CREDIT HOURS)

Data structure organization and management with attention to primitive data representation in the computer and the arrangement of records into linear and non-linear structure forms. Prerequisite: C S 236 or MATH 305.

### Media Studies (Graduate Courses)

#### MS-500 - MEDIA DESIGN

A foundation course in the study and application of media aesthetic principles to visual media, utilizing digital imaging and manipulation technologies and software. Students will analyze and develop digital presentations containing graphics and text based on the principles of effective visual design for several screen formats. Theory will be integrated into practice through several guided projects, culminating in a major media design project published to CD, DVD and the web. Prerequisite: Admission to the Media Studies graduate program or permission of the instructor.

#### MS 501 - CRITICAL APPROACHES TO MEDIA STUDIES

In this critical studies course, students will learn how to apply quantitative and qualitative analytical tools to mass-mediated texts as they look for embedded cultural and political meaning within our media. Students will learn critical theory and apply that theory as they deconstruct the media products they confront on a daily basis. Students will uncover embedded messages in broadcast news and advertising, print articles and advertising, film, television shows and web sites. Prerequisite: Admission to the Media Studies graduate program or permission of the instructor.

#### MS 505 - MEDIA RESEARCH

Introduction to quantitative and qualitative research procedures used in the social sciences and communications studies. Methods include experimental design, surveying, sampling, content and narrative analysis, as well as focus groups and interviewing techniques. Prerequisite: Admission to the Media Studies Graduate program or permission of the instructor.

#### MS 510 - DIGITAL GRAPHIC DESIGN

This course is designed to provide students with a comprehensive understanding of visual expression as a means of communicating information, and the technical skills to digitally translate information into visual communication. Emphasis is placed on the development of strong conceptual design skills, understanding the history and development of creative applications of technology, and the mastery of technical information to facilitate effective messages. Prerequisite: MS 500 or permission of the instructor. (Note: Students are expected to have a working knowledge of basic design principles and to be familiar with the Windows 95/98/2000 interface.)

#### MS 515 - PUBLIC RELATIONS THEORY & PRACTICE

This course will examine the application of communication, social, and behavioral science theory and research techniques in the overall planning, programming, implementation, and analysis and evaluation of public relations programs and campaigns. Emphasis will be placed on the identification and analysis of strategies as they are used and affect profit as well as non-profit organizations. Prerequisite: MS 505.

#### MS 525 - MASS COMMUNICATIONS THEORY

Students will learn about the structure, content, process and effects of communication, the contributions of other disciplines and barriers to effective communication. Students will explore the vibrant relationship between theory building, research, and knowledge. Students will examine key theories in detail, considering their relationships with other theories and the insight they provide into human communication. Prerequisite: Admission to the Media Studies graduate program or permission of the instructor.

#### MS 541 - DIGITAL VIDEO PRODUCTION

This course will focus on narrative project conceptualization, scripting, storyboarding, production,

and postproduction utilizing digital video strategies, technology and software. Students, through individual projects, will apply narrative and media aesthetic principles in the production of a series of structured digital projects, culminating in a major narrative project. P: MS 500 or permission of the instructor

#### MS 543 – ANIMATION PRODUCTION

This class consists of screenings, lectures and a series of projects that will introduce the student to animation production for film and video. The course focuses on the concepts, techniques, and processes of producing an image as well as surveying the history of the art form, international trends and recent developments in the industry. Prerequisite: MS 541

#### MS 548 - SCREENWRITING

This course is designed as a theoretical as well as practical approach to learning the art and craft of screenwriting. Students will study exemplary film through existing screenplays (on reserve), watch and analyze appropriate film works and find the commonalities of traditional writing styles/techniques as they relate to screenwriting while learning the specific technical aspects of writing for the screen. Prerequisite: Admission to the Media Studies graduate program or permission of the instructor.

#### MS 561 - MEDIA LAW AND REGULATION

Students will learn the legal structure of radio, television, cable, satellite, Internet and other new media forms. Issues to be addressed include intellectual property laws, copyright, Internet regulations, First Amendment legislation and FCC law. Prerequisite: Admission to the Media Studies Graduate program or permission of the instructor.

#### MS 565 - PRODUCER'S SEMINAR

A theoretical and practical study of the art and craft of the film/video producer. The student will become familiar with the role of the producer and what function he/she performs in the various visual, audio, and multimedia production formats. Lectures, readings, guest visits, and assignments will address the producer's role in feature and short narrative, documentary, commercial, industrial, educational and "art" film and video making. Radio (commercial and public) as well as music production will also be included. Prerequisite: Admission to the Media Studies Graduate program or permission of the instructor.

#### MS 570 THEORIES OF VISUAL COMMUNICATION

This course is a critical, philosophical, and historical exploration of images as the objects of visual communication. Broadly defined to include still and moving images, graphic design, typography, and also visual phenomenon such as fashion, professional and political posture and interaction, visual communication is rooted in basic principles of perception and visual interpretation. Exploring various theories about the structures and uses of visual communication, students will also critically investigate how the social world is constructed, represented and contested in visual discourse. Prerequisite: Admission to the Media Studies graduate program or permission of the instructor.

#### MS-600 - 3D-DESIGN

This class is a workshop in 3D computer animation production. The class will consist of screenings, lectures, and hands-on projects designed to provide an overview of the history, practices, and aesthetics of computer generated images (CGI). While the primary focus of the course is 3D computer animation, the course will also introduce students to a variety of software packages for editing, titling, image processing, audio processing, 2D animation and compositing. Prerequisite: MS 500

#### MS 635 - RACE, GENDER AND MEDIA

This course will examine and analyze the role played by the U.S. mass media (newspapers, magazines, film, radio, and television) in establishing, facilitating and confronting the social constructs of race, gender and ethnicity. The primary focus of the course is on contemporary media; however they will be examined within their historical context. Prerequisite: MS 501 or permission of the instructor.

#### MS 640 - INTERACTIVE MEDIA

This course will focus on the theory and practice of designing, recording, and editing still and motion images and text in interactive/nonlinear formats. Students will read and report on pertinent theory and apply it in the production of interactive media exercises, culminating in a major digital interactive media project. Theory will be put into practice utilizing digital technology and software. Prerequisite: MS 500 or permission of the instructor.

#### MS 645 - FILM THEORY

This course will examine various theoretical approaches to viewing, analyzing, producing, and writing about film. Students will read and discuss theories about the language of film; narrative, dramatic, and descriptive strategies; the representation of a reality; the medium of film – image and sound in motion; film artists; genres and conventions, especially in relation to postmodernism; the psychology of the spectator; economic and industrial factors in film production; social and ideological subtexts; and nonlinear approaches to narrative and filmmaking, such as hypertext. Readings will include a range of primary texts on film and narrative theory. In-class screenings will allow students to apply various theories to a variety of films. Prerequisite: Admission to the Media Studies graduate program or permission of the instructor.

MS 670 - SEMINAR: The Information Society – Students will study the influence of modern mass media (press, broadcast, Internet, film, etc.) and its related industries and how they define and shape public concerns and perceptions about major social issues. In addition, students will examine the relationship between popular culture and broader questions of economic, community, and social politics. Students will take responsibility for presenting much of the material to be discussed in this class. Prerequisite: MS 501 or permission of the Instructor.

#### MS 675-676 SEMINAR. 1-3 HRS.

Areas of study not normally covered in other courses. Topics vary from semester to semester. Prerequisite: Permission of the Instructor.

#### MS 677-678 SPECIAL TOPICS. 1-3 HRS.

Areas of study not normally covered in other courses. Topics vary from semester to semester. Prerequisite: Permission of the Instructor.

#### MS 680 INDEPENDENT RESEARCH IN MEDIA STUDIES 1-3 HRS.

Prerequisite: Permission of the Instructor.

#### MS 684 DIRECTED READINGS IN MEDIA STUDIES 1-3 HOURS.

Prerequisite: Permission of the Instructor.

#### MS 695 MEDIA SYSTEMS MANAGEMENT

This course applies management principles and practices to the effective organization of different media agencies, firms, and/or systems, including broadcast stations, cable systems, public relations agencies, etc. Current research and models in telecommunications administration, economic planning and control, merchandising and positioning, sales and advertising will be reviewed as well as case studies and current problems in research, planning, operations, administration, and evaluation. Prerequisite: Completion of 15 credits in Media Studies M.A. program.

#### MS 697-698 - MEDIA STUDIES PROJECT I & II 1-6 HRS.

Prerequisite: Permission of Graduate Advisor.

#### MS 698-699 - MEDIA STUDIES THESIS I & II 1-6 HRS.

Prerequisite: Permission of Graduate Advisor.

# Military Science

#### MINOR IN MILITARY SCIENCE (16 CREDIT HOURS)

Students enrolled in other degree programs at West Virginia State College who are interested in taking Military Science courses, but not interested in completing the entire Military Science or ROTC (Reserve Officers' Training Corp) program have the option of obtaining an academic minor in Military Science. The primary purpose of the minor is to allow students the opportunity to experience the Army and all it has to offer while simultaneously obtaining a minor degree in addition to their selected academic major. Requirements for this degree are to successfully complete any combination of 16 Military Science credit hours, ranging from the MSC-100 level to the MSC-400 level. Of the 16 hours, a minimum of 6 hours must include Advanced level classes. Through special approval from the Professor of Military Science (PMS), the Advanced level classes open to the minor are: MSC-301, 303, 350, 351, 450, 451, and, MSC-490, Seminar in Military Leadership.

#### THE BASIC COURSE

The term Basic Course refers to the first and second year, pre-commissioning, and leadership development curriculum for Military Science courses: MSC-101, 103, 150, 102, 104, 151, 201, 203, 250, 202, 204, and 251. The courses are designed for beginning students of Military Science

or ROTC (Reserve Officers' Training Corps) who may want to try Military Science without obligation or those who may want to qualify for entry into the Military Science Advanced Course. A number of popular and challenging extracurricular activities are associated with these basic courses.

#### 101. INTRODUCTION TO MILITARY SCIENCE (2 CREDIT HOURS)

A topical survey of military science that introduces the student to the organization of the U.S. Army by contrasting and comparing it with civilian organizations. The course introduces the student to the basic concepts of drill and ceremony; provides basic techniques to refine student's listening, writing, and speaking abilities; examines the nature of military law; explains the evolution of military heritage and standards of professional behavior; provides an overview of training management principles; and concentrates on building self-discipline and self-confidence. Co-requisite: MSC-103. Participation in the annual ROTC hall of fame induction ceremony is mandatory. Participation in a fitness class is optional except for contracted cadets.

#### 102. PRACTICUM IN MILITARY TRAINING MANAGEMENT I (2 CREDIT HOURS)

A continuation of MSC-101. Students will learn to apply principles of effective leadership, which reinforces self-confidence through participation in physically and mentally challenging exercises with upper division ROTC students. This course also develops communication skills to improve individual performance and group interaction: and relate organizational ethical values to the effectiveness of a leader. CO-requisite: MSC 104 Military Science Leadership Laboratory II. Participation in a physical fitness class and a weekend field training exercise is optional but highly encouraged.

### 103 & 104. PRACTICUM IN MILITARY TRAINING MANAGEMENT LABORATORIES I & II (1 CREDIT HOUR)

This laboratory section is designed to offer the student an opportunity for integration and application of training management and leadership techniques. Team membership and leadership positions are tailored based on the student's academic alignment. Course includes exercises such as rappelling, group presentations, basic marksmanship, drill and ceremonies, and field training. Co-requisite: The appropriate military science course, MSC-101 & 102. Contracted MSC-100s must also enroll in the appropriate fitness class, i.e. MSC-150 or 151.

#### 150 & 151. BASIC PHYSICAL FITNESS AND CONDITIONING I & II (1 HOUR CREDIT)

Open to all students, but required of all contracted MSC-100 level cadets or students. Students participate in and learn to lead a physical fitness program. Emphasis is on the development of an individual fitness program and the role of exercise and fitness in one's life. Leadership positions are tailored based on the student's academic alignment.

#### 201. INTRODUCTION TO SMALL UNIT LEADERSHIP (2 CREDIT HOURS)

Students will learn and apply ethics-based leadership skills that develop individual abilities and contribute to the building of effective teams. Course focuses on the development of skills in oral and written communications, planning events, coordination of group efforts, advanced first aid, land navigation, and basic military tactics. Pre-requisite: MSC-101, 103, 102, & 104 or permission from the Professor of Military Science. Co-requisite: MSC-203 and MSC-250.

#### 202. PRACTICUM IN MILITARY TRAINING AND TACTICS (2 CREDIT HOURS)

Students are introduced to individual and team aspects of military tactics in small unit organizations. The class compares the actions of small organizations in the process of developing strategy and tactics, while taking into account theoretical, political, economic, and physical factors. They continue to develop leadership and critical skills. Pre-requisite: All MSC-100 level classes, MSC-201, 203, & 250, prior military training, or permission from the Professor of Military Science. Co-requisite: MSC-203 and MSC-250.

#### 203 & 204. PRACTICUM IN MILITARY TRAINING MANAGEMENT LABORATORIES III & IV (1 CREDIT HOUR)

This laboratory section is designed to offer the student an opportunity for integration and application of training management and leadership techniques. Team members and leadership positions are tailored based on the student's academic alignment. Course includes exercises such as rappelling, group presentations, marksmanship, drill and ceremonies, and field training. Co-requisite: The appropriate military science lecture course, MSC-201 & 202. Additionally, all MSC-200s must take the appropriate fitness class, i.e. MSC-250 or 251.

#### 250 & 251. BASIC PHYSICAL FITNESS AND CONDITIONING III & IV (1 HOUR CREDIT)

Open to all students, but required of all cadets or students enrolled in MSC-201, 202, 203, or 204. Students participate in and learn to lead a physical fitness program. Emphasis is on the development of an individual fitness program and the role of exercise and fitness in one's life. Leadership positions are tailored based on the student's academic alignment.

#### 210. LEADER'S TRAINING COURSE (LTC) (6 CREDIT HOURS)

A six-week summer camp conducted at an Army post. The student receives pay. Travel cost, lodging, and meals are defrayed by the Army. The environment is rigorous and is similar to Army Basic Training. No military obligation is incurred. Open only to students who have not taken the sequence of MSC 101, 102, 201, 202, 103, 104, 203, 204, 250, or 251. Entry also requires students to pass a physical examination (paid for by ROTC). Completion of MSC-210 qualifies a student for entry into the Advanced Course. Seven different training cycles are normally offered during the summer, but spaces are limited based on the needs of the U.S. Army. Candidates can apply for a space anytime during the academic year prior to the summer of intended participation. Qualifying students are also eligible to compete for ROTC scholarships during the summer camp.

#### THE ADVANCED COURSE

The term Advanced Course refers to the third and forth year, pre-commissioning, and leadership development curriculum for Military Science courses: MSC-301, 303, 350, 302, 304, 351, 310, 401, 403, 450, 402, 404, & 451. It is open only to students who have completed the Basic Course or earned placement credit for it through various methods. A student can also qualify for entry into the Advanced Course by completing the summer encampment, MSC-210, LTC, the Lateral Entry Program, or the Alternate Entry Program. Completion of Basic Training, AIT, (Advanced Individual Training), and 54 semester hours are required qualifications for acceptance into the Lateral Entry Program. Any student with 54 semester hours qualifies for entry into the Advanced Course under the Alternate Entry Program. The Advanced Course is designed to qualify students for a commission as an officer in the United States Army. Students must complete MSC-310, ROTC NALC, typically in the summer between their junior and senior year. All courses must be taken in sequence unless otherwise approved by the Professor of military Science. Students enrolled in the Advanced Course receive a stipend per month during the academic year (\$350 as a junior and \$400 as a senior). Juniors at Advanced Camp also receive pay.

#### 301. LEADING SMALL ORGANIZATIONS I (2 CREDIT HOURS)

Series of practical opportunities to lead small groups, receive personal assessments, encouragement, and lead in situations of increasing complexity. Cadets will use small unit in offensive and defensive tactics and experience opportunities to plan and conduct training for lower division students both to develop skills and as vehicles for practicing leadership. Pre-requisite: Completed all basic Army ROTC requirements or permission from the Professor of Military Science. Co-requisites: MSC-303, Advanced Course Leadership Laboratories and MSC-350, Advanced Physical Fitness Training and Conditioning are required in conjunction with this course. Participation in both the ROTC hall of fame induction ceremony and Mini-Exercises are mandatory. Open also to those seeking a minor in Military Science.

#### 302. LEADING SMALL ORGANIZATIONS II (2 CREDIT HOURS)

Continues methodology of MSC-301. Course focuses on the skills necessary to analyze tasks and prepare both written and oral guidance for team members in the accomplishment of tasks. Cadets will delegate and supervise task, plan for and adapt to the unexpected or unfamiliar situations in organizations under stress, and examine the importance of ethical decision making in setting a positive climate that enhances team performance. Prerequisite: MSC-301, 303, & 350. Co-requisites: MSC-304 & 351.

#### 303 & 304. ADVANCED COURSE LEADERSHIP LABORATORIES I & II (1 CREDIT HOUR)

Open only to students in the associated Military Science lecture course (MSC 301 & 302) or those seeking a minor in Military Science. Different leadership roles are assigned to students at different levels of the program. The course involves assignment of leadership responsibilities for the planning, coordination, execution, and evaluation of various training and activities with basic course students in addition to the ROTC program as a whole. Students develop, practice, and refine leadership skills by serving and being evaluated in a variety of responsible positions. Co-requisite: The appropriate Military Science lecture course, MSC-301 or 302 and an advanced conditioning classes MSC-350 or 351. Open also to those seeking a minor in Military Science.

#### 350 & 351. ADVANCED PHYSICAL FITNESS TRAINING AND CONDITIONING I & II (1 CREDIT HOUR)

Students will participate in a physical fitness program to learn techniques for developing a fitness program and lead physical fitness. Develops the physical fitness required of an officer in the U.S. Army. Open only to, and required of students in MSC-301, 302, or those seeking a minor in Military Science.

#### 310. ROTC NATIONAL ADVANCED LEADERSHIP CAMP (6 CREDIT HOURS)

A thirty-two day camp conducted at an Army post. Required of all students seeking a commission who have completed MSC-301, 303, 350, 302, 304, and 351. The student receives pay, travel, lodging, and most meal cost are defrayed by the U.S. Army. The NALC environment is highly structured and demanding, stressing leadership at small unit levels under varying, challenging conditions. Individual leadership and basic skills performances are evaluated throughout the camp. The leadership and skills evaluations at NALC weigh heavily in the subsequent selection process that determines the type of commission and job opportunities given to the student upon graduating from college, the ROTC program, and subsequently their commissioning.

#### 401. LEADERSHIP CHALLENGES AND GOAL-SETTING (2 CREDIT HOURS)

Cadets plan, conduct, and evaluate activities of the ROTC cadet organization. They must articulate goals and put plans into action to achieve or exceed established goals. They assess organizational cohesion and develop strategies to improve it. Cadets learn and apply various Army policies and programs in this effort. Prerequisite: Completion of all MSC-300 level classes. Co-requisite: MSC-403 and MSC-450.

#### 402. TRANSITION TO LIEUTENANT (2 CREDIT HOURS)

Continues the methodology of MSC-401. Students identify and resolve ethical dilemmas and refine counseling and motivating techniques; examine aspects of tradition and law as related to leading as an officer in the Army. Cadets prepare for a future as a successful Army lieutenant. Prerequisite: Completion of all MSC-300 level classes in addition to MSC-401, 403, and 450. Co-requisites: MSC-404 and 451.

#### 403 & 404. ADVANCED COURSE LEADERSHIP LABORATORIES III & IV (1 CREDIT HOUR)

Open only to students in the associated Military Science (MSC) lecture course. Different leadership roles are assigned to students at different levels of the program. The course involves leadership responsibilities for the planning, coordination, execution, and evaluation of various training and activities with basic course students and for the ROTC program as a whole. Students develop, practice, and refine leadership skills by serving and being evaluated in a variety of responsible positions. Co-requisite: The appropriate military science lecture course, MSC-401, MSC-402, and an advanced conditioning class MSC-450 or 451.

### 450 & 451. ADVANCED PHYSICAL FITNESS TRAINING AND CONDITIONING III & IV (1 CREDIT HOUR)

Students will participate in a physical fitness program to learn techniques for developing a fitness program and lead physical fitness. Develops the physical fitness required of an officer in the U.S. Army. Open only to, and required of students in MSC-401, 402, or those seeking a minor in Military Science.

#### 490. SEMINAR IN MILITARY LEADERSHIP(3 CREDIT HOURS)

Study and application of military history through classroom instruction, directed readings, oral and written presentations. This class will incorporate multiple presentations on leadership examples throughout history, battle analysis, a closer look at Operations Orders and their use as a leadership tool, and/or a Military Staff Ride to a local battlefield. The seminar will include classes, directed readings, and both oral and written presentations on such topics as national security, logistic management, military law, ethics, and analytical models for decision making. Prerequisites: Junior or senior ROTC standing, pursuant of an academic minor in Military Science, or special permission from the Professor of Military Science.

# Music

### Music Education

#### 105. MUSIC SKILLS FOR CLASSROOM TEACHERS (2 CREDIT HOURS)

The basic principles of music theory as applied to elementary school teaching: notation, sightsinging, key signatures, meter signatures, scale resources, and simple harmonic structures. Introduction of recorders and piano for simple song accompaniment.

#### 106. MATERIALS AND PROCEDURES (2 CREDIT HOURS)

A **continuation** of Music 105 with increased emphasis on materials and procedures as applied to music teaching on the elementary school level. Projects include rote songs, part songs, rhythmic games and dances, and preparing a music resource unit. Utilization of classroom instruments such as recorder, piano, melody bells, autoharp, and percussion. Prerequisite: MUS 105.

#### 115. ELEMENTARY AURAL THEORY I (1 CREDIT HOUR)

Material of easy to moderately easy tonal and rhythmic content: sight singing; rhythm reading; melodic, harmonic, and rhythmic dictation; internal and chord identification; chord progressions; and related activities. Meets two hours weekly.

#### 116. ELEMENTARY AURAL THEORY II (1 CREDIT HOUR)

Material of moderately easy to moderate tonal and rhythmic content: sight singing; rhythmic reading; melodic, harmonic, and rhythmic dictation; interval and chord identification; chord progressions; and related activities. Meets two hours weekly. Prerequisite: MUS 115.

#### 201. ADVANCED THEORY I (3 CREDIT HOURS)

Prerequisite: MUS 102, MUS 116

#### 202. ADVANCED THEORY II (3 CREDIT HOURS)

Prerequisite: MUS 201, MUS 215

#### 203. HISTORY AND LITERATURE OF MUSIC (3 CREDIT HOURS)

Prerequisite: MUS 102

#### 204. HISTORY AND LITERATURE OF MUSIC (3 CREDIT HOURS)

Prerequisite: MUS 102, MUS 203

#### 207. CHORAL CONDUCTING (3 CREDIT HOURS)

Introduction to basic conducting techniques. Choral conducting techniques and problems: rehearsal and procedures, development of stylistic interpretation, score readind and analysis. Practical application through the media of the Concert Choir and a vocal ensemble comprised of class participants. Prerequisite: MUS 101. Concurrent Music 150

#### 215. ADVANCED AURAL THEORY I (1 CREDIT HOUR)

Material of moderate to moderately difficult tonal and rhythmic content: sight singing; rhythm reading; melodic, harmonic, and rhythmic dictation; internal and chord identification; chord progressions; and related activities. Meets two hours weekly. Prerequisite: MUS 116.

#### 216. ADVANCED AURAL THEORY II (1 CREDIT HOUR)

Material of moderately difficult to difficult tonal and rhythmic content: sight singing; rhythmic reading; melodic, harmonic, and rhythmic dictation; interval and chord identification; chord progressions; and related activities. Meets two hours weekly. Prerequisite: MUS 215.

#### 305. WOODWINDS AND STRINGS: CLASS INSTRUCTION

#### (3 CREDIT HOURS)

A study of correct tone production, technical procedures, care of the various instruments, and an introduction to the appropriate literature for different grade levels.

#### 306. BRASS AND PERCUSSION INSTRUMENTS: CLASS INSTRUCTION (3 CREDIT HOURS)

A study of correct tone production, technical procedures, care of the various instruments, and an introduction to the appropriate literature for different grade levels.

#### 307. INSTRUMENTAL CONDUCTING (3 CREDIT HOURS)

Study of instrumental conducting techniques and problems: rehearsal and performance procedures, baton techniques, and development of musical interpretation. The practical aspects of conducting a

rehearsal and performance through the media of the Marching/Concert Band and instrumental ensembles comprised of class participants. Prerequisites: MUS 101 and 207.

#### 308. ELECTRONIC MUSIC PRODUCTION (3 CREDIT HOURS)

The course is designed to familiarize students with the basics of electronic music. Focus is on commercial music production and the creation of pieces of radio/TV commercials, short documentary films, and entertainment. Instruction in computer-based composition, sequencing, score preparation, and recording through the use of the current software. Arranged lab hours are required. Prerequisites: MUS 101 or 105 and C S 106 or permission of instructor.

#### 313. TEACHING MUSIC IN THE ELEMENTARY AND MIDDLE SCHOOLS (3 CREDIT HOURS)

Materials, techniques, and procedures for teaching vocal and instrumental music in the elementary and middle schools. Familiarization with Kodaly, Dalcroze, and Orff approaches, and utilization of classroom instruments such as recorder, piano, melody bells, autoharp, guitar, and percussion. Prerequisite: EDUC 316.

#### 314. TEACHING MUSIC IN THE MIDDLE AND SECONDARY SCHOOLS (3 CREDIT HOURS)

A unified and balanced approach to the study of music instruction at the middle and senior high school levels. Phases and problems of the choral and instrumental program, as well as the area of music education directed and influenced by the philosophy that music is a significant and integral part of man's intellectual and aesthetic growth. Prerequisite: EDUC 316.

#### 320. MUSIC TECHNOLOGY (3 CREDIT HOURS)

This course is an introduction to music technology. Students will become proficient in hardware and software associated with music, including CAI(computer-assisted instruction), synthesizers/samplers, composition/arranging, multi-media software, and MIDI (musical instrument digital interface). The course offers the aspiring musician many useful resources that will increase the mastery of basic musicianship, inspire and assist the creative process, and save valuable time in the execution of musical as well as non-musical tasks. Prerequisite: none

# Music Theory, History and Literature

#### 101. ELEMENTARY THEORY I (3 CREDIT HOURS)

A beginning course in music theory that includes the comprehensive study of the components of music: notation; scales, tonality; key, and modes; intervals and transposition; chords; cadences and nonharmonic tones; melodic organization; texture. The ability to read music and play an instrument or sing is required.

#### 102. ELEMENTARY THEORY II (3 CREDIT HOURS)

A **continuation** of the development of writing and analytical skills. This course includes the study of music structures and forms, binary and ternary, through style analysis; the specific language of dominant seventh chords; other seventh chords, secondary dominant chords, altered tones, and modulation. Prerequisite: MUS 101.

#### 104. AMERICAN MUSIC: A PANORAMA (3 CREDIT HOURS)

American music in the twentieth century is notable in its diversity. Composers, performers, and consumers are attracted to many media and many styles. This broad panorama or spectrum includes: orchestral music, chamber music, jazz music, rock music, church music, and varying types of folk music. The many faces of American Music will be heard, analyzed, and discussed.

#### 107. APPRECIATION OF MUSIC (3 CREDIT HOURS)

An introduction to music for the non-major through historical survey and the development of listening skills. The individuals in the class will expect to understand the basic elements of music in order to develop competence in the aural analysis of music. The development of music will be examined in the light of historical events, and will be integrated with developments in the other arts, literature, and the humanities.

#### 201. ADVANCED THEORY I (3 CREDIT HOURS)

A continuation and expansion of the elementary theory background by focusing on musical styles from the Renaissance to the 18th century. Includes more complex chords and analysis of musical procedures found in polyphonic compositions from the Renaissance and Baroque and procedures such as theme and variation, rondo, and sonata form found in homophonic compositions from the

classical era. Analytical, historical, and compositional perspectives are stressed for students' added insight into performance of their own musical repertoire. Prerequisites: MUS 102, 116

#### 202. ADVANCED THEORY II (3 CREDIT HOURS)

A continuation and expansion of MUS 201 by studying musical styles of the Romantic, Post-Romantic, Impressionistic, and Contemporary eras, focusing on harmonic devices which increase dissonance and chromaticism and lead ultimately to the end of tonality. Analytical, historical, and compositional perspectives continue to be stressed to increase the musical maturity and well-roundedness of the student. Prerequisite: MUS 201, 215.

#### 203. HISTORY AND LITERATURE OF MUSIC (3 CREDIT HOURS)

Historical survey of music history and literature from Antiquity through the Baroque. Emphasis is placed on the origin of the theories of music, the distinct role of the church, the development of forms, and the musicians responsible for the major developments in Western musical style. Prerequisite: MUS 102.

#### 204. HISTORY AND LITERATURE OF MUSIC (3 CREDIT HOURS)

A continuation of the historical survey of music history and literature spanning the periods referred to as Classical, Romantic, Impressionistic and Modern. A study of the larger forms and genres: sonata, concerto, symphony, song cycle, and opera, as they relate to their origin, historical development and performance practices. Research projects many be required in order to gain better insight into the great works of musical literature, past and present. Prerequisite: MUS 102, 203.

#### 205. JAZZ IMPROVISATION AND ARRANGING (3 CREDIT HOURS)

The functions of this course will be two-fold: (1) the exploration of various procedures and techniques in rhythmic and melodic improvisation as applied to the voice and other instruments; (2) the study of chord inversions, voice leading, and instrumental color in composing and arranging for the large and small jazz ensemble.

#### 221. SACRED VOCAL-CHORAL LITERATURE (3 CREDIT HOURS)

An overview of music literature for the church, with particular attention given to the more accessible literature of the last several centuries. Study of both solo and ensemble works and their historical functions in the worship service. Also involves some basic aspects of choral arranging and editing for performance.

#### 405. ORCHESTRATION AND ARRANGING (3 CREDIT HOURS)

Technical and scoring aspects of the various band and orchestra instruments, as they are employed in chamber and large ensembles. Special effects peculiar to each instrumental family will be discussed; and the special problems in transcribing from one medium to another will be analyzed. Projects will be performed by students in the class and other ensembles in the department. Prerequisite: MUS 102 or permission of instructor.

# Organizations and Ensembles

#### 130. COLLEGE SINGERS (1 CREDIT HOUR)

Select vocal ensemble of 14-20 voices. Repertoire ranges from Renaissance Madrigals through contemporary popular music, thus providing programs of great variety wherever the group appears. **Three class hours**. Prerequisites: Audition required, **concurrent** enrollment in a major ensemble.

#### 150. CONCERT CHOIR (1 CREDIT HOUR)

This organization offers the student the opportunity to learn concepts of ensemble singing and to study representative choral literature from all music priods. Some semesters will include work on a major choral work (cantata, oratorio, etc.) Open to all college students. **Three class hours.** 

#### 160. MARCHING BAND/FALL SEMESTER (1 CREDIT HOUR)

Open to all students at the College, music majors and non-music majors alike, in the Fall Semester to enhance the football program. The band program offers the student an opportunity to perform and study music in a variety of styles for performance at all home football games and at special invitational events and parades. Students may participate by playing musical instruments. Six class hours.

#### 161. SYMPHONIC BAND/SPRING SEMESTER (1 CREDIT HOUR)

Open to all students at the College, music majors and non-music majors alike, in the Spring Semester. The band program offers the student an opportunity to perform and study music in a variety of styles through the medium of a large wind band, including the standard repertoire for band and popular selections of the 20th century. Six class hours.

#### 170. JAZZ ENSEMBLE (1 CREDIT HOUR)

The performance of varying jazz styles, including swing, Latin, rock, popular, and other hybrid forms. An additional emphasis on stimulating creative improvisation and ensemble playing. **Three class hours.** Prerequisites: Audition required, **concurrent** enrollment in a major ensemble.

# **Applied Music**

#### 011, 012, 021, 022. APPLIED MUSIC (1 CREDIT HOUR)

Weekly arranged lessons with a specialist on the instrument that the student has chosen as a major or minor interest. Literature studies and performance requirements are assigned according to the degree of proficiency of the student. Prerequisite: Audition required.

#### 031, 032, 041, 042. ADVANCED APPLIED MUSIC (2 CREDIT HOURS)

Weekly arranged lessons in advanced applied music for students entering their junior and senior years. Literature studies and performance requirements are assigned by the instructor with the appropriate level of difficulty for the degree of proficiency of the student. Prerequisite: MUS 022.

# Secondary Piano

#### 110. ELEMENTARY PIANO CLASS (1 CREDIT HOUR)

Course designed for persons with little or no previous musical background. All major scales, simple melodies in all major keys, and simple chord structures are studied. **Two class hours.** 

#### 111. PIANO CLASS (1 CREDIT HOUR)

A **continuation** of the beginning piano class, which introduces the student to minor keys and chords, use of the sostenuto pedal, rhythmic and coordination techniques. **Two class hours.** Prerequisite: MUS 110.

#### 210. PIANO CLASS (1 CREDIT HOUR)

Introduces the student to the piano literature in **Classics to Moderns**, harmonization and inversion of chords to fit melodies, and simple transposition procedures. **Two class hours**. Prerequisite: MUS 111.

#### 211. PIANO CLASS (1 CREDIT HOUR)

A continuation into the piano literature from **Classics to Moderns**, more advanced harmonization and chording of melodies, and more advanced procedures of transposition and modulation. **Two class hours. Final examination is a Piano Proficiency Examination.** Prerequisite: MUS 210.

# Secondary Voice

#### 123. VOICE CLASS (1 CREDIT HOUR)

Basic instruction in proper vocal production, including breathing, phonation, resonance and diction; knowledge of physiology of the voice; and development of a basic repertoire. Designed for non-music and non-vocal music majors who read music. Prerequisite: Ability to read music.

#### 124. VOICE CLASS (1 CREDIT HOUR)

A continuation of Music 123; further instruction in vocal techniques including expansion of range and dynamic capabilities; and expansion of repertoire. Prerequisite: MUS 123 or demonstrated equivalence.

### Philosophy

#### (Philosophy courses are administered by the Sociology Department.)

#### 201. INTRODUCTION TO PHILOSOPHY (3 CREDIT HOURS)

Study of living issues in the field of philosophy.

#### 202. ETHICS (3 CREDIT HOURS)

A study of the principles of value and moral obligation.

#### 203. ANCIENT AND MEDIEVAL PHILOSOPHY OF THE WEST (3 CREDIT HOURS)

Historical consideration of ancient and medieval thinkers with special emphasis in Greek philosophy.

#### 204. MODERN PHILOSOPHY (3 CREDIT HOURS)

Representative thinkers of the modern period from Descartes to Kant. Prerequisite: PHIL 203.

#### 205. EXISTENTIALISM (3 CREDIT HOURS)

Existentialism in philosophy and literature and its meaning for contemporary society.

#### 220. PHILOSOPHY OF SCIENCE (3 CREDIT HOURS)

A survey of the major traditional and contemporary topics of science, its paradigms, assumptions, theories, laws, explanation, prediction, measurement, causality and limits, viewed from the perspectives epistemology, metaphysics, and ethics. Prerequisite: 30 credit hours.

#### 303. CONTEMPORARY PHILOSOPHY (3 CREDIT HOURS)

Types and problems of contemporary philosophy with special reference to idealism, realism, logical empiricism and marxism.

#### 308. WORLD RELIGIONS (3 CREDIT HOURS)

An overview of the world's major religions including Buddhism, Hinduism, Confucianism, Islam, Judaism, Christianity, and African and Native American religions. An examination of religious practices, historical development, doctrines, and world view. Emphasis is placed upon human problems, community and ethical issues, and relations to other religions and world affairs. Prerequisite: ENGL 102.

#### 310. LOGIC (3 CREDIT HOURS)

A study of the methods and principles of valid reasoning.

#### 316. INDEPENDENT STUDY IN PHILOSOPHY (1-3 CREDIT HOURS)

Independent study on special topics in Philosophy as determined by need and faculty availability. Prerequisites: PHIL 201,202 and 310.

#### 401. CLASSICAL POLITICAL THINKERS (3 CREDIT HOURS)

A critical analysis and tracing of influences of major political theorists from earliest time to the early modern period: from Plato through Hobbes. Cross-listed with Political Science 401. Prerequisites: PHIL 201 and ENGL 102.

#### 402. MODERN POLITICAL THINKERS (3 CREDIT HOURS)

A critical analysis and tracing of influences of the major political theorists from Hobbes, Locke or Rousseau through Lenin. Cross-listed with Political Science 402. Prerequisites: PHIL 201 and ENGL 102.

**Physics** 

#### 101. PHYSICAL SCIENCE SURVEY (3 CREDIT HOURS)

The objective of this course is to present to all students and to students who have not chosen their major an opportunity to survey the physical sciences.

#### 102. PHYSICAL SCIENCE SURVEY (3 CREDIT HOURS)

This course is designed to acquaint students with the earth sciences including geology, oceanography, meteorology and astronomy.

#### 103. ELEMENTS OF PHYSICAL SCIENCE (3 CREDIT HOURS; 4.5 CLASS HOURS)

This General Education course in the Natural Sciences focuses on the question, "What is science?" It uses laboratory work in topics chosen from physics and chemistry to deal with science and scientific information.

#### 106. GENERAL GEOLOGY (4 CREDIT HOURS)

Study of the history and structure of the earth, surface features of the earth, physiography of the United States, and topographic features of West Virginia. Two hours of lecture and one three-hour laboratory each week, plus one extended and several short field trips.

#### 110. WEATHER AND CLIMATE (3 CREDIT HOURS)

This introductory course examines the physical properties of the atmosphere, radiation heating and cooling, precipitation, clouds, weather disturbance, climate controls, map reading, and aviation weather.

#### 120. ASTRONOMY (3 CREDIT HOURS)

An overview of the development of astronomy. Material covers the earth, moon, planets, sun and other stars. Opportunities for celestial and solar observations are provided.

#### 121. ASTRONOMY LABORATORY (1 CREDIT HOUR)

Observation, computer simulation and other activities that illustrate the concepts covered in Physics 120, Introduction to Astronomy. Students must have access to a computer, email and FAX. Prerequisites: Must have completed or be enrolled in Physics 120, Astronomy.

#### 170. PHYSICS THROUGH PHOTOGRAPHY (3 CREDIT HOURS)

Photography will be used as an entrance into various areas of science. Laboratory, darkroom, and field experiences will explore how practical use is made of scientific knowledge.

#### 191. TECHNICAL PHYSICS (3 CREDIT HOURS)

Mechanics and properties of matter, heat, wave motion and sound. Topics are directly related to applied technology. Prerequisites: MATH 101 and 102 or permission of instructor.

#### 192. TECHNICAL PHYSICS (3 CREDIT HOURS)

Electricity and magnetism, optics, and modern physics. Topics are directly related to applied technology. Prerequisite: PHYS 191 or permission of instructor.

#### 199. SPECIAL PROBLEMS IN PHYSICS (1-3 CREDIT HOURS)

Independent work on a special problem with any member of the physics faculty. Prerequisites: Permission of the instructor and of the Dean of the School.

#### 201. GENERAL PHYSICS (4 CREDIT HOURS)

Mechanics and properties of matter, heat, wave motion, and sound. Prerequisites: MATH 101 and 102 or permission of the instructor.

#### 202. GENERAL PHYSICS (4 CREDIT HOURS)

Electricity and magnetism, optics, and modern physics. Prerequisite: PHYS 201 or permission of the instructor.

#### 203. GENERAL PHYSICS LABORATORY I (1 CREDIT HOUR)

Quantitative work in the laboratory to accompany PHYS 201. Two class hours each week. Prerequisite: Students must have completed or be registered for PHYS 191 or PHYS 201.

#### 204. GENERAL PHYSICS LABORATORY II (1 CREDIT HOUR)

Quantitative work in the laboratory to accompany PHYS 202. Two class hours each week. Prerequisite: Student must have completed or be registered for PHYS 191 or PHYS 202.

#### 209. ELEMENTARY RADIATION PHYSICS (3 CREDIT HOURS)

A study of fundamental modern physics emphasizing radioactivity, ionizing radiation, and the interaction of radiation with matter. Prerequisite: PHYS 202 or permission of instructor.

#### 231. PHYSICS FOR SCIENTISTS AND ENGINEERS (4 CREDIT HOURS)

A calculus-based study of mechanics, sound, heat and thermodynamics. Three hours lecture and three hours laboratory. Prerequisite: MATH 206 or permission of instructor.

#### 232. PHYSICS FOR SCIENTISTS AND ENGINEERS (4 CREDIT HOURS)

A calculus-based study of electricity and magnetism, light, optics and modern physics. Three hours lecture and three hours laboratory. Prerequisite: PHYS 231 or permission of instructor.

### 299. SPECIAL PROBLEMS IN PHYSICS (1-3 CREDIT HOURS)

Independent work on a special problem with any member of the physics faculty. Prerequisites: Permission of the instructor and the dean of the school.

### 311. A.C. - D.C. MEASUREMENTS (3 CREDIT HOURS)

Experience in measuring A.C. - D.C. voltages, current power, and capacitance. Introduction to and use will be made of photomultipliers, electronic counting devices, flip-flops, single amplifiers, photosensitive cells, and oscilloscopes. Prerequisites: PHYS 201 and 202.

### 332. BIOPHYSICS (3 CREDIT HOURS)

A study of sensory systems, nerves, physical microbiology, molecular biology, and the thermodynamics of transport systems from the physical principles involved. Prerequisites: PHYS 201, 202, CHEM 331, and MATH 206.

### 370. ADVANCED LABORATORY (2 CREDIT HOURS)

Scientific concepts relevant to photographic processes including direct positive, color and high contrast are explored and formulated into usable information. Experience is then provided in micro photographic applications. Prerequisite: PHYS 170 or permission of the instructor.

### 399. SPECIAL PROBLEMS IN PHYSICS (1-3 CREDIT HOURS)

Independent work on a special problem with any member of the physics faculty. Prerequisites: Permission of the instructor and of the Dean of the School.

### 410. ADVANCED LABORATORY (2 CREDIT HOURS)

Basic experimental techniques are developed and expanded through the performance and evaluation of several laboratory experiments drawn from optics, electricity and magnetism, and atomic and nuclear physics. Prerequisite: MATH 206 or the permission of the instructor.

### 499. SPECIAL PROBLEMS IN PHYSICS (1-3 CREDIT HOURS)

Independent work on a special problem with any member of the physics faculty. Prerequisites: Permission of the instructor and of the Dean of the School.

### Political Science

### 100. INTRODUCTION TO GOVERNMENT AND POLITICS (3 CREDIT HOURS)

Examination of the fundamental political and legal systems of national and international communities.

### 101. AMERICAN GOVERNMENT (3 CREDIT HOURS)

The organization and nature of the federal political system, with special emphasis placed on the U.S. Constitution. The role of non-governmental actors (political parties, interest groups, and the media) is also analyzed.

### 204. STATE AND LOCAL POLITICS (3 CREDIT HOURS)

Politics and policy at the state and local level in the American political system. Areas for study include constitutional, cultural, and financial constraints on state and local politics; community power structures; state legislatures; governors and other elected executives; and judicial institutions.

### 210. INTERNATIONAL RELATIONS (3 CREDIT HOURS)

An introduction to international politics in the late 20th century. The course covers historical developments altering power relationships among nation-states in foreign policy, the interaction of developed/developing nations, and problems confronting international organizations and transnational actors.

### 302. AMERICAN FOREIGN POLICY (3 CREDIT HOURS)

This course investigates the ideological and institutional setting of American foreign policy through a series of selected case studies. Emphasis is given to concepts and resources that enable students to understand foreign policy issues. Prerequisite: POSC 100 or permission of the instructor.

### 304. COMPARATIVE POLITICS (3 CREDIT HOURS)

A comparative analysis of the political culture, ideologies, processes, and institutions of the Russian Federation, Britain, France, Germany, Japan and China. This course should familiarize the student with the predominant influences on these particular political systems, and further develop the student's ability to assess the significance of the roles played by these major nation-states. Prerequisite: POSC 101.

### 305. THE AMERICAN CONGRESS (3 CREDIT HOURS)

An examination of the origin, organizations, operation, and political characteristics of Congress; focusing on problems of representation, leadership, relations with interest groups and other branches of government, and public policy formation. Prerequisite: POSC 100 or 101 or permission of the instructor.

### 306. THE AMERICAN PRESIDENCY (3 CREDIT HOURS)

An examination of the institution of the presidency, its functions, formal and informal relationships with other branches of government. The course also examines recurrent problems and limitations of the office. Emphasis is on the dynamics of the office: on the influence exerted by certain presidents, and on the impact of public opinion and the media. Prerequisite: POSC 101.

### 311. METHODOLOGY AND RESEARCH (3 CREDIT HOURS)

Introduction to the concepts and methods of social science research: the role of theory in research, forming hypotheses and questions, identifying variables, and gathering and analyzing statistical data. Emphasis will be on developing good writing skills and using computers for basic statistical evaluation. This course meets the requirements of CJ 315 and SOC 311. Prerequisite: Junior classification and a grade of C in ENGL 102 and PSYC 200.

### 312. APPLIED METHODOLOGY AND RESEARCH (3 CREDIT HOURS)

A practical opportunity to apply basic social science research methods. Students will review scientific approaches to social science research, design and execute a research project, and produce a professional quality report on the project. This course meets the requirements of SOC 312. Prerequisite: a grade of C in POSC 311.

### 319. LAW AND SOCIETY (3 CREDIT HOURS)

A study of law in a political and social context; the course examines the social functions of law, the political nature of lawmaking, various approaches to conceptualizing law, and the role of the legal profession in society. Prerequisites: a grade of C in ENGL 102 and POSC 101.

### 320. CONSTITUTIONAL LAW: GOVERNMENT POWERS (3 CREDIT HOURS)

A survey that begins with an introduction to principles of constitutional interpretation, followed by study of the politics of development in constitutional law concerning the powers and structure of government and the impact of the developments on political, economic, and social life. Prerequisite: a grade of C in POSC 319.

### 321. CONSTITUTIONAL LAW: CIVIL LIBERTIES (3 CREDIT HOURS)

This study begins with an introduction to principles of constitutional interpretation, then examines the politics of both the development and the impact of constitutional law addressing civil rights and civil liberties. Prerequisite: a grade of C in POSC 319.

### 399. SPECIAL TOPICS (1-3 CREDIT HOURS)

Independent work on a special topic or problem area with guidance from a member of the political science faculty. Prerequisite: Permission of the instructor.

### 400. SENIOR REVIEW (3 CREDIT HOURS)

This course provides a review of political science concepts and methods for seniors graduating with a major in the field. Seniors will be expected to review units covered in POSC 100, read a special set of readings for seniors alongside the course's regular assignments, teach one class of POSC 100, complete a senior research paper, and take a special final exam designed for seniors. Prerequisite: Senior standing and completion of all major core courses.

### 401. CLASSICAL POLITICAL THINKERS (3 CREDIT HOURS)

A critical analysis and tracing of influences of major political theorists from earliest time to the early modern period: from Plato through Hobbes. Cross-listed with Philosophy 401. Prerequisites: PHIL 201 and ENGL 102.

### 402. MODERN POLITICAL THINKERS (3 CREDIT HOURS)

A critical analysis and tracing of influences of the major political theorists from Hobbes, Locke or Rousseau through Lenin. Cross-listed with Philosophy 402. Prerequisites: PHIL 201 and ENGL 102.

### 403. ELECTORAL POLITICS (3 CREDIT HOURS)

Organization, functions, and practices of political parties in the United States; electoral problems, practical impact of the media, pressure groups, and current electoral legislation.

### 404. POLITICS AND RELIGION IN AMERICA

This course addresses the significant American policy ensure in which there is an intersection of religion and politics. It examines the role religion played in the formation of the Republic and investigates the secular nature of American government. Students will study the civil liberties that protect religious freedom from government interference and review the developments in constitutional law based on those liberties. The course will also consider religious organizations that act as interest groups and evaluate their influence on public policy.

### 405. POLITICS AND PUBLIC POLICY (3 CREDIT HOURS)

An analysis of the policy making process with emphasis on the various factors influencing the content and consequences of public policy and an examination of specific issues. Prerequisite: Permission of the instructor.

### 407. THE AMERICAN JUDICIAL SYSTEM (3 CREDIT HOURS)

This analysis of the political nature of the American judicial system will survey the organization and procedures of the federal and state court systems, the politics of judicial selection, the politics of the legal profession, and the implementation and impact of judicial policy-making. Prerequisite: a grade of C in POSC 319.

### 410. POLITICS OF THE THIRD WORLD (3 CREDIT HOURS)

An examination of the political institutions and processes in selected Third World countries, including, at the instructor's discretion: Latin America, the Middle East or the Far East. Prerequisite: Permission of the instructor.

### 415. ARAB MIDDLE EAST (3 CREDIT HOURS)

An analysis of Arab politics and culture in Egypt, Syria, Iraq, Jordan, Saudi Arabia and Lebanon. Emphasis is given to the Israeli-Palestinian conflict and its implications for the region. Prerequisite: POSC 210 or permission of instructor.

### 420. POLITICS OF RACE (3 CREDIT HOURS)

Analysis of racial politics in the United States, with special attention given to historical shaping of the political culture, the civil rights movement, electoral college and current controversies over racial elements implicit in public policies. Prerequisites: G ED 200 and POSC 101 or permission of instructor.

### 497. INTERNSHIP (1-3 CREDIT HOURS)

For political science majors who have been selected to participate in one of the various internship opportunities offered through the college. It may be taken for a maximum of three credit hours, unless it is the Judith Herndon Fellowship or Higher Education Fellowship for 12 credit hours, or some comparably competitive and demanding fellowship for a maximum of 6 credit hours.

# **Psychology**

### 151. GENERAL PSYCHOLOGY (3 CREDIT HOURS)

A general survey of principles, theories, and fields of psychology with emphasis on application. (Course is designed for the student who wishes to gain a greater understanding of human behavior, both adaptive and non-adaptive.)

### 175. PSYCHOLOGY AS A PROFESSION

An overview of psychology as an undergraduate major, as well as an introduction to post-baccalaureate educational and career opportunities in the field. Prerequisite: Psyc 151, Eligibility for ENG 101.

### 200. STATISTICS FOR THE SOCIAL SCIENCES (4 CREDIT HOURS)

A basic course designed to teach the major statistical concepts, procedures, techniques, and interpretations to beginning students in the behavioral sciences. Emphasis is on application rather than theory. Prerequisite: Completion of MATH 100 or BS 104.

### 205. EXPERIMENTAL PSYCHOLOGY (4 CREDIT HOURS)

This course includes an intensive study of the use of experimental methods in psychology. Additional topics include ethics, effective library utilization, professional writing and oral presentations. Students devise individual research projects to develop necessary skills in these areas. Prerequisite: PSYC 151 and 200.

### 207. PSYCHOLOGICAL ADJUSTMENT (3 CREDIT HOURS)

Dynamics, development and problems of human adjustment with emphasis on the normal personality. Prerequisite: PSYC 151.

### 215. COMMUNITY MENTAL HEALTH (3 CREDIT HOURS)

Introduction to the concepts of mental health and primary prevention with emphasis on the effect of social systems on mental health and performance. Prerequisites: PSYC 151 or permission of the instructor.

### 245. SEX ROLES (3 CREDIT HOURS)

This course examines sex roles from a gender and psycho-social perspective. The major impact of sex roles and sex role expectations upon major areas of psycho-social functioning will be examined. Prerequisite: PSYC 151.

### 300. SOCIAL PSYCHOLOGY (3 CREDIT HOURS)

Survey of theories and evidence regarding social influences on behavior. Prerequisite: PSYC 151.

### 301. TESTS AND MEASUREMENTS (3 CREDIT HOURS)

Theory of psychological testing: Emphasis on statistics of test construction, reliability and validity. Includes a critical evaluation of the more common intelligence, achievement, aptitude, interest, and personality tests. Prerequisites: PSYC 205.

### 303. PHYSIOLOGICAL PSYCHOLOGY (3 CREDIT HOURS)

A study of the physiological and neuroanatomical mechanisms underlying human behavior. Prerequisite: PSYC 205 or permission of the instructor.

### 305. INTERMEDIATE BEHAVIORAL STATISTICS (3 CREDIT HOURS)

Data analysis procedures and multivariate research design. Topics include analysis of variance, multiple regression analysis, simple discriminant function, factor analysis and computer application. Prerequisites: PSYC 200 and permission of the instructor.

### 308. PSYCHOLOGY OF HUMAN DIFFERENCES (3 CREDIT HOURS)

The study of age, sex, and environmental influences on individual differences. The course will also cover research and theory dealing with the interactions of genes and environment in the development of individual differences. Prerequisites: PSYC 151 and 200.

### 309. MOTIVATION AND EMOTIONS (3 CREDIT HOURS)

Classical and contemporary theories of motivation and emotion. Includes investigation of basic human biological, social and affiliative motives, and the relationship of those motives to emotional states. Prerequisite: PSYC 205 or permission of the instructor.

### 310. LEARNING AND MEMORY (3 CREDIT HOURS)

This course involves an examination of the basic principles of learning theory and the nature, structure, and processes of human memory. Prerequisite: PSYC 205 or permission of the instructor.

### 312. INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY (3 CREDIT HOURS)

This course involves the application of psychological principles, particularly of systems and organizations, to behavior in industrial, business and managerial environments. Prerequisites: PSYC 151, 200 and junior standing or permission of instructor. (Formerly PSYC 208)

### 315. HISTORY AND SYSTEMS OF PSYCHOLOGY (3 CREDIT HOURS)

A review of the history of psychology, including a survey of the philosophical and scientific antecedents of contemporary psychology. Prerequisite: Junior or senior standing.

### 320. SENSATION AND PERCEPTION (3 CREDIT HOURS)

This course includes an examination of the structure and function of the major sensory systems and their relationship to basic and complex perceptual processes. Prerequisite: PSYC 205.

### 321-322. SPECIAL PROBLEMS IN PSYCHOLOGY (1-3 CREDIT HOURS)

Independent work on a special problem with any member of the psychology faculty. For majors only. Prerequisites: Junior standing in psychology and permission of the instructor and chairperson of the department. (Maximum of 6 hours may be earned.).

### 325. COMPARATIVE BEHAVIOR (3 CREDIT HOURS)

A review of the various effects of evolution, structure and physiology on both innate and learned aspects of animal and human behavior. Prerequisite: Permission of instructor.

### 330. SPECIAL TOPIC SEMINAR (1-3 CREDIT HOURS)

Seminars on special topics of psychological interest will be provided for majors and non-majors, as determined by need and availability of staff. Topics will include titles such as **The Psychology of Women, Parapsychology, Human Sexual Behavior, Race Differences, Psychology of Aggression, Humanistic Psychology, Behavior Modification, and Psychology for Criminal Justice majors.** Prerequisites: Junior or senior standing and permission of the instructor.

### 335. ABNORMAL PSYCHOLOGY (3 CREDIT HOURS)

This course is a study of the etiology, classification and treatments of abnormal behavior. Prerequisites: PSYC 151 and permission of the instructor.

### 340. CLINICAL PSYCHOLOGY (3 CREDIT HOURS)

Course is designed to introduce the students to the concepts, methods, and profession of Clinical Psychology. Focus is on maladaptive behavior, assessment and diagnostic techniques and methods of therapeutic intervention. Prerequisites: PSYC 151, PSYC 335 permission of instructor.

### 398. FIELD EXPERIENCE IN PSYCHOLOGY (1-3 CREDIT HOURS)

Placement of qualified upper level students in local agencies/organizations in order to gain supervised experience in an applied setting. Students will incorporate and integrate knowledge and skills obtained in course work into real world situations. May be repeated to a maximum of 6 credit hours. Prerequisites: 75 hours earned, with a minimum of 15 credit hours in psychology; PSYC 335 or 340; minimum cumulative GPA of 2.75; permission of instructor; permission of department chair.

### 401. PSYCHOLOGY OF PERSONALITY (3 CREDIT HOURS)

The study of classical and contemporary theories of personality including relevant research. Prerequisites: PSYC 151 and junior standing or permission of the instructor.

### 411. DEVELOPMENTAL PSYCHOLOGY (3 CREDIT HOURS)

An examination of the major theories, research and methods of developmental psychology. Prerequisites: PSYC 151 and 200.

### 412. SENIOR SEMINAR (3 CREDIT HOURS)

A capstone course designed to prepare psychology majors for employment and/or graduate training in the discipline. Emphasis is on the skills which are essential to the practice of psychology, such as written and verbal communication, library utilization, and expansion of knowledge base. Assignments include completion of a written senior thesis, oral defense of same, and a comprehensive exam based on course already completed. Prerequisite: PSYC 151, 200, 205, 315, and senior standing.

### Social Science

### 399. SPECIAL TOPICS (1-3 CREDIT HOURS)

Televised courses or other courses designed for special purposes. (Course is administered by the History Department.)

### Social Work

### 131. INTRODUCTION TO SOCIAL WORK (3 CREDIT HOURS)

A study of the profession of social work: its history and role in the institution of social welfare. Examines the wide variety of problems social workers confront, the diverse clients they serve, the places they work, the knowledge and skills they use, the social programs they carry out and the philosophy and values they hold. Career opportunities in the profession are explored. Course entails volunteer experience in a social service agency. Open to non-majors.

### 200. THEORIES OF POVERTY (3 CREDIT HOURS)

A study of factors and theories associated with poverty in America. Presents a historical survey of responses to poverty issues and problems, including the institution of public welfare. Examines preconceived beliefs about poverty and presents alternative ways of considering poverty and designing interventions. Open to non-majors.

### 202. CULTURAL ASPECTS (3 CREDIT HOURS)

A study of the impact of cultural and ethnic diversity on human development and functioning in society. Presents models and theoretical frameworks useful for engaging, assessing and providing social services to members of varied cultures in a multicultural environment. Open to non-majors.

### 205. COMMUNITY SERVICES (3 CREDIT HOURS)

A study of public and private community agencies: their functions, policies, eligibility requirements and services. Students will learn about community resources and the rules and regulations which govern the provision of services, with an emphasis on the referral process and care management. Open to non-majors.

### 210. CHILDREN AND FAMILY SERVICES (3 CREDIT HOURS)

A study of the historical, theoretical, political and practical issues involved in the provision of services to children and their families. Course focuses on services and methods used to promote the positive development of children, as well as confront problems experienced by families. Assessment of child abuse, foster care placement, adoption services and parenting are explored. Open to non-majors.

### 245. HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT (3 CREDIT HOURS)

A study of the social, cultural, ethnic, biological and emotional aspects of adult growth and development. Family life cycles, group influences, gender issues and lifestyles are examined. Prerequisites: SOC 101, PSYC 151, BIOL 210, EDUC 201 or permission of instructor.

### 298. CURRENT ISSUES IN HUMAN SERVICES (3 CREDIT HOURS)

A study of current issues affecting the social work profession and the delivery of social services. Issues are determined by the interests of the students. Open to non-majors.

### 316. SOCIAL WORK PRACTICE I (3 CREDIT HOURS)

A study of the knowledge and skills needed for the development of effective helping relationships. Students will examine their own values as they learn interviewing and other intervention techniques used in social work practice. Prerequisites: admission to social work program, S WK 202 and 245 or permission of instructor.

### 330. SOCIAL WORK VALUES AND ETHICS (3 CREDIT HOURS)

A study of the values and ethics of the social work profession. The course uses the Code of Ethics of the National Association of Social Workers in studying ethical dilemmas faced by social work practioners. Prerequisite: S WK 131.

### 342. SOCIAL POLICY AND LEGISLATION (3 CREDIT HOURS)

A study of the historical, philosophical, judicial and practical issues involved in the development and enactment of social welfare policies. Introduces analytical methods for evaluating social welfare policies. The course explores the role of the legislative process in the enactment of social policies. Open to non-majors.

### 350. AGING: PROCESS AND SERVICES (3 CREDIT HOURS)

A study of the physiological, psychological and sociological changes that occur as people age. The course explores common myths and stereotypes surrounding aging and highlights national and local services to the elderly. Open to non-majors.

### 399. SPECIAL TOPICS (1-3 CREDIT HOURS)

An upper division course for a topic of special current interest, including televised courses. Prerequisite: As stated for each offering.

### 400. METHODS OF SOCIAL WORK RESEARCH (3 CREDIT HOURS)

A study of the research principles and methodologies used in social work. Students learn to evaluate research studies useful for social work practice and to evaluate the effectiveness of their own practice interventions. Prerequisite or corequisite: PSYC 200.

### 403. SOCIAL WORK PRACTICE II (3 CREDIT HOURS)

A study of the principles of practice which guide the social worker in identifying problems, assessing situations, contracting with clients, planning interventions, evaluating outcomes and terminating services. The course helps students develop the analytical and interactional skills needed in working with individuals, families and groups. Field instruction. To be taken concurrently with S WK 404. Prerequisite: S WK 316.

### 404. FIELD INSTRUCTION (6 CREDIT HOURS)

This course integrates classroom theory and practice by placing students for 240 hours in an approved social service agency where they provide direct social work services under the supervision of a qualified field instructor to individuals, families and groups. Participation in a weekly seminar and concurrent enrollment in S WK 403 required. Grading is Pass/Fail. Prerequisite: S WK 316.

### 405. SOCIAL WORK PRACTICE III (3 CREDIT HOURS)

A study of the impact of the organization and community on social work practice both as the context and focus of change. The knowledge and skills needed by the generalist practitioner in working with and within organizations and communities are explored. To prepare for beginning practice the student will also explore issues facing the new practitioner. To be taken concurrently with S WK 406. Prerequisite: S WK 403.

### 406. ADVANCED FIELD INSTRUCTION (6 CREDIT HOURS)

Students enrolled in this course are placed in an approved social service agency for 240 hours under the supervision of a qualified field instructor. The student will have increased responsibility for providing services. Emphasis will be upon service activities such as policy making, program development, networking, public relations, research and other indirect service provision. Participation in a weekly seminar and concurrent enrollment in S WK 405 are required. Grading is Pass/Fail. Prerequisite: S WK 404.

# Sociology

### 101. INTRODUCTION TO SOCIOLOGY (3 CREDIT HOURS)

A general survey of the discipline, its methods, basic concepts, and area of study. The course examines man's organization and institutional life, the social process of socialization, conflict and its resolution and social change.

### 102. SOCIAL NETWORKING (1 CREDIT HOUR)

A course designed to provide students opportunities to participate in social networking activities. Students will interact with students, faculty, and invited guests in discussion of topical issues, attend social meetings of academic interest, and take part in Sociology Club. May be repeated for a total of 3 credit hours. Prerequisite: SOC 101.

### 206. SOCIAL PROBLEMS (3 CREDIT HOURS)

Nature and meaning of social problems; the incidence and characteristics of selected social problems of major public interest; analysis of proposed solutions.

### 208. MINORITIES IN AMERICAN SOCIETY (3 CREDIT HOURS)

A study of race and ethnic relations from a comparative perspective. The course includes a strong American component with emphasis on the experiences of such minorities as African Americans, Hispanic Americans, and Asian Americans.

### 212. URBAN SOCIOLOGY (3 CREDIT HOURS)

Urban structure and ecology, particularly in light of the planning movement and urban populations, and the growth and development of urban communities. Emphasis is placed on conceptual frame of reference for the study of cities, types of social behavior in cities, influences of city life on personality, as well as urbanization from a world perspective.

### 230. CRIMINOLOGY (3 CREDIT HOURS)

This course focuses on the biological, psychological, and sociological theories of crime, provides definitions of crimes, and examines the types and extent of crime in the United States and other countries. Cross-listed with C J 230. Prerequisite: C J 101 or SOC 101.

### 270. CULTURAL ANTHROPOLOGY (3 CREDIT HOURS)

A comparative study of world cultures from the anthropological perspective including an emphasis on economic systems (from traditional to modern), social stratifications, gender roles, kinship relations, political organization, and religious and cultural values.

### 303. SEX, LOVE AND INTERPERSONAL RELATIONS IN MARRIAGE (3 CREDIT HOURS)

A course designed to study the patterns of sexual, love and inter-personal relationships expressed in American society and the marriage institution. Emphasis placed on changes occurring and emerging patterns. Cross-cultural comparisons are made.

## 305. BIRTH-DEATH-MIGRATION: A CROSS-CULTURAL STUDY OF POPULATION (3 CREDIT HOURS)

Birth, Death and Migration is a cross-cultural study of the world's population and those factors (social and biological) which create population growth and change over time. Prerequisite: SOC 101.

### 307. SOCIOLOGY OF RELIGION (3 CREDIT HOURS)

A study of the relationship of religion and society. The origins of religious institutions, structure, function, and role in change or stability of the social system.

### 308. WORLD RELIGIONS (3 CREDIT HOURS)

An overview of the world's major religions including Buddhism, Hinduism, Confucianism, Islam, Christianity, and African and Native American religions. An examination of religious practices, historical development, doctrines, and world views. Emphasis is placed upon human problems, community and ethical issues, and relations to other religions and world affairs. Cross-listed with PHIL 308. Prerequisite: ENGL 102.

### 309. HISTORY OF SOCIOLOGY (3 CREDIT HOURS)

The major writers and ideas that have shaped contemporary sociology are analyzed. Special attention will be given to the ways in which social structure affects social thought from ancient to present time as well as how social thought affects social structure. Prerequisite: SOC 101.

### 310. SOCIOLOGICAL THEORY (3 CREDIT HOURS)

The sociological theories of the 19th and 20th centuries are presented in their chronological order in regard to the schools and important thinkers. Attention is given to contemporary concepts, micromacro perspectives, the leading theories of functionalism, conflict theory, and social-psychological theories (from behaviorism to ethnomethodology) and theory structuring in the light of new empirical finding. Prerequisite: SOC 101.

### 311. METHODOLOGY AND RESEARCH (3 CREDIT HOURS)

Introduction to the concepts and methods of social science research: the role of theory in research, forming hypotheses and questions, identifying variables, and gathering and analyzing statistical data. Emphasis will be on developing good writing skills and using computers for basic statistical evaluation. This course meets the requirements of CJ 315 and POSC 311. Perequisite: Junior classification and a C grade in ENGL 102 and PSYC 200.

### 312. APPLIED METHODOLOGY AND RESEARCH (3 CREDIT HOURS)

A practical opportunity to apply basic social science research methods. Students will review scientific approaches to social science research, design and execute a research project, and produce a professional quality report on the project. This course meets the requirements of POSC 312. Prerequisite: SOC 311 or POSC 311.

### 316. INDEPENDENT STUDIES IN SOCIOLOGY (2-4 CREDIT HOURS)

Independent work on a special sociological program. Prerequisites: Sociology major of junior standing and permission of the chairperson of the department and the instructor involved. (May be taken for a maximum of eight hours.)

### 320. WOMEN, CHANGE AND SOCIETY (3 CREDIT HOURS)

A course designed to explain the major differences between a woman's and man's world historically and traditionally; woman's position from characteristics other than erotic and reproductive roles; women's role socially, economically, environmentally, occupationally through relationships other than physiological. Examines the interchangeability of female and male roles in society.

### 321. SOCIOLOGY OF HEALTH AND MEDICINE (3 CREDIT HOURS)

An introduction to the sociology of health and medicine. Emphasis is on the relationships between social factors and health. The course will survey both the theory and practice of medicine in its social setting. Prerequisite: SOC 101 or permission of instructor.

### 399. SPECIAL TOPICS (1-4 CREDIT HOURS)

Regular courses or seminars on special topics of sociological interest for majors and non-majors as determined by need and availability of staff.

### 406. SOCIAL STRATIFICATION (3 CREDIT HOURS)

A study of structured social inequality from the viewpoint of sociological theory and research. Social class theory, class consciousness, occupations and social mobility will be considered. Prerequisite: SOC 101 or permission of department chair and the instructor.

### 410. SOCIOLOGY FIELD EXPERIENCE (3-6 CREDIT HOURS)

Placement of sociology students in various community agencies for the purpose of helping them to integrate and test theories advanced in the classroom. Prerequisites: Junior standing, approval of

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the department chairperson and supervising instructor, and nine hours in sociology, including SOC 101. (May be taken for a maximum of six hours.)

### 420. SENIOR SEMINAR (3 CREDIT HOURS)

A systematic survey of sociological theory and a summary and analysis of sociology and its related fields with emphasis on their inter-relationships. (Should be taken in last semester of course work.) Prerequisites: 15 credit hours of elective sociology and six hours of required sociology courses including SOC 101.

### 444-42. APPALACHIAN CULTURE AND SOCIAL CHANGE (3 CREDIT HOURS)

A comparative sociological study of the rural culture of Southern Appalachia; the forces involved in shaping the culture and the changes occurring in the culture at the present time. Emphasis is placed on: (1) Defining and understanding cultural elements; i.e., mores, folkways, values, beliefs, laws, etc,; how these cultural elements function to create a social structure which persists over time. (2) Identifying and understanding the social systems and the function that culture plays in these systems; i.e., family, religion, education, social status (ranking) political community. (3) Identifying forces which are creating changes in the culture and related social systems and the consequences of changes on rural Appalachia. Prerequisite: 75 credit hours. (Upper division seminar.)

### 445. EGYPT - THE LAND OF ANCIENT KHEMET (3 CREDIT HOURS)

A travel course comprised of a diverse educational experience of Ancient Egypt, its middle eastern culture and the African culture of Nubia. The course, taught in the anthropological perspective, emphasizes the broad legacy of Ancient Egypt and its impact on western civilization and religion.





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# Directory

### **Board Of Governors**

Patricia McClure, Chair
Thomas D. Boston
Eric D. Coleman
Ronald Deurring
William B. Goode
Chris E. Jarrett
Patricia Kline
James Rowley
Sharon Suppa
Kandace Basham-Graley, Student Re

Kandace Basham-Graley, Student Representative

Sharon Banks, WVSC Classified Staff Representative

Patricia Shafer, Faculty Representative

CHANCELLOR ...... Michael Mullen

### **Presidents of West Virginia State University**

(Including West Virginia Colored Institute, West Virginia Collegiate Institute and West Virginia State University)

J. Edwin Campbell	1892-1894
John H. Hill	1894-1898
J. McHenry Jones	1898-1909
Byrd Prillerman	1909-1919
John W. Davis	1919-1953
William J. L. Wallace	1953-1973
Harold M. McNeill	1973-1981
Thomas W. Cole, Jr.	1982-1986
Hazo W. Carter. Jr	87-Present

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### **Major College Buildings**

**Canty House.** Erected as a private home by James M. Canty who was principal of the former Institute High School. Purchased by the College, it is located on campus and will house the Athletic offices and the Sports Hall of Fame.

**Campbell Conference Center.** Erected 1927. It was formerly known as the Home Economics Cottage. Named for J. Edwin Campbell who was President of the West Virginia Colored Institute, 1892-94. The Center is to be used for small gatherings and conferences.

Capitol Center. Located in downtown Charleston (123 Summers St.), the Capitol Center serves as an off-campus site for College classes, cultural activities (music and theatre), and continuing education programs. The Center consists of 6 classrooms and a fully equipped proscenium theatre. Formerly known as the Capitol Plaza Theatre (and Capitol Plaza Music Hall), the theatre was built in 1919 and is a renovated vaudeville and music house currently listed on the National Register of Historic Places.

**Thomas W. Cole, Jr., Complex.** Erected 1982. It is the location of offices of the Community and Technical College and a number of classrooms. It is the location for the Educational Network uplink and downlink facilities, studios and offices, Radio and TV production studios, and film lab. It also houses offices of Communications Department, Architectural Drafting, Computer Aided Drafting and Design, Electronics Engineering, and Office Administration. In addition, it is the location of the offices of Continuing Education and Community Service.

**Davis Fine Arts Building.** Erected in 1966. Named for Dr. John W. Davis, President of the College, 1919-1953. Home of the Fannin S. Belcher Theater, named for a Professor of Drama, 1930-1967, and the Della Brown Taylor Art Gallery, named in honor of a Professor of Art, 1960-1986. Also houses classrooms, studios and faculty offices for the Departments of Art, Communications and Music.

**Dawson Hall.** Erected 1918, renovated in 1976 and again in 1999. Named for William M. O. Dawson, Governor of West Virginia, 1905-09. It is a men's residence hall.

**Drain-Jordan Library.** Erected 1951 and renovated 1983. Named for Leaonead Drain, College librarian, 1927-1956, and for Lawrence V. Jordan, Professor of Education, 1934 to 1968.

**East Hall.** Erected 1895. Residence of the President of the College until 1973. Now occupied by the West Virginia State University Foundation and the WVSC Security Office.

**Ferguson-Lincoln Building.** Erected 1974. Named for Professors Daniel L. Ferguson and Daniel P. Lincoln who taught military education and gave preinduction training during World War II. Houses the Military Science and Reserve Officer Training Corps offices, and classrooms.

**Ferrell Hall.** Erected 1925 and renovated 1980. Named for Dr. Harrison H. Ferrell who was Academic Dean, 1936-1965. Also known as the Administration Building, it is the location of the offices of the President, Vice Presidents, and Director of Fiscal Affairs. The main auditorium is located here as are offices for Admissions, Registration, and Academic Affairs. Labs for Business Administration/English and English Skills are on the third floor as is The Office of Student Financial Assistance. The Foreign Language Lab and Human Resources Office are here as are a number of classrooms.

**Fleming Hall.** Erected in 1941. Named for Arthur B. Fleming, Governor of West Virginia, 1890 to 1893. It houses the gymnasium, swimming pool, weight room, also Athletic offices and offices for the Department of Health and Human Performance.

**Goldston Cafeteria.** Erected 1970. Named for Gwendolyn C. Goldston, Professor of Home Economics and Food Services Director, 1939 to 1970. Includes the cafeteria, banquet room and faculty dining room.

**Gore Hall.** Erected in 1927. Named for Howard M. Gore, Governor of West Virginia, 1925-29. Occupied as a men's residence hall.

**Hamblin Hall.** Erected 1953 and renovated 1987-89. Named for Adolph P. Hamblin, Professor of Biology, 1921 to 1966. Houses laboratories; classrooms; and offices for Biology, Chemistry, Physics, Nuclear Medicine, and the College computer center.

**Hill Hall.** Erected in 1936 and renovated in 1979. Named for John H. Hill, President, 1894-98; and was erected as a residence hall for women. This building now houses faculty offices for the Departments of Business Administration, Economics, English, Foreign Languages, History, Political Science and Sociology.

**Jones Hall.** This was a grade school building for black children before it became a College facility. It now is home for Printing Services, the National Center for Human Relations, and the Art Department's sculpture studios. Named for J. McHenry Jones, President, 1898 to 1909.

**Prillerman Hall.** Erected in 1936. Named for Byrd Prillerman, President of the College, 1901 to 1919. The building has apartments for occupancy by married students and single parents. The Health Center and Residence Life and Services are also located here.

**Sullivan Hall.** Erected in 1970. Named for Dr. Leon H. Sullivan, WVSC class of 1943, a nationally known clergyman, founder of Opportunities Industrialization Centers, civil rights leader, and conscience of American industry concerning apartheid in South Africa. One wing of the building is the residence hall for women. The offices of Student Affairs, Collegiate Support Services and Upward Bound are in the other wing.

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**Wallace Hall.** Erected in 1971. Named for Dr. William J. L. Wallace, President of the College, 1933 to 1968. The Computer Science and Mathematics laboratories are located here. While primarily a classroom building, it also houses faculty offices for the Departments of Education, Mathematics, Psychology and Social Work and the Career Services.

**Wilson College Union.** Erected in 1961. Named for James C. Wilson, WVSC class of 1947, who was Associate Professor of Physical Education, 1948 to 1967. The building includes the student lounge, game room, bowling lanes, Student Activities and Student Government offices.

### Other Facilities

**Faculty Homes.** A number of College-owned homes for faculty are located at the Kanawha River end of the campus. Older homes were designed by John C. Norman, a licensed architect and instructor of Building Construction. All the houses were erected by students in the Building Construction and related programs.

**Lakin Field.** The stadium, erected in 1970, and field for football, track and other field sports, is located near the river. The field is named for James S. Lakin, a West Virginia political leader who died in 1934. As a member of the State Board of Control from 1909 to 1933, he was deeply involved in College financing during its early decades.

**Water Tower.** Erected in 1897, the water tower was once part of the campus water distribution system. While no longer functional as a water tower, it is the College landmark. Lighted at night, it is visible twenty-four hours a day from Interstate 64 and State Route 25. While modes of travel have changed, the following description from the 1941-42 CATALOG is still true today, "The Tower Tank adorned with a college logo, rises majestically above the campus of West Virginia State University. A landmark for travelers by auto and train, by boat and plane, it is a symbol of the mission of the College in leading youth to acquire vision for service."

## University Faculty—2002-2004

**Note:** Date in parentheses immediately following the name indicates first year of employment at West Virginia State University. The second date indicates the year in which the highest degree was earned.

**Acker, Carol** (2002), Instructor of English. B.S. James Madison University; M.A. Pittsburgh State University, 1988.

**Addesa, Mark J.** (1978), Assistant Professor of Criminal Justice. B.S. Niagara University; M.S. Eastern Kentucky University, 1978.

Aden, Abdul (2004), Associate Librarian. B.S. Lincoln University; M.A. Indiana University of Pennsylvania; M.S.L.S. Indiana University of Pennsylvania (1996).

**Aheart, Andrew N.** (1948), Associate Professor of Mathematics. B.S. Virginia Union University; M.A. Harvard University, 1948.

**Akey, Wayne** (1990), Associate Professor of Mathematics, B.S. Purdue University; M.S. Western Reserve University; Ph.D. Ohio State University, 1991.

**Alderman, Timothy C.** (1986), Associate Professor of English. B.A. Duquesne University; M.A. Purdue University; Ph.D. Purdue University, 1982.

**Aleseyed, Cyrus M.** (2002), Associate Professor of Economics. B.S.B.A. Gilan College of Lahijan; M.B.A. Eastern New Mexico University; M.S. West Virginia University; Ph.D. West Virginia University, 1995.

**Anaporte, Jean** (1992), Professor of English. A.B. University of Michigan; M.F.A. Cornell University; D.A. State University of New York at Albany, 1986.

**Anderson, Debra M**. (1997), Instructor of Health and Human Performance. B.S. West Virginia State University; M.S. University of Tennessee, 1979.

**Anderson, Karen M.** (2002), Instructor of English. B.A. University of Iowa; M.L.S. University of California, Los Angeles; M.A. Marshall University, 2003.

**Anderson, Michael** (1995), Associate Professor of Mathematics. B.S. Michigan State University; M.S. Michigan State University; Ph.D. The Ohio State University, 1993.

**Armstrong, Sonya** (1999), Associate Professor of Mathematics. B.A. Bernard Baruch College, City University of New York; M.S. Johns Hopkins University; M.A. University of Rochester; Ph.D. University of Rochester, 1997.

**Bailey, Calvin L.** (1974), Assistant Professor of Education and Social Science. B.S. West Virginia State University; M.A. West Virginia College of Graduate Studies, 1974.

**Baker, Ronald D.** (1994), Professor of Mathematics. B.S. Central State University; Ph.D. The Ohio State University, 1975.

**Banks, Oree** (1977), Associate Professor of Health and Human Performance. B.S. Kansas State University; M.S. Kansas State University, 1960.

**Beller, Gerald E.** (1983), Professor of Political Science. B.A. University of Montana; M.Ph. Roosevelt University; M.A. Roosevelt University; Ph.D. University of Arizona, 1981.

**Blake, Kenneth W.** (1989), Assistant Professor of Criminal Justice. B.S. West Virginia State University; M.S. Marshall University, 1979; M.S. Marshall University, 1993.

**Boso**, Jr., Frank C. (1998), Associate Professor of Business Administration. B.S. West Virginia University; M.B.A. The Ohio State University, 1971.

**Boyd, Daniel N.** (1983), Assistant Professor of Communications. B.A. West Virginia University; M.A. University of Arkansas, 1981.

**Brannon, Esther** (2001), Instructor of Gerontology; R.N. St. Joseph's School of Nursing, R.B.A. West Virginia State University; M.S. Marshall University, 1992.

**Broughton, Robin** (1991), Associate Professor of Communications. B.S. Ohio University; M.A. Ohio University, Ph.D. Ohio University, 1999.

**Brown, Rita** (1996), Assistant Professor of Social Work. B.S.W. West Virginia State University; M.A. West Virginia College of Graduate Studies; M.S.W. West Virginia University, 1995.

**Brunstetter, Maude P.** (1982), Professor of Political Science. B.S. Columbia University; M.Phil. Columbia University; M.A. Columbia University; Ph.D. Columbia University, 1981.

**Buddipridaphan, Phatana** (1980), Associate Professor of Computer Science. B.S. West Virginia State University; M.A. Marshall University; M.S. West Virginia College of Graduate Studies, 1987.

**Campbell, Clyde P.** (1968), Associate Professor of Mathematics. B.S. West Virginia State University; M.S. Miami University, 1966; Ed.D. West Virginia University, 1994.

**Canterbury, Jay** (1999), Instructor of Health and Human Performance. B.S. University of Charleston; M.S. Radford University, 1997.

**Carney, J. Paige** (1996), Associate Professor of Education. B.A. University of South Carolina; M.Ed. Georgetown College; Ed.D. University of Kentucky, 1995.

**Cartwright, Tina J.** (2001), Instructor of Meteorology. B.A. West Virginia University; M.S. Florida State University, 1998.

**Chatfield, Mark** (1993), Associate Professor of Biology. B.S. Marshall University; M.S. Marshall University; Ph.D. Oregon State University, 1986.

**Clendenin, Paula.** (1993), Associate Professor of Art. B.F.A. West Virginia University; M.F.A. West Virginia University, 1975.

**Colella, Miriam** (2003), Assistant Professor of Biology. B.S. Central University of Venezuela; M.S. City University of New York; Ph.D. City University of New York, 1999.

**Combs, Judith** (1999), Instructor of Social Work. B.S.W. West Virginia State University; M.S.W. West Virginia University, 1994.

**Conner, Rebecca J.** (2003), Instructor of Modern Foreign Languages. B.A. University of Charleston; M.A. West Virginia College of Graduate Studies, 1985.

**Cooper, Arnold** (2001), Professor of History. B.S. West Chester University; M.A. Duke University; M.A. Pepperdine University; Ph.D. Iowa State University. 1983.

**Curry, W. Till** (1968), Assistant Professor of Communications. B.A. Morris Harvey College; M.A. Marshall University, 1963.

**Dalton, J. Truman** (1973), Professor of Music. B.A. Sioux Falls College; M.M. Indiana University; Ph.D. Indiana University, 1980.

**Dean, Bonnie** (1976), Professor of Biology. B.S. Morris Harvey College; M.S. Marshall University; Ph.D. University of Pittsburgh, 1977.

**Doss, Joy M.** (2003), Instructor of English. B.A. West Virginia State University; M.A. Marshall University Graduate College, 2003.

**Eich, Carol C.** (1967), Professor of Music. B.M. Oberlin Conservatory; M.M. Syracuse University; Ph.D. Syracuse University, 1971.

**Erlandson, Molly S.** (1989), Associate Professor of Art. B.F.A. Michigan State University; M.F.A. Michigan State University, 1989.

**Evans, Anna Marie** (1999), Professor of History. B.S. Florida A&M University; M.A. Florida A&M University; Ph.D. Iowa State University, 1990.

**Eya, Jonathan C.** (1999), Assistant Professor of Biology. B.Sc. University of Nigeria, Msukka; M.Sc. University of Nigeria, Msukka; Ph.D. Auburn University, 1997.

**Finney, Charlotte L.** (1965), Associate Professor of Business Studies and Program Director for Office Administration. B.S. West Virginia State University; M.A. Marshall University, 1965.

**Fisher, Jean M.** (2003), Assistant Librarian. B.A. Lock Haven University of Pennsylvania; M.L.S. Clarion University of Pennsylvania, 1994.

**Fletcher, Vernon R.** (1992), Associate Professor of Chemistry. B.S. University of California (Davis); Ph.D. University of Colorado, 1970.

**Flint, Gail A.** (1994), Professor of Criminal Justice. B.A. University of Southern Maine; M.A. State University of New York at Albany; Ph.D. State University of New York at Albany, 1989.

**Ford-Ahmed, Tee.** (1988), Professor of Communications. B.F.A. Art Institute of Chicago; M.A. New York University; Ph.D. Ohio University, 1995.

**Ford, Richard** (2001), Assistant Professor of Biology. B.A. Indiana University of Pennsylvania; B.S. Clarion University of Pennsylvania; M.S. Miami University (Ohio); Ph.D. Miami University (Ohio), 1993.

**Francis, Rebecca S.** (1979), Professor of Psychology. B.S. University of Dayton; M.S. University of Bridgeport; Ph.D. University of Tennessee, 1979.

**Frazier, Kitty B.** (1972), Associate Professor of English. B.A. West Virginia University; M.A. West Virginia University, 1968.

**Frey, Annette M.** (2001), Instructor of Foreign Languages. B.A. West Virginia University; M.A. West Virginia University, 1992. (2002-2003)

**Frye, Mary C.** (1989), Associate Professor of Modern Foreign Language. B.A. Fairmont State College; M.A. West Virginia University, 1972.

**Gendrich, Julia M.** (1999), Assistant Professor of Music. B.S. University of Illinois; M.S. University of Illinois, 1993. (2002-2003)

**Giardina, Denise** (1992), Assistant Professor of English. B.A. West Virginia Wesleyan College; M.Div. Virginia Theological Seminary, 1979.

**Gibney, Daniel J.** (2002), Assistant Professor of Business Administration. A.A. Jamestown Community College; B.S. Robert Morris College; M.B.A. West Virginia University, 1977.

**Giles, Charlotte E.** (1971), Professor of Music. B.A. Fisk University; M.M. Indiana University; D.M. Indiana University, 1970.

**Gilliland, Steven A.** (1986), Assistant Professor of Communications. B.A. University of Arkansas; M.A. University of Arkansas, 1981.

**Gobovic, Desa** (1994), Professor of Electronics Engineering Technology. B.Sc. University of Titograd; M.Sc. George Washington University; D.Sc. George Washington University, 1988.

**Goldberg, Edward C.** (1969), Associate Professor of Business Administration. B.S. University of Connecticut; J.D. West Virginia University, 1967.

**Greer, Gary K.** (1997), Assistant Professor of Biology. B.A. University of Northern Colorado; M.A. Humboldt State University; Ph.D., Ohio University, 1997. (2002-2003)

**Grider, Daryl** (1996), Assistant Professor of English. B.A. Eastern Montana College; B.S. Eastern Montana College; M.A. University of Nevada; Ph.D. University of Tennessee, 1980.

**Guetzloff, Thomas F.** (2000), Assistant Professor of Chemistry. B.S. St. Norbert College; Ph.D. South Dakota State College, 1996.

**Hall, Robert** (1990), Professor of Sociology. B.A. Trinity College; M. Div. Episcopal Divinity School; Ph.D. Drew University; M.A. University of Pittsburgh; Ph.D. University of Pittsburgh, 1986.

**Halstead, Carolyn** (1986), Associate Professor of Modern Foreign Languages. B.S. Kent State University; M.A. New York University, 1976.

**Harper, Katherine L.** (1987), Professor of Biology. B.S. West Virginia University; M.S. West Virginia University; Ph.D. West Virginia University, 1986.

**Harris, Robert T.** (1995), Associate Professor of Biology. B.S. Marshall University; M.S. Ohio University; Ph.D. Ohio University, 1992.

Harrison Jr., Robert L. (2002) Assistant Professor of Education. B.S. Bluefield State College; M.Ed. Kent State University; C.A.G. S. Virginia Tech; Ph.D. The American University, 1988.

**Hartstein, Arnold M.** (1975), Professor of English. B.A. Brooklyn College; M.A. The Ohio State University; Ph.D. The Ohio State University, 1981.

**Hastings, Donna S.** (1999), Instructor of Developmental English. B.A. West Virginia University; M.S. West Virginia College of Graduate Studies, 1977.

**Henry, Barbara A.** (1982), Associate Professor of English. B.A. Marshall University; M.A. West Virginia College of Graduate Studies; M.A. Marshall University; Ed.S. Appalachian State University, 1991.

**Higgins, George E.** (2000), Assistant Professor of Criminal Justice. B.A. Kentucky State University; M.P.A. University of Kentucky, 1996. Ph.D. Indiana University of Pennsylvania, 2001. (2002-2003)

**Hilgartner, Thomas** (1997), Instructor of English. B.A. Wittenberg University; M.A. University of Illinois, 1994.

**Hodges, John P.** (1984), Assistant Professor of Business Administration. B.S. West Virginia University; B.A. West Virginia University; B.A. Marshall University; M.P.A. West Virginia University, 1981.

**Horn, John M.** (1999), Professor of Military Science. B.S. University University of Southern Mississippi; M.S.A. Central Michigan University, 1999. (2002-2003)

**Horn, Mary** (2002), Assistant Librarian. B.A. Marshall University; M.L.S. University of Tennessee, 1984.

**Huber, David H.** (1999), Assistant Professor of Biology. B.S. Central Michigan University; M.S. Michigan State University; Ph.D. Michigan State University, 1996.

**Ingle, Ronnie D.** (2001), Assistant Professor of Music. B.A. Western Carolina University; M.M. Webster University; D.M.A. University at Greensboro, 2000.

**Islam, Mahmoodul** (1987), Associate Professor of Economics. B.A. University of Dacca; M.A. McMaster University; M.A. University of Dacca; Ph.D. Wayne State University, 1985.

**Japtok, Martin** (1996), Associate Professor of English. M.A. Johannes Gutenberg University; Ph.D. University of California at Davis, 1995.

**Jarrell, Donna C.** (1991), Assistant Professor of Merchandising and Management (Basic). B.S. West Virginia University; M.S. University of Delaware, M.B.A. Marshall University, 1999.

**Johnson, Carol** (1996), Associate Professor of English. B.S. Langston University; M.A. The Ohio State University; Ph.D. The Ohio State University, 1986.

**Kautz, Susan** (2001), Instructor, Developmental Math; B.S. syracuse University, B.S. West Virginia State University; M.A. Marshall University, 2001. (2002-2003)

**Keam, Paula D.** (2002), Associate Librarian. B.A. University of Kentucky; M.A.T. Seton Hall University; M.L.S. Indiana University, 1975. (2003)

**King, Patricia R.** (1996), Assistant Professor of Health and Human Performance. B.S. West Virginia State University; M.Ed. University of Central Oklahoma, 1989.

**Kreber, William** (1992), Associate Professor of Computer Aided Drafting and Design, B.S. Iowa State College; M.A. Civil Engineering University of Nebraska; M.S. Cornell University, 1967.

**Ladner, Barbara** (1991), Professor of English. B.A. Rice University; Ph.D. Yale University, 1987.

**Lantz, Clifford G.** (1997), Professor of Business Administration. B.A. Denison University; J.D. West Virginia University, 1960.(2002-2003)

**Lavoie, Sandra** (1994), Assistant Professor of Business Studies. B.S. West Virginia State University; M.A. Marshall University, 1985.

**Ledbetter, Charles T.** (1979), Professor of Education. B.A. Lincoln University; M.P.A. Golden Gate University; Ph.D. Kent State University, 1991.

**Levine, Jerry** (1993), Professor of Education. B.S. University of Maryland; M.S. Ed. University of Southern Maine; Ph.D. University of North Carolina, Greensboro, 1993.

**Levine, Phoebe** (1996), Associate Professor of Education. B.A. University of North Carolina at Chapel Hill; M.Ed. University of North Carolina at Greensboro; Ph.D. University of North Carolina at Greensboro, 1995.

**Lewis, Michael D.** (1989), Assistant Professor of Business Administration. B.B.A. Marshall University; M.B.A. Marshall University, 1989.

**Lidaka, Juris G.** (1988), Professor of English. Ph.D. Northern Illinois University, 1987.

**Liedl, Barbara** (2001), Assistant Professor of Biology. B.S. Purdue University; M.S. University of Minnesota; Ph.D. University of Minnesota, 1989. (2002-2003)

**Lovinski, Kim** (1986), Instructor of Developmental English. B.A. West Liberty State College; M.A. Bowling Green State University; M.A. Marshall University, 1984.

**Lucas**, **Lois** (1993), Assistant Professor of History. B.A. North Carolina Central University; M.A. North Carolina Central University, 1975.

**Magan, John R.** (1984), Associate Professor of Physics. B.S. Muhlenberg College; M.S. Lehigh University; Ph.D. Lehigh University, 1965.

**Maliche**, **Eleanor** (1967), Professor of Business Administration. B.A. Wayne State University; M.A. University of Michigan; Ph.D. University of Michigan, 1957.

**Marrash-Minnerly, Susan** (2001), Assistant Professor of Communications. B.A. Converse College; M.F.A. University of Virginia, 1981.

**Marshburn, Sandra H.** (1974), Associate Professor of English. B.A. University of Maryland; M.A. University of Maryland, 1972.

**Mayhugh, James E.** (1999), Assistant Professor of Chemistry. B.S. California Institute of Technology; Ph.D. University of Pittsburgh, 1997.

**McClure, Patricia L.** (1985), Associate Professor of English. A.B. Baldwin-Wallace College; M.A. Ohio University; M.A. West Virginia College of Graduate Studies, 1982. (2002-2003)

**McCoy, Paula M.** (2001), Assistant Professor of Psychology. B.A. West Virginia University; M.A. Marshall University; Ph.D. University of North Texas, 2001.

McGehee, C. Stuart (1994), Professor of History. B.A. University of Tennessee-Chattanooga; M.A. University of Virginia; Ph.D. University of Virginia, 1985.

**Miah, Mohammad Solaiman** (2002), Assistant Professor of Economics. B.A. Eastern Illinois University; M.S. University of Kentucky; Ph.D. Northern Illinois University, 2001.

**Mitiku, Abainesh** (1992), Professor of Business Administration. B.S. University of Colorado; M.B.A. University of Nairobi; D.B.A. U.S. International University, 1992.

**Mohan, Gopal** (1999), Associate Professor of Electronics Engineering. B.S. University of Madras; M.S. University of Arkansas, 1986. (2002-2003)

**Molnar, Sharon** (1998), Assistant Professor of Chemistry. B.A. College of St. Catherine's; Ph.D. Virginia Polytechnic Institute and State University, 1996.

**Moore, Mark T.** (2001), Assistant Profesor of Art. B.A. University of Charleston; M.A. Marshall University; M.F.A. West Virginia University, 2000.

**Muilenburg, Harry T.** (1967), Associate Professor of Health and Human Performance. A.B. College of Emporia; M.S. Indiana University; Ph.D. Walden University, 1977.

**Mutepa, Raphael M.** (2002), Assistant Professor of Social Work. B.A. National University of Zaire; M.A. Franciscan University of Steubenville: Ph.D. Virginia Commonwealth University, 2003.

**Naga, Sundar** (1992), Associate Professor of Chemistry. B.S. Madurai University; M.S. Madurai University; Ph.D. University of Maine, 1987.

**Nelson, George A.** (2003), Professor of Military Science. B.A. Southeastern College; M.Ed. St. Mary's College, 1997.

**Ngenge, Tayoba T.** (1986), Associate Professor of English. B.A. Wesleyan University; M.A. University of Nevada; Ph.D. University of Texas, 1986.

**Orr, Sandra** (1988), Assistant Professor of Education. B.S. Ed. University of Oklahoma; M.N.S. University of Oklahoma.

Øvrebø, Reidun (1992), Associate Professor of Art. Cand. Mag. University of Trondheim; Ph.D. Ohio University, 1993.

**Park, Tae Jin** (2003), Assistant Professor of History. B.A. Kyonggi University; M.A. State University of New York at Albany; Ph.D. West Virginia University, 2003.

**Pauley, Jr., C. Edman** (1982), Assistant Professor of Business Administration. B.S. West Virginia University; M.B.A. West Virginia University, 1974.

**Perdue, Charles W.** (1987), Professor of Psychology. B.A. Denison University; M.A. Princeton University; Ph.D. Princeton University, 1983.

**Peyton, Billy Joe** (2002), Assistant Professor of History. B.A. West Virginia University; M.A. West Virginia University; Ph.D. West Virginia University, 1999.

**Pinnick, Harold** (1997), Professor of Chemistry. B.S. Purdue University; Ph.D. Purdue University, 1972.

**Pleska, Cathy D.** (2000), Instructor of English. B.A. West Virginia State University; M.A. Marshall University Graduate College, 1998. (Fall 2002)

**Porter, Marc** (1998), Assistant Professor of Communications. B.A. Indiana University; M.F.A. Columbia University; Ph.D. Indiana University, 1986.

**Preece, John W.** (2003), Instructor of Business Administration. B.A. Marshall University; M.Ed. Marshall University, 1971. (Fall 2003)

**Preston, Leanna M.** (2000), Instructor of Developmental Mathematics. B.A. Duke University; M. S. University of Maine, 1987.

**Preston, William C**. (1998), Instructor of Architectural Drafting and Construction Technology. B.S. University of Cincinnati, 1967.

**Randall, Joan** (1991), Associate Professor of English. B.A. University of Texas; M.A. University of Rhode Island; Ph.D. University of Rhode Island, 1989.

**Reed, Jennifer D.** (2003), Instructor of English. B.A. West Virginia State University; M.A. Marshall University Graduate College; J.D. University of Cincinnati, 2001.

**Ressmeyer, Ellen H.** (1994), Associate Librarian. B.A. Lock Haven University; M.L.S., University of Tennessee, 1984.

**Richards, John** (1993), Associate Professor of Sociology. B.A. West Virginia State University; M.A. Ohio University; M.A. Ohio University, 1988.

**Ricketts, Melissa** (2001), Assistant Professor of Criminal Justice. B.S. Pennsylvania State University; M.A. Indiana University of Pennsylvania, 1997. (2002-2003)

**Robinson, Louis** (2002), Instructor of Paramedic Technology. A.A.S. West Virginia State University; B.S. Glenville State College, 1996. (2002-2003)

**Ruebush**, **J. Allen** (1999), Program Director and Associate Professor of Computer Science. B.A. Rutgers University; M.S. University of Kentucky, 1975.

**Ruhnke, Timothy R.** (1995), Associate Professor of Biology. B.S. University of Nebraska; M.S. University of Nebraska; Ph.D. University of Connecticut, 1993.

**Rust, George E.** (1991), Assistant Professor of Mathematics. B.S. Virginia Polytechnic Institute and State University; M.A. Hampton University, 1972.

**Samples, Roger D.** (2003), Assistant Professor of Education. B.S. West Virginia State University; M.A. Marshall University Graduate College, 2001.

**Sekabunga**, **Ernest J.** (1998), Assistant Professor of Chemistry. B.S. Makerere University; M.S. University of Manchester; Ph.D. Auburn University, 1997.

**Seyoum, Hailemichael M.** (2000), Associate Professor of Physics. B.S. University of Asmara (Eritrea); M.S. St. Bonaventure University; Ph.D. University of Cincinnati, 1982.

**Shafer, Charles** (2001), Instructor of Computer Science, B.A. West Virginia University; M.S. West Virginia College of Graduate Studies, 1988.

**Shafer, Patricia M.** (1980), Associate Professor of Business Administration. B.S. West Virginia State University; M.B.A. West Virginia College of Graduate Studies, 1975.

**Shomo, Michelle** (2002), Assistant Professor of Education. B.A. Marshall University; M.A. West Virginia University, 1984. (2002-2003)

**Skeens, Jack** (1992), Assistant Professor of Marketing. B.S. West Virginia Institute of Technology; M.B.A. Marshall University, 1974.

**Slankard, Cigdem** (2003), Assistant Professor of Communications. B.A. Bogazici University; M.F.A. Ohio University, 2002.

**Smith, Charles E.** (1994), Professor of Political Science. B.A. West Virginia State University; M.A. University of New Mexico; Ph.D. University of Kentucky, 1994.

**Snyder, W. Scott** (1979), Associate Professor of Health and Human Performance. B.S. Mars Hill College; M.P.H. University of Tennessee; Ed.D. University of Tennessee-Knoxville, 1993.

**Spaniol, G. Craig** (1985), Professor of Electronics Engineering Technology. B.S. West Virginia State University; M.S. Ohio University; Ph.D. Rensselaer Polytechnic Institute, 1973.

**Spencer, James L.** (1983), Professor of Psychology. B.A. Canisius College; M.A. The Ohio State University; Ph.D. The Ohio State University, 1984.

**Stringfellow, Catherine** (1996), Assistant Professor of Community Behavioral Health Technology. S.E.N. Stockport School of Nursing, U.K.; M.S. Boston University, 1990.

**Stroupe, Walter E.** (2003), Assistant Professor of Criminal Justice. B.S. West Virginia State University; M.S. Marshall University; Ed.D. Marshall University, 2003.

**Stuart, Terrence R.** (2003), Instructor of Information Technology. B.S. West Virginia University; B.S. West Virginia University, 2001.

**Sturgeon, Carolyn S.** (1996), Assistant Professor of English. B.A. Randolph-Macon Women's College; M.A. West Virginia Graduate College, 1994; Ph.D. Union Institute and University, 2002.

**Summers, Larry** (1996), Assistant Professor of Hospitality Management, B.A. Park College; M.S.M. University of West Virginia Graduate College, 1988.

**Taylor, Delores** (1974), Professor of Business Studies. B.S. Bluefield State College; M.Ed. Columbia University; M.A. Marshall University; Ph.D. Michigan State University, 1974.

**Thompson, L. O'Brien** (1974), Professor of Sociology. B.S. (Hons) University of London; M.A. University of Oregon; Ph.D. University of Oregon, 1975.

**Thorn, Arline R.** (1971), Professor of English. B.A. Marshall University; A.M. University of Illinois; Ph.D. University of Illinois, 1971.

**Thornton, Jerry R.** (1973), Assistant Professor of Business Administration. B.S. Marshall University; M.S. West Virginia University, 1970.

**Tillquist, Alan R.** (1998), Associate Professor of Business Administration. B.S. Hannibal LaGrange College; M.B.A. Southwest Missouri State College; D.B.A., Nova Southeastern University, 2002.

**Timmons, Beth** (2003), Instructor of Developmental Mathematics. B.S. Concord College; M.A. Marshall University, 1995.

**Vanderford, Brenda M.** (1966), Associate Professor of Music. B.M. Oberlin College; M.M. Northwestern University, 1965.

**Vandsburger, Etty** (2001), Assistant Professor of Social Work. B.S.W. Haifa University (Israel), M. S.W. Rutgers University; Ph.D. Virginia Commonwealth University School of Social Work, 2001. (2002-2003)

**Walker, Darin R.** (2003), Assistant Professor of Criminal Justice. B.S. Arizona State University; M.A. Fort Hays State University, 2000.

**Wallace, Elizabeth** (1994), Assistant Professor of English, B.A. West Virginia Wesleyan College; M.A. University of Illinois, Ph.D. Ohio Unversity, 2000.

**Walters, Melanie** (2000), Instructor of Humanities. B.A. Scarritt College; M.A. West Virginia University, 1976.

Wells, Deborah J. (1986), Associate Librarian. B.A. Marshall University; M.A. Marshall University; M.S.L.S. University of Kentucky, 1984.

**Whipkey, Judith A.** (2000), Instructor of College 101. B. S. West Virginia University; M.S. University of Maryland, 1985.

**Wiedeman, Michael.** (2003), Instructor of Paramedic Technology. R.B.A. West Virginia State University, 2003.

**Wiley, Ronald R.** (1966), Associate Librarian. B.A. University of Pittsburgh; M.S.L.S. University of Pittsburgh, 1963. (2002-2003)

**Wilson, Brenda** (2000), Associate Professor of Education. A.B. Catholic University; M.Ed. College of Graduate Studies; Ed.D. West Virginia University, 2000.

**Wilson, Christine A.** (2003), Instructor of Biology. B.S. University of Waterloo; M.S. University of Waterloo, 1980.

**Wilson, James D.** (1996), Assistant Professor of Nuclear Medicine Technology. R.B.A.West Virginia State University; M.S. Marshall University, 1994.

**Wilson, Patricia P.** (2003), Assistant Professor of Education. B.S. West Virginia State University; M.A. Marshall University, 1972.

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**Wohl, David** (1976), Professor of Communications. B.A. Clark University; M.A. University of Connecticut; Ph.D. Kent State University, 1988.

**Worrells, Edith** (1993), Assistant Professor of Accounting and Banking/Finance. A.A. Beckley College; B.S. Concord College; M.B.A. West Virginia Graduate College, 1988.

**Zaman, Naveed** (2000), Assistant Professor of Mathematics. B.S. Punjab University (Pakistan), M.S. and M.Phil. Quad-I-Azam University (Pakistan); Ph.D., University of Kentucky, 2000.

**Zhang, Xiaohong** (1996), Assistant Professor of Mathematics. B.S. Sichuan University; M.S. West Virginia University; Ph.D. Virginia Polytechnic Institute and State University, 1993.

# Administrators and Professional Non-Faculty

**Note:** Date in parentheses immediately following the name indicates first year of employment at West Virginia State University. The second date indicates year in which highest degree was earned.

**Ali, Ray** (2000), Associate Director of the Department of Educational Services and Life-long Learning. B.S. University of Pittsburgh Cooperative Extension Programs, M.A. University of Pittsburgh, 1998.

**Amos, Janet** (1980), WVSCTC Dean of Academic Affairs; two B.S. degrees from the University of North Dakota; M.A. West Virginia College of Graduate Studies, 1977, Ed.S. Appalachian State University, 1990.

**Banks, Sharon** (1990), Director, Office of New Student Programs. B.S. Tennessee State University; M.A. Salem-Teikyo University, 1994.

Barnes, Vicki (1976), Food Service Manager.

**Bennett, Janis** (1985), Director of Purchasing. B.S. West Virginia State University, 1979.

**Bentley-Colthart, Nicki** (2000), Grants & Contracts Specialist/Business Assistant. B.S., West Virginia University; M.S. West Virginia University, 1997.

**Blizzard, Mary** (1995), Director of Financial Aid. B.S. West Virginia State University, 1978.

**Byers, R. Charles** (1972), Vice President for Planning and Advancement. B.S. West Virginia State University; M.F.A. The Ohio State University, Ph.D. Kent State University, 1992.

**Cantrell, Danny R.** (1990), Project Evaluation Coordinator, Research and Development. A.S. Bluefield State College; B.A. Concord College; M.A. Marshall University, 1989.

**Carter, Hazo W. Jr.,** (1987), President. B.S. Tennessee State University; M.S. University of Illinois; Ed.D. George Peabody College for Teachers of Vanderbilt University, 1975.

**Cary, Barbara W.** (1989), Director, Student Support Services and Upward Bound. B.S. West Virginia State University; M.Ed. University of Pittsburgh, 1975.

**Casto, Bryce** (1996), Vice President of Student Affairs. B.S. West Virginia State University; M.S. Marshall University, 1987.

**Chatfield, Mark** (1993), Associate Director Agricultural Research Programs, Associate Professor of Biology. B.S. Marshall University; M.S. Marshall University; Ph.D. Oregon State University, 1986.

**Cline, Patricia** (1993), Special Events. B.A. University of Pittsburgh; M.A. Indiana University of Pennsylvania, 1989.

**Cooper, Arnold** (2001), Vice President for Academic Affairs. B.S. West Chester University; M.A. Pepperdine University; M.A. Duke University; Ph.D. Iowa State University, 1983.

**Cunningham, Clifford** (1998), Assistant Director, WVSCTC Center for Business and Industry Clearinghouse. B.S. West Virginia Institute of Technology; M.A. West Virginia University, 1969.

**Davis, Delories** (1990), Director of Child Development Center. B.S. West Virginia State University; M.S. West Virginia Graduate College, 1994.

**Davis, Mark E.** (1996), Interim Executive Director, Continuing Education and Community Service. B.A. West Virginia State University; M.A. West Virginia Graduate College, 1995.

**Dickinson, Patricia** (1993), Public and External Relations. B.A., University of Kentucky; M.A., University of Kentucky, 1972.

**Dillard, Brunetta** (1998), Business Manger, R&D Corporation. A.S., West Virginia State University; B.S., West Virginia State University, 2000.

**Epps, Gregory D.** (1989), Assistant Vice President for Administrative Affairs and Director of Support Services. B.S. West Virginia State University; M.S. West Virginia College of Graduate Studies; Ed.D., West Virginia University, 1995.

**Fertig, Anita L.** (1994), Community Resource and Economic Development Specialist ACEOP. B.S. Glenville State College; M.S.A. Central Michigan University, 1990.

**Flores, Gilbert** (1982), Director of Public Safety. B.A. West Virginia State University, 1987.

**Fuller, John L.** (1966), Director of Registration and Records. B.A. West Virginia State University; M.A. West Virginia College of Graduate Studies, Ph.D Kent State University, 1998.

**Fuller, Mark L.** (2001), Interim Director of Development. A.S. West Virginia State University, B.S. West Virginia State University (2000).

**Gouge, Kimberly** (2003), Family Education Extension Specialist. B.A. West Virginia University; M.A. Marshall University, 1998.

**Gresby, Don** (1976), Co-ordinator, Judicial Affairs/Special Programs. B.S. Bluefield State College; M.S. Longwood College, 1983.

**Grider, Daryl** (1996), Director, Center for Instructional Technology. B. A. Eastern Montana College; M.A. University of Nevada; Ph.D. University of Tennessee, 1980.

**Griffin, Ervin** (1989), President, WVSCTC. B.S. Bluefield State; M.S. Western Illinois University; C.A.G.S.E. Virginia Polytechnic Institute and State University; Ed. D. Virginia Polytechnic Institute and State University, 1980.

**Grooms, Veella** (2003), Executive Assistant to the WVSCTC President/Director of Institutional Effectiveness and Planning; B.A. Marshall; M.Ed. University of Pittsburgh, 2001.

**Hendrickson, John R.** (1984), Director of News Services. B.A. Marshall University; M.A. Marshall University, 1971.

**Holsclaw, Phyllis** (1985), Supervisor, Accounts Receivable. B.S. Marshall University; M.A. West Virginia College of Graduate Studies, 1987.

**Hunter, Donna L.** (1975), Associate Registrar. R.B.A. West Virginia State University; M.A. Marshall University Graduate College, 2002.

**Huston, Robert** (1996), Director of Computer Services. B.S. West Virginia University, 1973.

**Jones, Cornelious** (1968), Director of Housing. B.A. West Virginia State University, 1968.

**Judd, Philip H.** (1994), Director of Physical Facilities. B.S.M.E. Tennessee Technical University, 1962.

**Liedl, Barbara E.** (2003), Research Scientist. B.S. Purdue University; M.S. University of Minnesota; Ph.D. University of Minnesota, 1989.

Maharaj, Sandhya (1991), Director of Career Services. B.S. Appalachian State University; M.A. Appalachian State University; Ed.S. Appalachian State University, 1992.

**Miller, Jeffrey** (1992), Assistant Director Student Activities–Program Manager. B.S. West Virginia State University, 1994.

**McClure, Thomas** (1983), Peer Program Counselor. B.A. Marshall University; M.A. Rider College, 1973.

**McDaniel, Jr., Charles** (2001), WVSCTC Dean of Workforce and Economic Development; Program Director, Occupational Development; M.A. West Virgnia University, 1978.

McKee, John A. (1984), Senior Accountant. B.A. Marietta College, 1973.

**McMeans, Orlando** (1998), Dean and Director of Land grant Programs. B.S. Alabama A&M University; M.S. University of Illinois at Urbana-Champaign; Ph.D. University of Illinois at Urbana-Champaign.

**Montgomery, Bertlela** (1980), Transfer/Retention and Program Director, Associate in Arts and Associate in Science. B.S. West Virginia State University; M.A. West Virginia College of Graduate Studies, 1985.

Morris, Karen (2001), Research Associate. B.A., West Virginia State University, 1997.

**Murphy, Kevin** (1991), College Physician. B.A. Wittenburg University; D.O.M. Kirksville College of Osteopathic Medicine, 1978.

**Nielsen, Linda** (1988), Assistant Director, Continuing Education for Non-Credit Programs. B.S. Iowa State University; M.S. Iowa State University, 1972.

Obiozor, Kai (2000), Director of Sponsored Programs. B.A. University of Illinois, 1973.

**Oden, Joe Jr.** (1991), Interim Assistant Vice President of Student Affairs. B.S. West Virginia State University. M.A. Marshall University Graduate College, 1999.

**Parker, Robert F.** (1992), Executive Assistant to the President and Director of Athletics. B.S. Morris Harvey College. M.B.A. West Virginia College of Graduate Studies, 1995.

**Parrish, Carmen** (1985), Director of Budget and Accounting. B.S. West Virginia State University, 1983.

**Powers, Wendy** (2000) Director of Student Retention, B.A. Northern Illinois University; M. Ed., Drake University, 1994.

**Price**, **Garvey** (1989), Director of Educational Network. B.S. West Virginia State University, 1982.

**Recco, James** (1992), Director of WVSCTC Metro Area Agency on Aging. B.S., West Virginia Institute of Technology, 1961.

**Redd, Lynette A**. (1992), Director of Alumni Affairs. B.S. Mercy College, 1986. M.A. West Virginia Graduate College.

**Rogers, John M.** (1980, 1989), Counselor II Post-Secondary Disadvantaged Students. B.A. West Virginia State University. M.A. West Virginia Graduate College, 1974.

**Rowell, Barbara J.** (1988), Director of Human Resources. B.S. West Virginia State University, 1975.

Rowley, James (2000), Interim Executive Director of WVSC Foundation. A.B. West Virginia Wesleyan College; M.A. The Ohio State University; M.A. University of Kentucky; Ed.D. University of Kentucky, 1950; B.S.C. Ohio University; LL.D. West Virginia Wesleyan College, Alderson-Broaddus College, West Virginia Graduate College, West Virginia State University; L.H.D. West Virginia University, and Shepherd College.

**Seyedmonir, Mehdi** (2000), Director of Student Assessment Center. B.S. West Virginia State University; M.A. West Virginia University; Ph.D. West Virginia University, 2000.

**Sharma, R.N.** (1996), Director of Library Resources. B.A. University of Delhi; M.A. University of Delhi; M.L.S. North Texas State University; Ph.D. State University of New York at Buffalo, 1982.

**Smith, Lawrence J.** (1994), Director of Fiscal Affairs. B.A., West Virginia State University, 1985.

**St. Clair, Linda** (2002), Nutrition and Health Education Specialist. B.S. West Virginia University; M.S. West Virginia University, 1990. Registered Dietitian, Commission on Dietetic Registration; Licensed Dietitian, WV Board of Licensed Dietitians.

**Sturm, Pamela S.** (1987), Assistant Vice President for Planning and Advancement and Director of Institutional Research. B.S. Marshall University, 1982. M.A. Marshall University, 1993.

**Taylor, Gina** (2004), Youth Education Extension Specialist. B.A. Mary Baldwn College; M.A. Mary Baldwin College, 1995.

**Teeuwissen, John** (1992), Assistant Vice President for Academic Affairs and Director of Academic Services, B.A. Alma College; M.A. University of Pittsburgh; Ph.D. University of Michigan, 1973.

**Toledo, Kellie** (1993), Director of Collegiate Support and Counseling. B.A. Marshall University; M.A. Marshall University, 1993.

**Toledo, Ulises J.** (2000), Associate Dean and Director of Business and Finance, Land-Grant Programs. B.S. Universidad Autonoma Chapingo, Mexico; M.S. University of Illinois at Urbana-Champaign; M.B.A. University of Illinois at Urbana-Champaign.

**Tyson, Steve** (1998), Director of Graphic Communications. B.A., West Virginia State University, 1996.

**Walton, James** (1999), Project Administrative Assistant, B.S. West Virginia State University, 1981.

**Whyte, Cassandra B.** (1982), Vice President for Administrative Affairs. B.A. Fairmont State College; M.A. West Virginia University; Ed.D. West Virginia University, 1975.

**Williams, Joseph T.** (1999), Director of Printing Services, B.S. West Virginia State University, 1985.

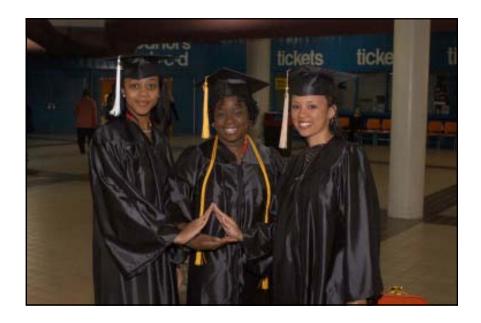
**Wiseman, Jack** (1998), Executive Director, WVSCTC Center for Business and Industry Clearinghouse. B.A. Morris Harvey; M.A. Marshall University, 1990.

Wood, Matthew (1985), Manager/Operator WV Educational Network.

**Woodrum, Bill** (2002), Associate Director of the Department of Community Resource and Economic Development. B.A. Marshall University; M.S. Ohio State University, 2001.

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# **Appendix**

# Title 133 Procedural Rule

# West Virginia Higher Education Policy Commission Series 25 Residency Classification For Admission And Fee Purposes

#### **SECTION I. General**

- 1.1. Scope Rule regarding residency classification of students for admission and fee purposes.
- 1.2. Authority W. Va. Code §§ 1813- 1-6, 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 131, 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 (2) 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 intitution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state

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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 (12) months of continued presence within the state prior to the date of registration: Provided, That such twelve (12) 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 (12) 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 drivers 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 selfsupporting, 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 (1) 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.

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#### **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 (1) 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 institutional student government association while the faculty representative(s) 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.



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