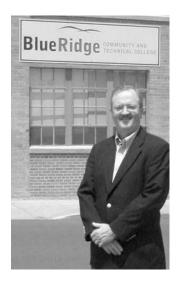# Message from the President

The faculty, staff, and students of Blue Ridge Community and Technical College have many things of which they can be proud. Every year, it seems, the college moves forward with incredible progress. This past year has proven to be another progressive year. We are placing students in record numbers in the job market, transferring associate degree completers to four-year colleges and universities, and building programs and facilities that will have a tremendous impact on our region for years to come.

Here are some of the major accomplishments of the college in the past year, and a brief look ahead:

We have started construction on our new building! Yes, the long awaited 55,000 square foot facility is under construction on 46 acres just west of exit 12 on Interstate 81. When completed in July of 2012, our building will house many student services, lots of new classrooms and labs, an internet café, a bookstore, administrative space, and new faculty offices. It will be a facility that will be our headquarters for many years to come.

Our enrollment growth was excellent and we topped 3800 students for the first time. When we look back at our humble beginnings, it is remarkable that we have grown so quickly. Our growth really does demonstrate that there was a need for a comprehensive community college in our region. And again, the quality of our faculty and staff and the ability of the college to place students in quality careers are two great reasons for our growth.

A major employer announced the opening of a large distribution center in Berkeley County. Macy's has begun construction of what may become the largest warehouse in West Virginia. Macy's has been increasing the growth of their internet sales and the warehouse will be a major support to increasing growth in that area of the business. Blue Ridge CTC will play a major role in educating Macy's employees.

Our students continue to achieve at very high levels. This year we have our first national winner in the Skills USA competition. Our nursing graduates continue to have a high pass rate on the NCLEX exam. Our Electric Distribution Technology students are being hired and going to work in a high wage, high demand occupation. Our Gaming Career Institute students have been hired in record numbers at Hollywood Casinos at Charles Town Races. The list goes on and on.

We also have another first. The Bruin Café opened in the spring and was highly successful in its premier. The Bruin provides unique chance to blend our culinary students with our Student Government Association in operating a small retail café. The food there is so good you can find me there on almost any day that they are open.

Opportunity abounds at Blue Ridge CTC. If you are looking for a quality education which affordable and which leads to a good career or transfer opportunity, I strongly urge you to consider us. Please contact our Enrollment Management Office to find out how you can enroll. You future could start here.

Thank you and best wishes for success in the 2011-2012 academic year!

Dr. Peter G. Checkovich, President

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Course Descriptions

General Information

Mission Statement

Blue Ridge Community and Technical College is dedicated to providing a diverse student population with collaborative programs and support services to improve the quality of life and promote economic development in its service area. Its quality academic programs are learner centered and focus on career entry, university transfer, developmental education, and workforce development.

Vision Statement

Blue Ridge Community and Technical College curriculum is integrated directly with the economic and workforce needs of the region. Programs of study are designed to meet the needs expressed by community members, advisory boards, employers, and workforce as reflected in on-going needs analysis of the region. Blue Ridge Community and Technical College faculty and staff continuously analyze and modify the curricula and programs to meet the educational needs of an increasingly complex and technological society. Blue Ridge Community and Technical College intends to meet the educational challenges of the 21st century and to provide quality educational experiences for the population of the Eastern Panhandle.

Policy of Nondiscrimination

Blue Ridge Community and Technical College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, sexual preference, religion, age, national origin, or disability. The College neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, sexual preference, national origin, or disability, as defined by applicable laws and regulations.

Blue Ridge Community and Technical College is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the ground of blindness or severely impaired vision; by 45 CFR 84, Subpart E, Section 84.42, and by Section 504 Rehabilitation Act of 1973, nor to deny admission on basis of handicap; by 45 CFR 90, 91 not to discriminate on basis of age; and by 45 CFR 86, Subpart C, Section 86.21, not to deny admission on basis of sex. By Title Vl of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the ground of race, color, or national origin. Blue Ridge Community and Technical College is an equal opportunity-affirmative action employer in compliance with Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Education Amendments of 1972), Section 504, Rehabilitation Act of 1973, American with Disabilities Act, and other applicable laws and regulations.

ADA Coordinator:
Director of Student Success
Blue Ridge Community and Technical College
400 West Stephen Street
Martinsburg, WV 25401
304.260.4380 ext 2104
jmcdougl@blueridgectc.edu

EEO Coordinator:
Vice President of Human Resources
and Administrative Services
Blue Ridge Community and Technical College
400 West Stephen Street
Martinsburg, WV 25401
304.260.4380 ext 2231
tholder@blueridgectc.edu

Academic Year

The academic year consists of two 15-week semesters offered in the fall and spring of each year. Additionally, a 10-week summer session is offered.

FALL 2011

Date	Day	Event	
8/19/2011	Fri	Add/Drop and Late Registration (Late Fee Applies), via BRIDGE - Consult Advisor	
8/22/2011	Mon	Classes Begin	
8/26/2011	Fri	Last Day to Add/Drop or Late Register via BRIDGE - Consult Advisor	
9/02/2011	Fri	Last Day to Change a Course from Credit to Pass/Fail Status	
9/05/2011	Mon	Labor Day - Holiday	
9/12/2011	Mon	Last Day to Change a Course from Credit to Audit Status	
10/7/2011	Fri	Last Day to Withdraw from First 8-weeks class - Consult Advisor	
10/10/2011	Mon	First Day of Mid-Term Exams	
10/15/2011	Sat	Last Day of Mid-Term Exams	
10/17/2011	Mon	Second 8-weeks classes begin	
10/17/2011	Mon	Mid-term Grades Due - 9:00 am	
10/24/2011	Mon	First Day of Academic Advisement for Continuing Students for Spring	
10/26/2011	Wed	Mid-term Grades Available on BRIDGE	
10/28/2011	Fri	Last Day to Apply for May Graduation	
10/31/2011	Mon	First Day of Spring semester BRIDGE Registration for Continuing Students	
11/18/2011	Fri	Last Day to Apply for a Certificate for December	
11/21/2011	Mon	First Day of Thanksgiving Recess	
11/27/2011	Sun	Last Day of Thanksgiving Recess	
12/09/2011	Fri	Last Day to Completely Withdraw from Full Semester and 2nd 8 week classes	Last Day of Classes
12/12/2011	Mon	First Day of Final Exams	
12/17/2011	Sat	Last Day of Final Exams	
12/19/2011	Mon	First Semester Grades Due 9:00 am - End of First Semester	
12/21/2011	Wed	Grades will be available via BRIDGE - Tentative	

SPRING 2012

Date	Day	Event	
1/13/2012	Fri	Add/Drop and Late Registration (Late Fee Applies) via BRIDGE - Consult Advisor	
1/17/2012	Tue	Classes Begin	
1/23/2012	Mon	Last Day to Add/Drop via BRIDGE – ends @ 11:00 pm	
1/30/2012	Mon	Last Day to Change a Course from Credit to Pass/Fail Status	
2/06/2012	Mon	Last Day to Change a Course from Credit to Audit Status	
3/02/2012	Fri	Last Day to Apply for August and December Graduation	
3/02/2012	Fri	Last Day to Withdraw from First 8-Weeks Class - Consult Advisor	
3/05/2012	Mon	First Day of Mid-term Exams	
3/10/2012	Sat	Last Day of Mid-term Exams	
3/12/2012	Mon	Mid-term Grades Due - 9:00 amFinal Grades Due for 1st 8 Week – 9:00 am	
3/12/2012	Mon	Second 8-week classes begin	
3/14/2012	Wed	Mid-term Grades Available on BRIDGE	
3/21/2012	Wed	First Day of Academic Advisement for Continuing Students for Fall	
4/02/2012	Mon	First Day of Summer semesters BRIDGE Registration for Continuing Students	
4/04/2012	Wed	First Day of Fall semester BRIDGE Registration for Continuing Students	
4/09/2012	Mon	First Day of Spring Recess	
4/15/2012	Sun	Last Day of Spring Recess	
4/27/2012	Fri	Last Day to Apply for a Certificate for May	
5/04/2012	Fri	Last Day to Completely Withdraw from Full Semester and 2nd 8 week classes	Last Day of Classes
5/07/2012	Mon	First Day of Final Exams	
5/12/2012	Sat	Last Day of Final Exams	
5/14/2012	Mon	Grades Due by 9:00 am via Bridge for Instructors	
5/16/2012	Wed	Grades will be available via BRIDGE—Tentative	
5/18/2012	Fri	Commencement	

SUMMER 2012 (SUBJECT TO CHANGE)

Date	Day	Event
5/25/2012	Fri	Late Registration Begins
5/28/2012	Mon	Memorial Day Holiday, Offices Closed
5/29/2012	Tue	Classes Begin
6/01/2012	Fri	Late Registration Ends
6/06/2012	Wed	Last Day to Change a Course from Credit to Pass/Fail Status
6/11/2012	Mon	Last Day to Change a Course from Credit to Audit Status
6/22/2012	Fri	Last Day to Withdraw from a First 5 Weeks Class
6/30/2012	Sat	First 5 Weeks Classes End
7/02/2012	Mon	Classes Begin for Second 5 Weeks Classes
7/02/2012	Mon	Grades due at 9:00 am for First 5 Weeks Classes
7/03/2012	Tue	Grades Available via BRIDGE for First 5 Weeks Classes
7/04/2012	Wed	Independence Day Holiday, Offices Closed
7/27/2012	Fri	Last Day to Withdraw from a Second 5 Week/10 Week Class
08/04/2012	Sat	Summer Classes End
8/06/2012	Mon	Grades due at 9:00 am
8/08/2012	Wed	Grades Available via BRIDGE - Tentative

Accreditation

In March 2005, CTC Shepherd was initially accredited for five years as an independent institution by The Higher Learning Commission (HLC) and is a member of the North Central Association (NCA). On July 1, 2006, CTC Shepherd officially became Blue Ridge Community and Technical College. Additionally, individual programs are accredited by their own respective organizations/accrediting bodies.

Blue Ridge Community and Technical College began an extensive self-study process in 2006 to prepare for the HLC comprehensive evaluation in October 2009. A significant part of the Self-Study effort is the preparation of a Self-Study Report which demonstrates that Blue Ridge CTC should be accredited. Blue Ridge CTC received ten year accreditation in Spring 2010.

The Higher Learning Commission (HLC) is an independent corporation and one of two Commission members of the North Central Association of Colleges and Schools (NCA), which was founded in 1895 as one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits, and thereby grants membership in the Commission and in the North Central Association, to degree-granting educational institutions in the North Central region: Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, and Wyoming. NCA contact information is as follows: (www.ncahlc.org, phone (312) 263-0456, or 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504).

History of the Blue Ridge Community and Technical College

Shepherd began offering 2-year programs in disciplines such as business in the 1960s. Officially, Shepherd Community College began in 1974 when the nursing department became the first official two-year program to be adopted by Shepherd. In 1989, the West Virginia State Board of Directors requested Shepherd to re-confirm its point of interest in operating a Community College. Dr. Pete Checkovich was chosen to become Dean of the Community and Technical College, he later was named Provost, and in 2004 became President of Community and Technical College of Shepherd (CTC Shepherd). CTC Shepherd was located on the basement floor of Gardiner Hall in Shepherdstown until August 2001. Meanwhile, the Martinsburg City Council contacted college officials about the possibility of bringing the Community and Technical College to Martinsburg. The City Council offered a grant for the college if it would relocate, and offered to help the college find a suitable location in Martinsburg. The site selected was the former Blue Ridge Outlets. Their offer along with the location of the building was presented to the West Virginia Higher Education Policy Commission in the fall of 2000 and the move to Martinsburg was approved. In June of 2001, renovation of the Berkeley Building of the former Blue Ridge Outlet Complex began. Classes began at the Community and Technical College on August 20, 2001. In early 2002, the Berkeley County Commissioners finalized the purchase of the Blue Ridge Outlets complex; negotiations resulted in the May 2003 relocation of the CTC Shepherd to the newly renovated Dunn Building. In March 2005, CTC Shepherd was accredited as an independent institution by The Higher Learning Commission and is a member of the North Central Association (NCA). On July 1, 2006, CTC Shepherd officially became Blue Ridge Community and Technical College.

History of the Martinsburg Campus

The buildings where the Community and Technical College is now located are over 110 years old. In 1890, Martinsburg had a population of 7,226 but it was the fourth largest city in West Virginia. Moving away from its roots as strictly an agricultural community, Martinsburg ushered in the industrial age when Interwoven came to town and built a mill. Interwoven, later known as Martinsburg Mills, was a textile manufacturing company. William Henry Crawford originally operated Interwoven with the help of Thomas Dunn. They were responsible for overseeing the performance of the Crawford Woolen Company and the Worsted and Cashmere Company. The woolen mills were in the buildings located to the south, and the cashmere mills to the north. Although the woolen mills only started out with 15 employees, Interwoven would soon be known worldwide as the largest manufacturer of men's hosiery.

Approximately 20 years later, the two companies failed primarily because of outdated machinery and insufficient capital. Crawford Woolen Mills was originally valued at $250,000. Due to the financial ruin, however, a small group of stockholders was able to purchase the mills for $27,200, which included land, buildings, and machinery. The company was renamed Berkeley Woolen Company. The Dunn Woolen Company was organized in 1914 after citizens of Martinsburg raised $35,000 to reorganize the old Martinsburg Worsted and Cashmere Company, under Thomas Dunn's leadership. The older equipment replaced with modern equipment that could produce newer textiles and fabrics enabled both Berkeley Woolen Company and Dunn Woolen Company to focus their efforts on meeting the needs of the United States and French army's as they engaged in World War I. Berkeley Woolen's efforts produced uniforms and overcoats. Berkeley's efforts earned the company sufficient resources to build additional buildings. During this time, the Dunn Woolen Company produced blanket material.

After the war, Mr. Dunn realized the importance of the growing market for automobile upholstery and made connections with all of the large motor vehicle companies. The Dunn Company gradually shifted from manufacturing suiting and blanket cloth material to auto upholstery cloth. By 1933 when Mr. Dunn passed away and his five sons took over the business, the plant was producing nothing else but auto upholstery for Ford, General Motors, and Chrysler vehicles. After 80 years of operation, the mills were eventually closed in 1970 due to the local community offering higher paying jobs than those traditionally found in the textile industry.

In 1984, the mills were renovated and turned into the Blue Ridge Outlet Center. It contained at least 50 stores. Some of them included Ralph Lauren Polo, Nautica, Corning, Levi's, Nine West, and other popular stores. In the mid to late 1990s, the Blue Ridge Outlet Center slowly lost many stores because they were moving to the Prime Outlets in Hagerstown. By April 2000, the Blue Ridge Outlets had shut down due to loss of business.

In July 2001, State Street Bank and Trust Company bought the Blue Ridge Outlet Center for $4.65 million at a foreclosure auction. Renovation of the Berkeley Building began almost immediately, and classes began at the Martinsburg location of Blue Ridge Community and Technical College on August 20, 2001. Local efforts to improve Blue Ridge Community and Technical College's facilities and meet the need for updated Berkeley County Administrative Offices came together in early 2002 when the Berkeley County Commissioners finalized the purchase of the Blue Ridge Outlets complex and negotiations with Blue Ridge Community and Technical College resulted in the May 2003 relocation of the college to the newly renovated Dunn Building.

Workforce Development

Blue Ridge Community and Technical College is a resource for employers in Berkeley, Morgan, and Jefferson Counties. Its academic educational programs, together with strong business and industry training programs have created a learning organization whose students and graduates are among the best-prepared citizens and workers in the state.

Blue Ridge Community and Technical College provides educational solutions to the emerging and incumbent workforce that includes customized training design and delivery, support industry certification, and improve the workplace performance of our customers. For additional information, please visit our website (www.blueridgectc.edu) or contact Ann Shipway at (304) 260-4380.

Campus Locations

Blue Ridge Community and Technical College main campus is located at 400 W. Stephen St. Martinsburg, West Virginia 25401, and the phone number is (304) 260-4380. Blue Ridge Community and Technical College administrative and faculty offices are at this location.

Technology Center of Blue Ridge Community and Technical College

Blue Ridge Community and Technical College opened its Technology Center in the Berkeley Business Park, located at 5550 Winchester Avenue, Martinsburg, WV 25405. The Tech Center held its ribbon cutting ceremony on June 18, 2008. Governor Joe Manchin, III gave the keynote address. This building was opened with a partnership of Allegheny Energy. The facility has an indoor and outdoor pole park, classrooms, and many office spaces. This site is approved by The Higher Learning Commission and the Department of Education. Please contact the College for more information.

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Admissions

Admission Requirements

Students seeking admission to Blue Ridge Community and Technical College as degree-seeking students must submit the following:

1. GED Scores or High School Transcripts
2. ACT/SAT/ACCUPLACER Scores *(Accuplacer is given to students without ACT/SAT scores; for cutoff scores to be placed in academic foundation classes, please review the Academic Support Services section of this catalog.)*
3. Transcripts
   a. High School
   b. Any other colleges attended

Admission to Limited Enrollment Programs

The following associate of science degree programs have additional requirements for admission into the program. For a detailed description of these requirements, refer to the specific program information provided later in this catalog.

1. Board of Governors A.A.S.
2. Emergency Medical Services
3. Nursing
4. PTA

Types of Enrollment

First time Freshmen
Students who have never attended a college or university before are classified as freshmen and must:

1. Complete application
   a. Pay the $25 application fee
   b. Provide official high school transcripts or GED scores
2. Complete separate Financial Aid paperwork (FAFSA) if interested in qualifying for Financial Aid
3. Complete Enrollment Reply Form upon notification of acceptance
4. Sign up for and attend an Orientation/Registration Session (included with acceptance letter)

Readmits
Students who have previously attended Blue Ridge Community and Technical College and would like to re-enroll are classified as readmitted students and must:

1. Complete application
   a. Pay the $25 application fee
   b. Check BRIDGE to make sure you have no holds from previous attendance on your academic record, holds or suspensions will prevent you from being admitted again

2. Complete separate Financial Aid paperwork (FAFSA) if interested in qualifying for Financial Aid

3. Sign up for and attend an Orientation/Registration Session (included with acceptance letter)

Students who have not been registered for one or two semesters (not including summer), can meet with their academic advisor to obtain their alternate pin number and register for courses without reapplying for admission. NOTE: This policy does not apply to students who have been suspended, attended another institution while not at BRCTC, or who have not been enrolled for longer than two semesters.

Transfers

Students who have previously attended any other college (s) or university (ies) are classified as transfer students. Students with less than a 2.0 GPA from other institutions will be placed in the Academic Recovery Program. Transfer students must:

1. Complete application
    a. Pay the $25 application fee
    b. Provide previous college transcripts
    c. Provide High School Transcripts (if out of high school less than 5 years)

2. Complete separate Financial Aid paperwork (FAFSA) if interested in qualifying for Financial Aid

3. Sign up for and attend an Orientation/Registration Session (included with acceptance letter)

For an associate's degree, a student must complete at least 24 credit hours of course work at Blue Ridge Community and Technical College. The last 12 hours of course work for an associate's degree must be completed at Blue Ridge Community and Technical College. For the Board of Governors Associate of Applied Science degree, a student must complete at least 12 credit hours at a regionally accredited institution and at least 3 credit hours at Blue Ridge Community and Technical College.

Transfer/Readmits

Students who have previously attended Blue Ridge Community and Technical College and then attended any other college (s) or university (ies) during their absence are considered transfer/readmit students. Students with less than a 2.0 GPA from other institution will be placed in the Academic Recovery Program. Transfer/Readmits must:

1. Complete application
    a. Pay the $25 application fee
    b. Provide official transcripts from schools attended during absence.

2. Complete separate Financial Aid paperwork (FAFSA)

3. Sign up for and attend an Orientation/Registration Session (included with acceptance letter)

For an associate's degree, a student must complete at least 24 credit hours of course work at Blue Ridge Community and Technical College. The last 12 hours of course work for an associate's degree must be completed at Blue Ridge Community and Technical College. For the Board of Governors Associate of Applied Science degree, a student must complete at least 12 credit hours at a regionally accredited institution and at least 3 credit hours at Blue Ridge Community and Technical College.

Non-Degree Seeking Student

Non-degree students are those who wish to take courses at Blue Ridge Community and Technical College but do not desire to enroll in any specific program or desire a degree.

*   Non-degree students are not eligible for Financial Aid.

*   Non-degree students are not assigned an advisor.

*   Steps to enroll:
    a. Complete the one page application (available in the Blue Ridge Community and Technical College Main Administrative Office or online at www.blueridgectc.edu)
    b. Submit ACT/SAT/ACCUPLACER scores for placement in Math, English, or Chemistry courses.
    c. Pay the required tuition fee upon registration.

High School Students

Students who are currently enrolled in high school and wish to take college level courses at Blue Ridge Community and Technical College are classified as high school students.

• Student must have at least a 2.0 high school GPA

• Students must have ACT/SAT/ACCUPLACER scores for placement in Math or English. For specific score requirements, please refer to the Academic Support Services section of this catalog.

• The total number of high school and college instructional hours in one semester is not to exceed 19.

• Steps to enroll:

   a. Complete the one-page special high school application (available in the Blue Ridge Community and Technical College Main Administrative Office or online at www.blueridgectc.edu)

   b. Submit ACT/SAT/ACCUPLACER scores for placement in Math or English courses.

   c. Submit current transcript of high school courses taken.

   d. Submit letter of recommendation from the guidance counselor or administrator.

   e. Pay the required tuition fee upon registration.

Academic Recovery Program

The Academic Recovery Program is designed for students who would like to reapply or transfer to Blue Ridge Community and Technical College but have a college/university G.P.A. that is less than 2.0.

1. Blue Ridge Community and Technical College will conditionally admit students with G.P.A.'s between 1.5 and 2.0. Students with less than a 1.5 may be admitted into this program on a case-by-case basis. The Admissions Office will assign students to this program.

2. Each Academic Recovery student will enter into a written understanding with Blue Ridge Community and Technical College that he/she will fulfill the following obligations and restrictions:

   a. An Academic Recovery student must maintain a 2.0 for each semester enrolled in Ridge Community and Technical College and take no more then 13 credits per semester.

   b. An Academic Recovery student will be enrolled in their choice degree program of Blue Ridge Community and Technical College until the student's overall G.P.A. has been raised to a minimum of 2.0.

   c. An Academic Recovery student will be assigned an academic secondary advisor who will monitor both the progress and adherence to the established guidelines of the student.

3. Failure to comply with any of the above requirements will result in suspension from both the Academic Recovery Program and Blue Ridge Community and Technical College.

4. The Program Specialist of the Office of Student Success will serve as primary advisor to all Academic Recovery Students.

College Credit for Military Service

Students who have completed basic training in military service may be granted a maximum of four-semester hours credit, which may be used to satisfy Liberal Arts physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the registrar. If the student was not in the Army or other service branch, that has basic training then Blue Ridge Community and Technical College will grant the same credit to individuals who present a certified copy of their DD-214 Form after completing a minimum of one year of active military service. Correspondence work completed at accredited institutions of higher learning cooperating with the Armed Forces Institute is accepted by colleges in West Virginia. The amount of credit allowed by the institution where credit was earned, however, must not exceed 28 semester hours.

Fee Waiver

Blue Ridge Community and Technical College recognizes the American College Test's or College Board's Application Fee Waiver Program for economically-disadvantaged students; the appropriate request for a fee waiver should be submitted by the high school guidance counselor with the admissions application form.

Advanced Placement Tests

To receive credit for Advanced Placement Tests, students must have the testing service send the AP results directly to Blue Ridge Community and Technical College.

Admission of Students with Disabilities

Some disabilities are considered a barrier to completion of admission into particular programs at Blue Ridge Community and Technical College. College officials desire to provide every possible accommodation to students with disabilities. To do this, however; college officials must have reasonable notice of the special accommodations required. Proper documentation from an established medical profession may be required. The Director of Student Success, along with the VP of Enrollment Management and the staff and faculty will develop a special needs program for those students whom are in need. Inquiries or requests should be directed to the Student Success office.

Orientation/Registration

Blue Ridge Community and Technical College Orientation/Registration is required for all incoming students.

1. Admitted students will receive an email with their acceptance letter indicating orientation/registration dates.

2. Prospective students who are seeking a degree and do not have ACT or SAT placement scores must contact the Office of Student Success to set up testing (prior to specified date of Orientation/Registration.)

3. Students contact Blue Ridge Community and Technical College (according to the instructions on the letter) and denote which date they will attend an Orientation/Registration Session.

4. Students attend their scheduled Orientation/Registration Session, meet with an Academic Advisor, register for classes for the upcoming semester, and make appropriate payment arrangements.

The purpose of the Blue Ridge Community and Technical College Orientation/Registration Session is to familiarize students with policies, procedures, online classes, campus services, and other academic and campus information. Fees and dates will be provided to the student during the acceptance process.

Admission of Students Who Have Been Home Schooled

Applicants for admission to Blue Ridge Community and Technical College who have been home schooled must submit scores for the General Educational Development (GED) Test to be considered for admission as freshmen. Applicants will be considered for admission if they attain a standard score of 40 (which is the state requirement for a high school diploma) on each of the five parts of the GED Test, and have an average standard score of 45 or above on the entire test. Copies of the applicant's home school transcript, Enhanced American College Test (ACT) or Re-centered Scholastic Aptitude Test (SAT) scores, and the GED Test scores must be sent by the testing center directly to an Admissions Counselor. Exceptions may be made on a case by case basis.

Classification for Residency for Admissions and Fee Purposes

General

The institutional officer designated by the President shall assign students enrolling in a West Virginia public institution of higher education a residency status for admission, tuition, and fee purposes. 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. If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended. The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

Residence Determined by Domicile

Domicile within the state means adoption of the state as a fixed permanent home and involves personal presence within the state with no intent on the part of the applicant or, in the case of the dependent student, the applicant's parent(s) to return to another state or county. 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 of fee payment purposes. West Virginia domicile may be established upon the completion of at least 12 months of continued presence within the state prior to the date of registration, provided that such 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 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, filling West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions should be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or on the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

Dependency Status

A dependent student is one who is listed as a dependent on the federal state income tax return of his or 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 or she lives or to whom he or 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. 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.

Change of Residence

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 or she has established domicile in West Virginia with the intention of making a 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 two above. 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.

Military

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 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 also shall be classified as in-state students for tuition and fee purposes. Persons assigned to full-time active military service in West Virginia and residing in 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.

Aliens

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 two, may be eligible for in-state residence 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 two. Any person holding a student or other temporary visa cannot be classified as an in-state student. Currently Blue Ridge Community and Technical College is not a SEVIS institution, we cannot accept students on an F-1 VISA.

Former Domicile

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

Appeal Process

The initial determination of residency classification by the registrar may be appealed to the institutional committee on residency appeals which is established by the President to receive and act on appeals of initial residency decisions. The decision of the institutional committee on residency appeals may be appealed to the president of the institution. The appeal shall end at the institutional level.

Academic Support Services

Academic Support Services offers a variety of services to assist students in achieving academic success. Located in the Office of Student Success in the D Wing, Academic Support Services provides a support staff of professional learning resource specialists in the areas of mathematics, writing composition, reading, and critical thinking skills. Services include Peer Tutoring, Early Alert, Academic Recovery, Peer Mentoring, and Retention.

Tutor Program

The Peer Tutor Program is a free service to students of Blue Ridge Community and Technical College. This is a self-serve program where a student makes a request for peer tutorial assistance by completing a Tutor Request Form, chooses a tutor from the Peer Tutor List, and contacts the tutor directly to set up a tutor session.

To become a peer tutor, a student must: be a student of Blue Ridge Community and Technical College; be registered for at least six hours; have a 2.4 cumulative GPA with a 3.0 in the subject for which the student wishes to tutor; and attend an in-service tutor training workshop conducted by the tutor coordinator. Students who wish to be tutors may also be recommended by faculty from that specific subject area. Students who have a background/education in a specialized course are urged to contact the tutor coordinator.

ACFN Mathematics Assistance Program

An ACFN mathematics assistance program is available to students taking ACFN math courses. Assistance is provided by student lab assistants specializing in usage of MyMathLab. Student lab assistants attend class lab sessions weekly to provide support. Sessions outside of class are available by appointment. Students seeking ACFN mathematics assistance are encouraged to talk with the Developmental Mathematics Coordinator, located in the Academic Support Center.

Writing Assistance Program

A writing assistance program is available to all students who need help writing. Peer tutors work with students during all steps of the writing process from brainstorming to final editing. Writing tutors are recommended by professors. Sessions may be available by appointment, but walk-ins are also welcome.

Early Alert Program

Early Alert is a collaborative effort between faculty and the Office of Student Success Center staff to reach students who are academically at risk during the first few weeks of the fall and spring semesters. Faculty are asked to identify and refer students who have demonstrated poor academic progress for any number of reasons. The student can be put on course by meeting with the Student Success Counselor and following a goal-oriented program. Tutoring, development of time management skills, meeting with the instructor, or developing better study skills are among steps that can be taken. This program is to help address academic problems or difficulties early in the semester so that a student can successfully complete the course.

How Early Alert Works:

1. Faculty refer students to the program.

2. The student is contacted and provided consultation.

3. The student is advised about ways to address the academic difficulties.

4. The student follow a "mapping for success" profile to achieve his/her academic goals.

Placement Testing/Assessment

Placement Testing/Assessment is a tool to determine a student's readiness for college level courses, specifically Reading, English, and Math. Students entering college for the first time without ACT or SAT scores should take placement testing/assessment in Reading, English, and Math prior to registering for a Reading, English or Math course or any course that has a Reading, English, or Math prerequisite.

BRCTC students have the option of taking the assessments on computer (Accuplacer) or paper and pencil (Asset). Accuplacer is untimed and does not have a set number of questions. Asset is timed and has a set number of questions.

Students who do not meet any of the Exemptions (see below) from placement testing/assessment will take the following four assessments:

1. Reading Comprehension – Determines if ACFN095 Developing College Reading Skills course is needed. A score of 79 or higher on Accuplacer and 36 or higher on Asset will Exempt students from taking this course.

2. Sentence Skills (Accuplacer) or Writing Skills (Asset) – Determines placement into ACFN010 Introduction to Critical Composition or English 101 Written English. A score of 88 or higher on Accuplacer and 38 or higher on Asset place students into English 101 Written English. All scores below place students into ACFN010 Introduction to Critical Composition.

3. Arithmetic (Accuplacer) or Numerical Skills (Asset) Test.

   AND

4. Elementary Algebra – The scores from BOTH assessments determine placement into ACFN065 Pre-Algebra, ACFN085 Basic Algebra or College Level Math using the following:

Subject	Course	Accuplacer	Asset
MATH	ACFN065 Pre-Algebra	78 on Arithmetic AND 79 on Elementary Algebra	38 on Numerical AND 36 on Elementary Algebra
	ACFN085 Basic Algebra	79-84 on Arithmetic AND 80-83 on Elementary Algebra	39 on Numerical AND 38 on Elementary Algebra
	College Level Math	85 on Arithmetic AND 84 on Elementary Algebra	40 on Numerical AND 40 on Elementary Algebra

Exemptions from Placement Testing/Assessment:

1. Students who already have a degree from an accredited college are exempt from placement assessment. (Official transcripts must be submitted to the Office of Admissions)

2. Students who have previously taken and received a passing grade in a college level English and Math course from an accredited college are exempt from placement assessment. (Official transcripts must be submitted to the Office of Admissions)

3. Students who have SAT or ACT scores (Official score report must be submitted to the Office of Admissions) may use them for placement into courses using the following:

Subject	Course	ACT	SAT
READING	ACFN095 Developing College Reading Skills	16 or Below	410 or Below
	Exempt From Reading Course	17 or Above	420 or Above
ENGLISH	ACFN010 Introduction to Critical Composition	17 or Below	440 or Below
	English 101 Written English	18 or Above	450 or Above
MATH	ACFN065 Pre-Algebra	17 or Below	420 or Below
	ACFN085 Basic Algebra	18	430-450
	College Level Math	19 or Above	460 or Above

4. Students who do not place into college level courses in any or only some subject areas have the option of taking the placement tests/assessments in only that subject area in an attempt to place into college level courses.

5. Students may choose not to take placement tests/assessments with the understanding that they must take all ACFN or Foundation courses. Another option is for students to take only one or two subject areas of the placement tests/assessments with the understanding that they must take all ACFN Foundation courses for the subjects which they did not test.

Academic Foundations Courses

Academic Foundations courses are designed to remediate students who do not meet college admission standards established by the WV Higher Education Policy Commission. The following courses focus on a concentrated developmental curriculum.

- ***Developmental Writing/ESL Program***
  The Academic Foundations Developmental Writing Program/ESL consists of ACFN 010, Introduction to Critical Composition and ENGL 100, English as a Second Language Transition. Composition and mechanical skills are emphasized as students learn to identify their strengths and weaknesses. A peer workshop format is emphasized, and tutors are available upon request. Completion of ACFN 010 provides the composition and usage skills necessary for success in subsequent composition courses. ACFN 010 is a non-credited course. ENGL 100 is a course designed to assist students for whom English is not their first language. This course is offered as an elective.

- ***Developmental Math Program***
  The Academic Foundations Developmental Mathematics Program is designed for students in basic mathematical, algebraic, and logical thinking skills necessary for the successful completion of college-level math courses. This program consists of two courses in developmental mathematics: ACFN 065 is a pre-algebra course; ACFN 085 is a basic algebra course. Student lab assistants are available to provide support and tutors are available upon request. These ACFN math courses are non-credited courses.

- ***Developmental Reading Program***
  The Academic Foundations Developmental Reading Program consists of ACFN 095, Developing College Reading Skills. This course focuses on vocabulary development and effective comprehension with emphasis on the application of these skills in college-level coursework. Tutors are available upon request. ACFN 095 is a non-credited course.

Attendance Policy for all ACFN Courses:

Required Attendance in Academic Foundations (ACFN) courses: Students are expected to attend **ALL** classes. In the absence of student/instructor communication, all nonattendance is assumed to be unexcused. During a regular, 16-week term, any student who accumulates two consecutive weeks of unexcused absence in a state mandated course will, **without notification**, be administratively withdrawn from that course exactly **ONE** week later unless the student contacts the instructor and provides documentation deeming the absences excused; during terms of other lengths, five consecutive class hours of unexcused absence will result in an administrative withdrawal exactly **TWO DAYS** later unless the student contacts the instructor and provides documentation deeming the absences excused. Should such an event transpire, it may have financial aid, insurance, and college enrollment repercussions. This institutional policy should be taken very seriously. Excused absences include the following: 1) death in the immediate family; 2) incapacitating illness or injury (not including any non-emergency doctors' appointments that could be scheduled at other times); 3) field trips required for other classes, intercollegiate competitions, or activities entailing official representation of Blue Ridge CTC; or 4) hazardous, weather-induced driving conditions. In the case of any absence, it is the student's responsibility to confer with the instructor about the absence and missed coursework. With regard to absences outside of the narrowly defined circumstances above, a student may discuss his or her individual circumstances with the instructor; however, the instructor's decision regarding the excused/unexcused nature of the absence will be final.

Scholarships and Financial Aid

Financial aid for Blue Ridge Community and Technical College students is part of Enrollment Management Services in the offices at 400 West Stephen Street in Martinsburg. To reach the office by phone, call (304) 260-4380 or visit the website at www.blueridgectc.edu/financial_aid. Current students can view and update financial aid status using BRIDGE.

Financial assistance is available based on scholastic achievement, special talents and abilities, and/or financial need. Awards are given for a period of one academic year, which begins in August, and students must apply for financial aid and/or scholarships each year. The following sections describe guidelines for application, financial aid programs, responsibilities of students and/or parents, and deadlines. More detailed information is available from the Financial Aid Office.

Application Process

Any student who wishes to apply for federal and/or state financial assistance must submit the Free Application for Federal Student Aid (FAFSA) and be admitted to the College in an eligible program. Some certificate programs are eligible for federal aid and the WV HEAPS (Higher Education Assistance for Part-time Students) Grant. All applicants are required to submit the FAFSA and are urged to begin the application process as early as possible after January 1, each year that they will be enrolled. If the student will be enrolled for the Fall, he/she is strongly encouraged to fill out a FAFSA by March 1.

Once the FAFSA is filed with the Department of Education, the application may be selected for a process called verification. The Department of Education randomly selects 30 percent of all applicants for verification. Students selected will be notified in writing of required documentation, which includes the verification form, signed copies of student and parent tax returns (for dependent students) and W-2s. Any student with special circumstances, such as loss of employment, extraordinary medical/dental expenses, divorce/separation, or other situations, which could not be reported on the FAFSA, may write a letter to the Financial Aid Office asking for review of his/her circumstances.

Federal and State Grant Programs

Federal Pell Grant

A federal grant, which is based on income, family size, and other factors as determined by filing the FAFSA, is for first time undergraduate students only. The maximum award for 2011–2012 is $5,550. Pell Grants do not have to be paid back and are available for full and part-time attendance.

Federal SEOG

A supplemental federal grant may be available to students demonstrating exceptional need. Awards are available for full and part-time attendance.

West Virginia Grant Program

This is a need-based state grant program administered by the Higher Education Policy Commission. Awards are to West Virginia residents and amounts vary by institution. For 2011-2012, the grant amount will range from $1,700 to $2,100, based on the Expected Family Contribution and students must be enrolled full-time (12 credit hours or more) each semester. Since it is a need-based program, a FAFSA must be filed before April 15 each year.

PROMISE Scholarship

West Virginia PROMISE (Providing Real Opportunities for Maximizing In-state Excellence) is a merit-based scholarship program designed to keep qualified students in West Virginia by making college affordable. It pays 100% of mandatory tuition and fees at Blue Ridge Community and Technical College. It is the full responsibility of the student to ensure adherence to the PROMISE guidelines. For full program details, please refer to the College Foundation of WV website: www.cfwv.com www.promisescholarships.org.

Higher Education Assistance for Part-time Student Grant (HEAPS)

This is a need-based state grant for part-time students in degree, or eligible certificate programs. The award amount is based on tuition charges and is determined by individual schools. The usual semester award is equal to six hours of mandatory tuition and fees, which for 2011-2012 will be $768. A FAFSA is required.

Student and Parent Loans

The Financial Aid Office processes student and parent loans through the William D. Ford Direct Loan Program funded by the Department of Education. Students must be enrolled in a minimum of six credit hours in an eligible program to qualify for a Direct Loan. Federal regulations require that a 1.0 percent origination fee, based on the loan amount, be deducted from every Direct Subsidized and Direct Unsubsidized Loan processed. The percentage is four percent for parent loans.

Federal Direct Loans

Any student indicating his/her interest in loans on the FAFSA is processed for the maximum student loans for which he/she is eligible. Any student who wants a lower amount need only indicate that amount when the loan is accepted. The amount any student may borrow each academic year is based on:

1. Grade level   2. Length of academic program   3. Dependent or independent status

Listed below are the maximum amounts per year a student may borrow under the Direct Loan Program as an undergraduate seeking a two-year degree:

Annual Loan Limits for BRCTC Students *(effective July 1, 2009)*			**Annual Loan Limits for Independent Students** *(and dependent students whose parents can not borrow PLUS)*		
	Base Amount	**Additional Unsubsidized Loan**		**Base Amount**	**Additional Unsubsidized Loan**
First Year Students	$3,500	$2,000	**First Year Students**	$3,500	$6,000
Second Year Students	$4,500	$2,000	**Second Year Students**	$4,500	$6,000

No student seeking an associate's degree may borrow above $10,500 each academic year. The amount and type of loan a student may receive varies by his/her total cost of education and the amount of other financial aid received. Any student borrowing under the Direct Loan Program for the first time is required to complete Entrance Counseling on-line at www.studentloans.gov. Grade level for transfer students for loan processing is based on the total number of hours accepted by Blue Ridge Community and Technical College.

When the loan is being processed, a first-time borrower must sign a Master Promissory Note (MPN). The promissory note should be signed electronically at www.studentloans.gov. The electronic confirmation of entrance counseling and completion of an MPN are sent directly to the Financial Aid Office. All loans are disbursed in two payments, usually at the beginning of each term, and are applied to any outstanding obligations to the College before the student receives a refund.

Direct Parent Loan for Undergraduate Students (PLUS)

Applications for the Parent Loan for Undergraduate Students (PLUS) are available on the Blue Ridge Community and Technical College website. Parent loans are processed based on amount requested, on the student's cost of attendance, and on the amount of other financial aid received. A credit check by the Federal Loan Servicer is required for processing. If a parent's credit is denied, a student can apply for an unsubsidized loan in his/her name.

Alternative Loans

Other loans may be available to students with demonstrated need or special situations. These require credit checks and are made by outside lenders such as SallieMae and Campusdoor. Outside loan applications are available online at the lenders' websites.

Loan Repayment Information

William D. Ford Direct Loans do not have to be repaid until six months after the student graduates or ceases attending on at least a half-time basis. Any student who drops below six hours of enrollment must begin repaying his/her loan six months from that time. Only one six-month grace period is granted to each student. The repayment process for parent loans begins within 60 days after the last disbursement for the year, usually in March if the loan is for two semesters. Current minimum repayment amounts are $50, depending on the repayment plan. Several repayment plans exist for all loan programs. www.nslds.ed.gov.

Exit Counseling must be completed at the time of graduation or when the student goes below half-time enrollment. Exit Counseling is done online at www.nslds.ed.gov. Academic transcripts will not be released until exit counseling is completed and results electronically received by the Financial Aid Office.

Other Types of Assistance

Veteran's Re-Education Act

Eligibility for funding by the Veteran's Re-Education Act is determined by the Department of Veterans Affairs, and awards are given to West Virginia residents who have exhausted all other veteran's benefits and must meet other criteria related to need. Applications may be obtained from the Financial Aid Office.

Military and Veterans Administration Education Assistance

The Veterans Administration provides a number of programs for veterans and service personnel seeking funding for education and/or training. Please contact the Veterans certifying official at Blue Ridge Community and Technical College to inquire about available assistance. Apply for Veteran Education Benefits at www.va.gov or for questions regarding benefits call 1-888-442-4551.

Vocational Rehabilitation

Students with physical or learning disabilities may be eligible for assistance with education expenses through their state department of vocational rehabilitation. Students should contact the local Division of Rehabilitation Services to inquire about programs available.

Disbursements/Refunds

Disbursement of Funds

Financial aid is awarded for the full academic year; with half available for the fall semester and half for the spring semester. Student payment for tuition and fees is due prior to the start of each semester. Students receiving financial aid to assist with these expenses will have that aid applied first to institutional charges. Purchase of books and supplies through Blue Ridge Community and Technical College's bookstore official vendor, may be billed directly to the student account if the student has a credit balance.

Refund of Excess Financial Aid

All financial aid, including loans, is applied to the student account to cover institutional costs. No refund is given to the student until all obligations to the College are met. All Title IV funds awarded (Federal Pell Grant, Federal SEOG and Direct Loans) are refundable according to program regulations. Refund checks for excess financial aid are normally available shortly after classes begin and on a weekly basis thereafter.

Refunds/Returns Due to Withdrawal

The Financial Aid Office is required by of federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. Federal Title IV financial aid program eligibility must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of aid earned using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution.

If a student earned more aid than was disbursed to him or her, the institution would owe the student a post-withdrawal disbursement which must be paid within 30 days of the student's withdraw.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Parent (PLUS) Loan
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant
6. Other Title IV assistance
7. Other State of West Virginia
8. Private and Institutional aid
9. The student

Satisfactory Academic Progress Policy

The policy for Satisfactory Academic Progress is effective as of July 1, 2011 and supersedes any previous policy. Federal regulations require Blue Ridge CTC to establish Satisfactory Academic Progress (SAP) standards for all students in eligible degree or certificate programs who wish to receive financial aid. Any student receiving Title IV Financial Aid is required to maintain Satisfactory Academic Progress according to The Compilation of Financial Aid Regulations (34 CFR, through 12/31/95 as published by the Department of Education, section 668.34). Every student is required to complete a certain number of hours attempted to show that he/she is progressing towards a degree in his/her program of study. Each student must also maintain a grade point average consistent with the regulations governing Satisfactory Academic Progress. Satisfactory Academic Progress is required for students to receive financial aid in any of the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Direct Loans, or Parent Loan for Undergraduate Students (PLUS) and State Grant Programs including the West Virginia Higher Education Grant and Part-time Programs.

Students must satisfy both grade point average and attempted hours standards for progress toward a degree.

Standards Measured by Grade Point Average

1. All Associate Degree and eligible certificate program students must maintain a minimum of a 2.0 grade point average (GPA). This includes transfers and re-admitted students.

2. Any student admitted or readmitted on academic probation who does not meet grade point average standards may appeal to the Financial Aid Scholarship and Appeals Committee at Blue Ridge Community and Technical College. Please refer to www.blueridgectc.edu/financial_aid for more information.

Standards Measured by Hours Attempted

As a student progresses through his/her program, he/she must pass at least 70% of credit hours attempted, including transfer and pass/fail hours and the following:

F	Failure
I	Incomplete
IF	Incomplete/Failure
W	Withdrawals
R	Repeat

The above types of attempted hours are combined with all passing grades in determining progress. Transfer credits accepted by Blue Ridge CTC will be added to institutional hours to determine total hours attempted.

Example 1

Attempt 20
Pass 15
15 / 20 = 75%
Student is passing
   Hours Attempted Standard

Example 2

Attempt 25
Pass 15
15/25=60%
Student is failing

Standards Measured by Maximum Hours

Any student in a program leading to an Associates Degree must complete their degree or certificate program in 96 credit hours or 150% of usual hours required by the program. Students who will be at maximum hours within 24 credits are also checked at the end of each semester for continued eligibility.

Students working on a second degree or certificate will receive financial aid ONLY for the coursework needed to complete the degree, even though they have passed less than 96 hours.

Satisfactory Academic Progress will be evaluated at the end of each semester, including summer term(s). Students must meet all Satisfactory Academic Progress standards. The GPA and percentage standards will be checked at the end of each semester and become effective immediately. Students not in compliance with grade point average and/or percentage standards for the first time will automatically be given a warning period of one semester, during which they will have eligibility for financial aid. Those who are given a warning period will be notified in writing. **Each student is offered only one warning period.** Students failing academic progress after the warning period are suspended from financial aid eligibility and will be notified in writing. Students may appeal suspension of financial aid based on special circumstances which include, but are not limited to, death of a close relative or injury or illness of the student. The student must provide documentation of the appeal circumstances. All appeals are considered on a case by case basis and a letter of appeal must be submitted, with documentation, to the Financial Aid Office at least one week prior to the appeal date listed in the suspension letter. Students are only permitted one appeal. A student can only regain eligibility by meeting the institutions current Satisfactory Academic Progress Standards,

Blue Ridge Community and Technical College Scholarships

There are various scholarships available to Blue Ridge Community and Technical College Students. Please visit the website at www.blueridgectc.edu/financial_aid

Registration and BRIDGE

BRIDGE is a secure online program that provides web-based services for students. BRIDGE can be used to:

* Register for classes
* Add/Drop classes
* Review Charges
* Review & Print Class Schedules
* Review & Print Unofficial Transcripts
* Apply & Review Financial Aid
* Email Instructors

To access BRIDGE, go to the Blue Ridge Community and Technical College Home Page and click the "BRIDGE" link. The User Log-on screen requires a "User ID" and "PIN". The User ID is the 9-digit Student Identification Number. If a student does not know his or her Student ID, he or she can click on "look up my SID" on the BRIDGE Homepage. The PIN number is originally set as the student's birthday (MMDDYY) entered with no dashes. Immediately after entering BRIDGE for the first time, the student is prompted to create a new PIN; this pin number is a 6-digit number of the student's choice and cannot be retrieved by the faculty or staff at Blue Ridge Community and Technical College. This new PIN will be used with the User ID to access BRIDGE. From that point forward BRIDGE provides students' access to "Student Services", "Financial Aid" and "Personal Information" screens.

Class Schedule

Semester class schedules are available at www.blueridgectc.edu. Printed copies are available at Blue Ridge Community and Technical College. Students are encouraged to refer to the website for the most-up-to-date version of the schedule.

Registration Information

General Information

To register for classes on BRIDGE, the student must log-on using his or her User ID and PIN number. After selecting the Student Services screen, the student will click on Registration and enter the CRN's for the classes for which he or she wishes to register.

Alternate PIN

To register for classes a student must enter an "Alternate PIN" number. This Alternate PIN number must be obtained from the student's Academic Advisor and is not to be confused with the PIN number used by the student to log-on to BRIDGE. The Alternate PIN is entered on the Registration screen of BRIDGE. This number changes from semester to semester and should be kept through the add/drop period.

Course Request Number (CRN)

Class registration on BRIDGE is conducted by entering the Course Request Number (CRN) for each class. The CRN for each class is listed in the Class Schedule. If special permission or approval is required to register for a course, students must see the appropriate person listed in the Schedule of Classes, prior to registering.

Registration Holds

BRIDGE will inform the student of any holds on their account. A student with outstanding financial or other obligations will not be permitted to register until all obligations are cleared up by the appropriate office(s).

Online Classes

Technology allows some classes to be taught online. Class formats vary as follows:

- Web-assisted courses enable portions of the class and some materials to be available online

- Asynchronous classes meet primarily online allowing the student to perform the coursework at any time during the assignment period. The student may be required to meet face-to-face with the instructor or class. Face-to-face meetings will be clearly described in the course syllabus.

- Synchronous classes meet primarily online requiring the student to log onto the online program at a specified time. The student may be required to meet face-to-face with the instructor or class. Online and face-to-face meetings will be clearly described in the course syllabus.

Online classes are enumerated in both the printed schedule and at www.blueridgectc.edu. The specific format of an online class is defined by the instructor and is available during registration.

Special Topics Courses

The college offers courses which fulfill short-term needs not justifying permanent listing in the Catalog or which respond to requests received on short notice. Credit given will be from one to four hours, and the course may be repeated as needed by the department. Topics for these courses will be created as needed by each department. Special Topics courses vary in content with each offering. When offered, a Special Topics course title includes a subtitle describing that course's specific content.

Variable Credit Courses

Variable credit courses are listed in the Schedule of Classes with a range of hours the course may be taken for. To enter variable credit click on the underlined credit hours for each variable credit course or click on Change Class Options at the bottom of the screen. Enter desired hours (noting allowed range) and click on Submit Changes. Scroll down, check hours, or click Return to Menu, click on Student Detail Schedule and check hours.

Maximum of 19 Credits

Students may register for a maximum of 19 credit hours per semester. A student who wishes to enroll for more than 19 hours must have an overall grade point average of 3.0 or better and secure the written approval of the Academic Advisor and Program Coordinator. If the overall grade point average is less than 3.0, students must first petition the Admissions and Credits Committee for permission before proceeding to get required signatures. Approval forms to enroll for more than 19 hours and petition forms are available in the Enrollment Management Office. Admissions and Credits Petitions are available at the Enrollment Management Office or online under Student Forms.

Closed Class

BRIDGE will indicate if a course is closed by giving a registration error message on the screen. The student can then check other sections of the same course for available openings by scrolling down and clicking on class search. An override may also be obtained from a division dean or program coordinator. If the division dean or program coordinator placed the approval in the computer, the student will then be available to register on BRIDGE, if not the student should report to the Enrollment Management Office for processing.

Time Conflicts

If a student requests two courses whose start and/or end time overlap, a time conflict is created. The student can then check other sections of the same course for available openings by scrolling down and clicking on class search. An override may also be obtained from a division dean or program coordinator. If the division dean or program coordinator placed the approval in the computer, the student will then be available to register on BRIDGE, if not the student should report to the Enrollment Management Office for processing. Time conflicts require written permission from the instructor of both courses.

Other Conflicts

Students cannot register by BRIDGE for two sections of the same course. This includes special topics courses with the same number, such as 199 or 299. Students should report to their advisor for approval.

Confirm Schedule

After all CRN numbers have been entered and if there are no registration errors, the student must click Submit Changes. Click on Menu then click on Student Detail Schedule to check accuracy.

Registration Process

Currently Enrolled, Degree-Seeking Students

Students who are degree seeking and currently enrolled at Blue Ridge Community and Technical College are the first to register for future semester classes. Early registration takes place in November and April. Students must meet with their Academic Advisor to discuss their class schedule and receive their "Alternate PIN" and assigned registration time. At the assigned registration time, currently enrolled students can log-on to BRIDGE, select Student Services and then select Registration to register for classes.

Special Non-Degree Seeking Students

Registration for Special Non-Degree Seeking Students is on going. This means that registration forms will be taken and held until a set processing date for each semester (this date is available in the Schedule of Classes). There is no application fee, and the student is not eligible for financial aid. Students who have applied for admission and who have been admitted into a degree seeking program must register for classes during a scheduled advisement and registration session. Students who have not applied for admission and who have not been admitted will be required to complete a Special Non-Degree Seeking Student Application (this form may be picked up at the Enrollment Management Office or online at www.blueridgectc.edu) and return this form to the Enrollment Management Office along with payment.

Late Registration

Students who begin registering for classes on or after the Friday before the first day of classes of the semester will be charged a $25 late registration fee. The student may still register via BRIDGE through the first week of classes. The late registration fee will be charged to the student's account.

Payment

Students participating in early registration will receive a tuition e-bill. Student registering in person or registering late must pay tuition at the time of registration.

Add/Drop Period

The first five class days of the fall and spring semester, and the first four days of summer are known as the Add/Drop period. During this period, classes may be added or dropped from the student's schedule via BRIDGE. A course dropped during this period will not appear on the student's transcript. The student is not required to gain the Academic Advisor's approval for any classes added or dropped from his or her class schedule. (More information on withdrawing from classes is located in the Academic Information section in this catalog).

Expenses

Payment

The West Virginia Higher Education Policy Commission regulations require the College to operate strictly on a cash basis with all payments and obligations being collected in advance.

If payment is made by check, registration will be considered incomplete until the check covering the required fees has cleared the bank on which it is written. The cashier's office will accept cash, credit cards, money orders, or approved personal checks written for the exact amount of the obligation. All checks must be payable to Blue Ridge Community and Technical College and third party checks will not be accepted. A student's registration may be cancelled when payment is made by a check which is dishonored by the bank. If the returned check is in payment of tuition and fees, the business office is required to declare the fees unpaid and registration cancelled. The return of a check for any reason constitutes late registration, and the applicable late-registration fee shall be assessed. In such case, the student may re-register upon redemption of the unpaid check, payment of the $10 returned check handling charge, and payment of the applicable late fee of $25. The returned check fee of $10 will be collected for each check returned unpaid by the bank upon which it is drawn, unless the drawer obtains an admission of error from the bank.

All student charges are payable at the time of registration for each semester. Students in debt to the College from a previous semester or term will not be permitted to enroll until all obligations are paid. Any outstanding and unpaid financial obligation to the College can result in withholding the student's grades, transcript of credits, diploma, and official reports. Students will not be permitted to attend classes until registration has been completed.

Student employees will be required to pay tuition and fees at the same time as other students. The student employee will receive paychecks from the State of West Virginia for work performed during the previous month. All fees and expenses are subject to change without prior notice.

Enrollment Fees Per Semester—Fall 2011

West Virginia Students Enrolled at Blue Ridge Community and Technical College		Out-of-State Students Enrolled at Blue Ridge Community and Technical College	
Hours	**Fee**	**Hours**	**Fee**
1	$130.00	1	$234.00
2	$260.00	2	$468.00
3	$390.00	3	$702.00
4	$520.00	4	$936.00
5	$650.00	5	$1,170.00
6	$780.00	6	$1,404.00
7	$910.00	7	$1,638.00
8	$1,040.00	8	$1,872.00
9	$1,170.00	9	$2,106.00
10	$1,300.00	10	$2,340.00
11	$1,430.00	11	$2,574.00
12	$1,560.00	12	$2,808.00

Rates are subject to approval of the West Virginia Higher Education Policy Commission.

Explanation as to Use of Enrollment Fees—Fall 2011

	West Virginia Students (Full-Time Rate)	Out-of-State Students (Full-Time Rate)
Tuition Fee: Restricted for statewide capital improvement purposes by West Virginia Statute.	$204.00	$444.00
Technology Fee: Restricted to defray expenses for the development of college technology.	$72.00	$72.00
College Operation Fee: Unrestricted for general operating purposes.	$1,284.00	$2,292.00
TOTAL	**$1,560.00**	**$2,808.00**

Refund Policy

Students who withdraw in accordance with College procedures may receive a refund of tuition and fees in accordance with the schedules outlined below. The refund calculation is based on the amount paid toward tuition and fees. *(No refunds on partial withdrawals)* Refunds are determined from the first day of the school term, which officially begins with orientation and registration days. The official withdrawal date is certified by the registrar. Refund checks are issued through the State Treasury, and receipt of a refund may take up to six weeks depending upon the date of withdrawal.

To get a 100% refund you must drop ALL classes by the end of add/drop.

Regular Session

During first and second weeks	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	No Refund

Summer Session

During first 13% of the term	90%
From 14% to 25% of the term	70%
From 26% to 38% of the term	50%
After 38% of the term is completed	No Refund

Special Fees

Admission Application Fee (nonrefundable)	$ 25.00
ATI Standardized Testing (for Nursing Students per semester)	100.00
Board of Governors A.A.S. Portfolio submission fee	300.00
Board of Governors Transcript Posting Fee (per credit)	10.00
Diploma Replacement	20.00
EMS Practicum Fee	75.00
Late Payment	25.00
Late Registration	25.00
Nursing Lab Fee (per clinical course)	75.00
Online Course Fees per credit hour	25.00
Orientation Fee	25.00
Returned Check Handling Fee	10.00
Science Lab Fee	20.00
Special Examination per credit hour	25.00
Student ID Replacement	5.00
Transcript (24 hour emergency)	15.00
Transcripts—after first transcript	5.00

Additional fees may be assessed for individual courses. These fees are listed in the comments section in the schedule of classes.

Audit Fees Per Semester

Enrollment fees for students enrolled in courses for audit (without credit) are the same as if credit were given. (The only exception applies to students requesting the senior citizen discount and who are over age 65.)

Reduced Tuition and Fee Program

WV Residents who are at Least 65 Years of Age

1. To be eligible for this program the applicant must fill out the application/registration form completely and choose one of two options:
   a. Register under this program for all classes for credit.
   b. Register under this program for all classes for noncredit.
   (A student cannot mix these two options or mix this program with regular tuition course registration.)

2. A student eligible for this plan may only register in person, following the same guidelines as other non-degree seeking students.

3. The total tuition and standard fees for the credit option will be 50 percent of the normal rates charged to state residents.

4. The total tuition and standard fees for the noncredit option will be $12.50 per credit hour.

5. Students under this plan will be expected to pay full charges for special fees, including laboratory fees, which are required of all other students.

6. Students must pay at time of registration to avoid being dropped for nonpayment.

7. In lieu of a grade, an AU will be entered for courses in the noncredit option.

8. Students may withdraw according to established dates.

9. The standard refund policy applies, as do all other college policies not specifically addressed herein.

10. All College academic policies apply.

11. Students registered under this program cannot pre-register for the next term.

Currently enrolled high school students

Students currently enrolled in high school are eligible for reduced tution rates. Contact Enrollment Management at (304) 260-4380 for the current rates.

Academic Information

Academic Advisement

Academic advising is a developmental process, which assists students in the clarification of their educational and professional goals and in the development of plans for the realization of those goals. It is an ongoing and multifaceted process by which students are assisted in realizing their maximum educational potential through communication and information exchanges with an advisor. An academic advisor is initially assigned based on academic interest expressed by the student. It is the responsibility of both the student and his/her academic advisor to participate in the advising process equally. The academic advisor serves as a resource for course/career planning and academic progress review and as an agent of referral to other campus services as necessary. The academic advisor is not authorized to change established policy of the College. After consultation with an academic advisor, it is ultimately the student's responsibility to choose and implement his/her academic program and to see that all specific requirements for that program and all general requirements for graduation from the College have been met in an acceptable and timely manner.

Academic Integrity/Dishonesty

Cheating in all its forms, including plagiarism and cheating on visual work, is considered an academic matter to be controlled and acted upon by the individual faculty member. Students guilty of academic dishonesty on examinations in any course shall receive, as a minimum penalty, a grade of F in that course. Such action shall be taken by the instructor, with written notification to the Dean of the division. Repeated offenses shall subject the student to suspension or dismissal from the College. Students involved in facilitating academic dishonesty among others, such as by the unauthorized dissemination of examination materials, will be subject to disciplinary action beyond that called for by their own cheating in a course. Plagiarism is "the act of stealing and using, as one's own, the ideas, or the expression of the ideas of another." Whether that other is another student or a published author, plagiarism is cheating. Detailed instructions on avoiding plagiarism will be provided in required English courses, and comments may be made by instructors in other courses for which papers are written. Guidelines and policies affecting dishonesty and most other aspects of student life may be found in the *Blue Ridge Community and Technical College Student Handbook.*

Academic Recognition

Dean's List

Blue Ridge Community and Technical College students eligible to be named to the Blue Ridge Community and Technical College Dean's List include both Associate Degree seeking and Non-Degree Special Students. To be named to the Blue Ridge Community and Technical College Dean's List, a student must earn at least 7 credit hours, maintain a 3.5 average for the semester, and have no Incomplete grades for the semester. ACFN courses do not count in the 7 earned credit hours.

President's List

Blue Ridge Community and Technical College students eligible to be named to the Blue Ridge Community and Technical College President's List include both Associate Degree seeking and Non-Degree Special Students. To be named to the President's List, a student must earn at least 7 credit hours, maintain a 4.0 average for the semester, and have no Incomplete grades for the semester. ACFN courses do not count in the 7 earned credit hours.

Admissions & Credits Petition Process

Students who need exception to College policies or procedures, due to extraordinary circumstances, may petition for special consideration. The petition packet is reviewed by a committee to determine if special consideration should apply.

Directions for Submission (incomplete submissions cannot be reviewed):

1. Pick-up copy of the Petition to the Admissions & Credits Committee from Blue Ridge Community and Technical College Enrollment Management Office or print from www.blueridgectc.edu.

2. Complete Section I (a separate form must be submitted for each course that may be affected by the petitition).

3. Attach a typed letter to the committee explaining the circumstances of your petition and why you are asking for special consideration to challenge college policy. Include you mailing address and phone number on the letter.

4. Secure proper signatures in Section II

5. If payment is required, attach payment or proof of financial aid.

6. Submit petition form and supporting documentation to Enrollment Management. Students are notified of results via Blue Ridge email only. Although petitions are reviewed regularly, it may take up to two weeks for completion.

A Petition is considered incomplete if any of the required information requested on the form is missing. Incomplete petitions will not be reviewed.

Assessment

Blue Ridge Community and Technical College has an ongoing assessment program that is firmly rooted in HS mission of the. The assessment initiative grew from both faculty and administration concerns for institutional quality and accountability. The assessment process provides the college and its programs with information regarding institutional effectiveness; all segments of the institution including faculty, staff, students, and the community is actively involved in this process. Blue Ridge Community and Technical College is constantly evaluating our effectiveness by assessing student learning and the environment in which it occurs. As a student, this implies that you are an important aspect in evaluating the institution as a whole and will be periodically asked to participate in assessments of various aspects of the environment.

While grades are one measure of student performance, grades do not provide the institution with the necessary data to assess areas of the curriculum that are strong and areas that need improvement. To assess student academic achievement, each program conducts its own assessments of student learning. At the conclusion of every course, students have the opportunity to assess the class and their instructor by completing the Course and Instructor Evaluation; this evaluation is used to make courses more effective for future students. Other assessments are conducted as needed and will capture such data as demographics and students' career goals.

Assessment is an important part of continually growing and improving our college. Full participation in the assessment process by faculty, staff, students, and the community will most effectively lead the institution toward more effective teaching and learning. The information gathered is used to shape and guide Blue Ridge Community and Technical College, moving it in the direction that best suits the needs of our population.

Attendance

Students are expected to attend class and to know and understand the specific attendance policies established by each of their instructors. Attendance policy for a given class is established by the instructor or by the program and stated in the course syllabus. Instructors will make reasonable accommodations for occasional, unavoidable absences based on highly legitimate grounds. Instructors will determine the most appropriate means of compensating for work unavoidably and legitimately missed in their classes. To be eligible for such substitute evaluation, students are responsible for discussing any absences with their instructors: such discussions must occur in advance of foreseeable absences and as soon as possible following unpredictable ones. Students are expected to plan their class, work, and personal schedules to avoid potential conflicts. Legitimate reasons for class absences include documented and/or verifiable instances of the following:

1. death in the immediate family;

2. incapacitating illness or injury (not including any non-emergency doctors' appointments that could be scheduled at other times);

3. field trips required for other classes, intercollegiate competitions, or activities entailing official representation of Blue Ridge Community and Technical College;

4. seriously hazardous, weather-induced driving conditions.

A student's evaluation in a course is the instructor's responsibility. A grade decision in a course must be made by the instructor prior to the initiation of a grade appeal. A student who believes his or her grade has been adversely affected by an instructor's inappropriate implementation of the attendance policy may pursue a grade appeal at the close of the semester.

1. A student who has a documented medical disability or chronic illness that may affect his/her ability to attend class regularly and/or to complete scheduled in-class, graded activities (e.g., exams, oral reports, lab assignments) should confer with the student affairs counselor as soon as possible after the semester begins. In consultation with the student, the counselor can develop a contingency plan to accommodate any absences that may occur because of the disability or illness: the counselor, with the instructor may create alternative assignments or otherwise determine the best means of assuring that the student's semester grade will not suffer should the student have to miss classes as a direct result of his/her disability or medical condition. To the greatest extent consistent with the particular disability involved, a chronically ill or disabled student will not only be treated equally with other students, but will also be equally expected to adhere to course policies and assignments established for all students.

2. In rare instances, a student may suffer an unanticipated medical problem or must meet a military-service obligation requiring complete absence from school over an extended period (i.e., weeks rather than days). Such a situation will create the need to confer with instructors as soon as is feasible-possibly through a relative or other responsible surrogate. An instructor may be able to design alternative assignments that can be done independently. However, some courses by their nature do not lend themselves to compensation for prolonged periods of missed classes and assignments: for such classes, the alternatives may be limited to either a Withdrawal or an Incomplete specifically mandating that the student actually take some or all of the relevant course when it is next offered. In such circumstances, the Blue Ridge Community and Technical College Admissions and Credits Committee will review any necessary requests for waivers regarding institutional deadlines regarding Withdrawals or Incompletes when:
   a. the student's petition clearly and fully explains the situation calling for the waiver,
   b. appropriate documentation is presented,
   c. the request is supported in writing by both the instructor and the student's advisor, and
   d. the student's request is made in a timely manner, but no later than the tenth class day of the following spring or fall semester.

Attendance is mandatory in ALL Academic Foundations Courses (ACFN), refer to the Academic Support Services section of this catalog for more information. Non-compliance with this regulation will result in an automatic withdrawal from the course.

Credits From Other Sources

CLEP Tests

Credit may be awarded by Blue Ridge Community and Technical College for successful completion of many of the CLEP Subject Examinations. Information about CLEP Exams can be found at www.collegeboard.com/clep.

Courses Taken at Other Institutions

A Blue Ridge Community and Technical College student must apply for transfer approval to take a non-Blue Ridge Community and Technical College course prior to enrollment at another institution. To apply for transfer approval, the student must be in good academic standing (institutional and overall GPA of 2.0 or above). No course that a student has attempted at another institution while on suspension shall be accepted by Blue Ridge Community and Technical College as part of the credit hours necessary for graduation. A student who previously enrolled in a Blue Ridge Community and Technical College course may not petition to retake that course at another institution.

To receive credit for a non-Blue Ridge Community and Technical College course, the student must complete a transfer form making the request. The student will follow all procedures enumerated on that form including signatures of approval. After obtaining the appropriate signatures, the student must submit the completed form to the Registrar's Office.

Should any of the signatures not be secured, the student may file a petition with the Blue Ridge Community and Technical College Admissions & Credits Committee. The completed petition along with the completed the transfer form and the student's written justification for seeking the course elsewhere may be submitted Blue Ridge Community and Technical College Admissions and Credits Committee for final action. Articulation course agreements do not apply to any repeated Blue Ridge Community and Technical College course in which a student has received a grade of D or F. No D or F grade can be replaced by an equivalent transfer course.

EDGE Credit

EDGE is an acronym for **E**arn A **D**egree—**G**raduate **E**arly. This program was created to address classes in high school that meet curriculum requirements for community college credit. There is no charge for these credits. Upon acceptance and enrollment at Blue Ridge Community and Technical College, the student must request that the EDGE credits earned in high school be posted to his or her transcript. This may be done by contacting the high school Tech Prep counselor, the local Tech Prep Coordinator (located at Blue Ridge Community and Technical College) or academic advisor.

Special Examination for Course Credit

For certain courses a student may have the opportunity to take a special examination for course credit.

- Course credit may not be granted through special examination for courses previously attempted or resulted in a failing grade or withdraw.
- Course credit through special examination is only available to currently enrolled, degree-seeking students in good academic standing.
- Course credit through special examination may be attempted only once per course.
- Course credit through special examination is posted to the transcript as CR and will not affect GPA.
- The Special Examination for Course Credit assesses a fee of $25 per credit hour. Periodically the college will hold workshops designed to prepare the student for Special Examination for Course Credit. Participation in these workshops requires an additional fee. Participation in these workshops is not required to take a Special Examination for Course Credit.
- Payment of the fee for Special Examination of Course Credit must be made prior to the administration of the exam.
- No money will be refunded if any examination is failed.
- The Special Examination for Course Credit form requires the signatures of the Dean of the Division and the Dean of Academic Instruction in addition to the signature of the instructor administering and verifying the completion of the exam.
- For more information about **Special Examinations for Course Credit** see the Program Coordinator or Dean of the Division.

Enrollment

Absence from College/Readmission

Degree-seeking students in good academic standing who must discontinue their studies for a brief time will be considered eligible to re-enroll in future semesters, as long as they return after no more than two consecutive regular semesters (not including summer sessions), and do not take courses at another institution during that time without prior approval from the College. (For procedures to take courses with permission during a time of absence, see *Courses Taken at Other Institutions.*)

Students who are non-degree-seeking (special students), who are on suspension, who take courses at another institution without prior approval, or who are absent from studies for more than three consecutive regular semesters (not including summer sessions), must re-apply for admission to the College.

Students wishing to return after an absence of no more than two consecutive regular semesters should check the Semester Schedule of Classes for advisement dates, and make an appointment with their advisor.

Academic Load

A semester hour consists of one hour of recitation with two preparation hours per week. Twelve semester hours per semester constitute a minimum full-time academic load. The normal load is 16 hours per semester thus making 64 credit hours in four semesters (two years). The normal summer load is six semester hours of credit for each term with 12 semester hours for the summer session.

A student wishing to register for more than 19 during the fall or spring semester or 14 hours during the summer semester, including non-Blue Ridge Community and Technical College courses, must complete the Request to Register For More Than 19/14 Hours form and gain the signature of his or her Academic Advisor and Program Coordinator. The student must currently be carrying a 3.0 or higher overall grade point average and demonstrate evidence that current and previously enrolled courses have been successfully completed. In no case may a student enroll for over 23 hours per semester. Any exceptions to this rule must be appealed to the Blue Ridge Community and Technical College Admissions and Credits Committee with documentation and support from the Academic Advisor and the student who desires this exception.

Academic Probation

At the end of each grading period, each student's Blue Ridge Community and Technical College and cumulative grade point average are calculated. The calculation is determined by dividing the number of earned quality points by the number of quality hours. In the computation of the Blue Ridge Community and Technical College and cumulative grade point average, a grade of Incomplete will not be included in the quality hours. When the grade of 'I' is replaced by a passing or failing grade, the student's grade point average will be revised by Enrollment Management.

A student whose institutional GPA or cumulative GPA falls below a 2.0 in any semester will be placed on probation. If the student fails to raise their institutional and cumulative GPA's above 2.0 the student will be continued on probation. To be removed from probation, a student must attain BOTH a 2.0 Blue Ridge Community and Technical College GPA and a cumulative GPA (includes course work attempted from other institutions).

Once a student is continued on probation, they are required to maintain an institutional semester GPA of above 2.0. If during any semester, their semester GPA drops below a 2.0 the student will be suspended for one semester (two semesters for second suspension). During a period of academic suspension, no credits earned at another institution will be accepted at Blue Ridge Community and Technical College. If students are suspended at the end of the spring semester, they are eligible to take summer courses to attempt to raise their GPA. The student will continue on probation for the summer term but will need to bring their institutional and cumulative GPA's above a 2.0 to be eligible to register for fall.

The student who has been suspended from the College for the first time must re-apply for admission after one semester by completing an application for admission. The student who has been suspended from the College for the second time must apply for readmission after one academic year by completing an application for admission. Students receiving federal financial aid must also adhere to a satisfactory academic process requirement set forth by Financial Aid.

Enrollment Verification

Students requiring verification of enrollment for insurance or other purposes can use the enrollment verification feature available on BRIDGE.

Grading

Academic Forgiveness Policy

The academic forgiveness policy does not alter, change, or amend any other existing policies at Blue Ridge Community and Technical College and is formulated to be consistent with Series 22 of the West Virginia Council for Community & Technical Education and supersedes all previous academic forgiveness policies at Blue Ridge Community and Technical College.

Academic forgiveness is intended for the student who is returning to college with a grade point deficiency. A student readmitted after July 1995 may be eligible for academic forgiveness unless the student has been placed on final academic suspension A student who has incurred three academic suspensions from any institution of higher education is on final academic suspension and does not qualify for academic forgiveness. However, a student on final suspension may appeal this decision to the Blue Ridge Community and Technical College Admissions and Credits Committee, according to procedures in the section on "Academic Suspension" in this Catalog. If the third suspension is repealed, the student may apply for forgiveness by submitting a written request to the registrar, as established in this policy.

This policy covers only those students who have not been enrolled as a full-time student (12 or more semester credit hours) at any institution of higher learning during the four consecutive academic years immediately preceding the readmission semester. This policy is limited to students who have not yet been awarded their first academic degree. Academic forgiveness will be granted only once for any student. To be eligible for academic forgiveness, a student who does not qualify for readmission because of a low GPA may be admitted to the College and placed on academic probation. The academic forgiveness policy may be applied after a readmitted student has earned twelve credit hours that apply toward graduation with a minimum GPA of 2.0. These twelve hours must be earned at Blue Ridge Community and Technical College. During the first semester of re-enrollment, a student desiring academic forgiveness must complete an Academic Forgiveness Request form and file it in the Registrar's Office. This request must certify that the applicant has not been enrolled as a full-time student (twelve or more credit hours) in any institution of higher learning during the four consecutive academic years immediately preceding the readmission semester. If the student has attended any institution of higher education on a part-time basis during the specified four-year period, the student must have earned at least a 2.0 GPA in all course work attempted.

The Academic Forgiveness Request form requires the student to indicate whether he or she wishes to exclude from the GPA calculation (1) all F and IF grades; or (2) all F, IF, and D grades earned prior to the four consecutive academic years immediately preceding the beginning of the readmission semester. This includes those grades appearing as transferred grades on the official transcript. If a student chooses to have all D grades excluded from the GPA calculation, it is with the understanding that the courses for which the D grades were earned cannot be used to satisfy any requirements for graduation. When and if all prerequisite conditions have been met, academic forgiveness will be granted upon the successful completion of twelve credit hours of courses numbered 100 or above with a minimum GPA of 2.0. The Registrar will then officially calculate the student's current GPA. However, no grade will be removed from the permanent record. **A student awarded forgiveness under this policy does not qualify for graduation with honors**. This policy pertains only to the calculation of the GPA required for graduation. Academic forgiveness does not pertain to a GPA calculated for special academic recognition (such as graduating with honors) or to the requirements for professional agencies, or the West Virginia Board of Education. The College is not bound by the decision of any other institution to disregard grades earned in college courses. Similarly, students should be aware that other institutions may not recognize academic forgiveness extended by Blue Ridge Community and Technical College.

Final Examination

The policy of the College is to require that final examinations be given at the end of each semester. Final exams are to be given during finals week during the regularly scheduled meeting time.

Grade Point Average

A student's grade-point average is computed on all work that a student has attempted for college credit (including Blue Ridge Community and Technical College credits and transfer credits). Courses with a grade of W, courses taken on a pass/fail or audit basis, and Academic Foundations courses are not considered courses attempted for college credit in the computation of a student's grade point average. Quality points are based on the point value per semester hour multiplied by the number of hours of course work attempted. A student taking a three-hour course and receiving a grade of C would earn 6 quality points. (C = 2 quality points times 3 hours.) To compute a grade point average, divide the total quality points accumulated by the total credit hours attempted for which college credit is given toward graduation (e.g., 220 quality points accumulated divided by 88 credit hours attempted for college credit = (220/88) = 2.50 GPA.

Grade Reports

Midterm and final grade reports follow the normal grading system. Midterm and final grades are available on BRIDGE.

Grading System

Summary of Grading System		
Grade	**Explanation**	**Point Value per Semester Hour**
A	Superior	4
B	Good	3
C	Average	2
D	Below Average, lowest passing grade	1
F	Failure	0
AU	Audit+	0
I	Incomplete, must be completed by date registered on Incomplete form	
W	Withdraw without grade point penalty	
P	Pass*	
IF	Failure due to irregular withdrawal from college from a single class	
CR	Credit only awarded	

* Not used in computation of grade point average.

+ Declaration of a change in a course from credit status to audit status must be processed within the first 15 class days (M-F) of a fall or spring academic session or within the first 3 days of a summer session. Any later change must be appealed to the Blue Ridge Community and Technical College Admissions and Credits Committee.

Auditing Courses (AU grade)

A student may initially register for a course as an auditor. Declaration of a change in a course from credit status to audit status must be processed within the first 15 class days (Monday–Friday) of a fall or spring academic session or within the first three class days (Monday–Friday) of a summer session. Any later change must be appealed to the Blue Ridge Community and Technical College Admissions and Credits Committee. An auditor is expected to comply with the instructor's attendance policy. Regular College fees are charged for persons auditing a course. No credit is awarded for an audited class.

Incomplete Grades (I grade)

A grade of incomplete may be given to a student who has satisfactorily completed most of the requirements for a course, but because of illness or other extenuating circumstances, has not completed all of the requirements. Students receiving an incomplete must confer with the instructor, prior to the end of the semester, to determine the exact deficiencies that are to be made up within the next semester. If the student is not available to meet with the professor prior to the end of the semester for which the incomplete grade is sought, the student must consult with the instructor early in the following semester to determine the requirements and the timetable for completing the work for the course. When the work has been completed, the instructor must complete and return a Grade Change form to Enrollment Management with the new grade. Incomplete grades issued during the fall semester must be submitted no later than the day final grades are due for the following spring semester. Incomplete grades issued during the spring semester must be submitted no later than the day final grades are due for the following fall semester. Incomplete grades issued during any summer session must be submitted no later than the day final grades are due for the following fall semester. If the incomplete is not made up in accordance with this time schedule, the grade automatically becomes an IF. When an incomplete grade is changed, the student's grade point average is recomputed. Any exceptions to these procedures must be submitted to the Blue Ridge Community and Technical College Admissions and Credits Committee.

Pass/Fail (P/F grade)

Students may choose to take elective courses on a pass/fail basis instead of the regular grading system, in accordance with the following:

1. Electives shall be defined as courses not directly required for a degree. Thus, required electives within the major field of concentration would be excluded from the pass/fail option. In the event of change in major fields, the course previously taken on a pass/fail option if applicable to the new major field shall be substituted by approved courses. Required general study courses also will be excluded from the pass/fail option. The ultimate responsibility for correct scheduling rests with the student.

2. A passing grade in the pass/fail option will be equivalent to the normal passing range of A through D in the conventional system.

3. All students are eligible for the pass/fail option with the exception of those currently on academic probation.

4. Students will be limited to 24 hours of pass/fail options, with not more than one course to a maximum of four credit hours being taken during one session.

5. A student must make a declaration for the pass/fail option by the tenth class day of the semester. This decision will be final.

Withdrawal

Add/Drop Period

The first five class days of the fall and spring semester, and the first two days of summer are known as the Add/Drop period. During this period, classes may be added or dropped from the student's schedule via BRIDGE. A course dropped during this period will not appear on the student's transcript. The student is not required to gain the Academic Advisor's approval for any classes added or dropped from his or her class schedule.

Withdrawal from a Course

A student may withdraw from a class during the dates posted on the Academic Calendar for each term or part of term.   A grade of W will appear on the student's transcript. A W grade does not affect the grade point average (see Grading System in this section). Too many W grades may affect a student's eligibility for future financial aid (see Satisfactory Academic Progress Policy in the Scholarships and Financial Aid section).

Procedure to Withdraw from a Course

1. A student wishing to withdraw from a course after the Add/Drop period must submit a completed **Withdrawal Form** to Blue Ridge Community and Technical College Enrollment Management Office.

2. A completed **Withdrawal Form** includes the signature of the student's Academic Advisor, Student Affairs, Cashier, Financial Aid, and the instructor of the course being dropped.

3. Failure to submit the completed **Withdrawal Form** by the deadline will result in the grade of IF or F (see Grading System in this Section).

4. There is <u>no refund available for a partial</u> (one or more, but not all classes) withdrawal.

Complete Withdrawal

A student wishing to completely withdraw from the College for <u>all</u> enrolled classes may do so until 4 p.m. on the last class day of each semester.

Procedure to Completely Withdraw

1. A **Withdrawal Form** requires the signature of various campuses offices verifying that the student does not have any outstanding debt or obligation.

2. The completed **Withdrawal Form** must be returned to the Blue Ridge Community and Technical College Enrollment Management Office. **Students who discontinue attending class without following the proper withdrawal procedures will receive a grade of F or IF in the course(s)** *(see Grading System in this Section).*

3. A refund of tuition may be available if the **Withdrawal Form** is processed during the designated refund period for each semester *(see **Refund Policy** in the Expenses Section of the Catalog).*

Summary of Withdrawal Dates

Withdraw from a Course during the Add/Drop Period

ACTION	Drop a course via BRIDGE
DATE	First five class days of the fall and spring semesters
GRADE	Dropped course does not appear on the transcript
REFUND	Potentially, depending on the total registered credit hours (full versus part-time tuition)

Withdrawal from a Course after the Add/Drop Period

ACTION	Withdraw from a course(s)
DATE	Sixth class day through Friday of the twelfth class week of the fall and spring semesters
GRADE	W
REFUND	No refund

Complete Withdrawal

ACTION	Completely withdraw from the College for all enrolled classes
DATE	Sixth class day through the last class day of each semester
GRADE	W
REFUND	Potentially, depending on the effective date of the Request for Withdrawal From College form

The withdrawal procedure is incomplete until all necessary signatures have been secured and the appropriate forms returned to Enrollment Management by the specified time stated in the current academic calendar. Any counseling provided to a student from any employee of the College, which is at a variance with established College policies, must be confirmed by the Director of Enrollment Management. Although a student may receive advice from any agent of the College, the final responsibility for a decision concerning withdrawal rests with the student, in consultation with the course instructor and Academic Advisor, in accordance with College policies. Prior to withdrawing from a course, those students receiving financial aid should refer to the **Satisfactory Academic Progress Policy** *in the Scholarships and Financial Aid Section of this Catalog.*

Appealing a Grade

In order to successfully appeal a grade, a student must offer convincing arguments that good cause exists for mandating a change of grade. **A grade may be appealed exclusively for the following reasons: discrimination, error in calculation, or that the grade was awarded in an arbitrary or capricious manner**. A copy of the Blue Ridge Community and Technical College Grade Appeal Policy and procedures to follow in order to appeal a grade may be obtained from the Blue Ridge Community and Technical College Student Handbook available online at www.blueridgectc.edu.

Repeating Courses

A student may not repeat a course or courses for credit where the original grade was a C or better. Variable credit courses may be repeated until the maximum hours have been earned.

60 Hour Repeat Rule

A student who earns a D, F, or IF grade in any course completed no later than the semester or summer term that the 60th semester hour is attempted (including transfer hours) may repeat the course prior to receiving an associate degree. The course(s) must be repeated at Blue Ridge Community and Technical College. For each course, the original grade of D, F, or IF shall be disregarded, and the subsequent grade shall be used for determining the student's GPA. The original grade shall not be deleted from the student's record.

Transcripts

Transcripts are released only upon written request from the student with the student's signature and printed name plainly shown. E-mail requests cannot be accepted. A transcript may be requested from the:

Office of the Registrar
Blue Ridge Community and Technical College
400 West Stephen Street
Martinsburg, WV 25401

The request must include your name, ALL previous names, address, phone number, social security number, dates of attendance, and graduation date (if applicable). Include the COMPLETE address to which the transcript should be sent. The first transcript EVER requested is free. The FEE for each additional transcript is $5.00. A check should be made out to Blue Ridge CTC. Please do not send cash. Regular transcripts require a minimum of 3 working days for processing.

Emergency Transcripts

Emergency transcripts are $15.00 each for 24 hour processing in our office: if we receive your $15 payment no later than noon on a business day, we will have your transcript in the mail to its recipient on the very next business day.

Please note that the 24-hour time frame does NOT mean that the recipient will have it in 24 hours--we have no control over the U.S. Mail or other delivery systems. Transcripts are sent 1st class mail. For Fed Ex, UPS, etc., you must include a pre-paid, pre-addressed mailing envelope.

24-Hour Faxed Transcripts

There must be a signed request by the student. Faxed transcripts are unofficial. Faxed transcripts are $15.00 each. Payment must be received before the transcript is faxed. In addition to providing the fax number the transcript is to be sent to, provide a phone number for contact in case of problems!

Graduation Transcripts

Allow approximately a month from the date of graduation before a final transcript may be issued. However, a student may request a letter of verification to confirm that requirements for graduation have been met.

Financial Obligations

All financial obligations must be reconciled before a transcript will be released.

Attention

Transcripts picked up by students will be stamped ISSUED TO STUDENT. Such a transcript may not be acceptable to the person or institution receiving it.

Graduation

Application for Graduation for Associate Degrees

Students **MUST** apply for graduation. For associate degrees, students within two semesters of graduation should check with their academic advisor to begin the graduation application process. Generally, students wishing to graduate in May MUST apply for graduation by early October of the previous year. Students wishing to graduate in August or December MUST apply for graduation by early March of that same year. Specific deadlines for graduation application are listed in the Academic Calendar located in the Blue Ridge Community and Technical College Catalog or online at www.blueridgectc.edu.

Application for Graduation for Certificate Degree Programs

Students must apply for graduation. For certificate programs, students within one semester of graduation should check with their academic advisor to begin the graduation application process.

Ultimately, it is the student's responsibility to initiate the graduation application and evaluation process. Failure to apply for graduation in a timely manner could result in the postponement of graduation for the student.

Minimum Grade Point Average

A minimum 2.0 grade point average (or a C average) is required for both: 1) all collegiate level course work attempted (overall GPA) and 2) all Blue Ridge Community and Technical College course work attempted (institutional GPA).

Minimum Semester Hours

The minimum number of semester hours for an associate's degree is 60 semester credit hours of courses numbered 100 and above. Most associate degree programs require an average of 64 or 65 semester credit hours of courses numbered 100 and above. Some programs such as the Associate of Science in Nursing degree or Associate of Science in Emergency Medical Services degree require more than the average. The required number of semester hours for each individual associate degree is listed in the Associate Degree Programs section of this catalog.

The minimum number of semester hours for a certificate degree program is 32 semester credit hours of courses numbered 100 and above.

Residence (College) Credit Hours Required

For an associate's degree, a student must complete at least 24 credit hours of course work at Blue Ridge Community and Technical College. The last 12 hours of course work for an associate's degree must be completed at Blue Ridge Community and Technical College. For the Board of Governors Associate of Applied Science degree, a student must complete at least 12 credit hours at a regionally accredited institution and at least 3 credit hours at Blue Ridge Community and Technical College. The last 3 hours of a BOG AAS degree must be completed at Blue Ridge Commuity and Technical College. For a certificate degree, a student must complete at least 12 credit hours of course work at any regionally accredited institution of higher education.

Student Support Services

Bookstore

Specialty Books is the bookstore vendor for the Blue Ridge Community and Technical College. An easy to use website for ordering textbooks is available online at www.blueridgectc.edu. Other items/clothing with campus logo, software, study aids, etc may be available. Onsite bookstore will be available Saturday prior to the beginning of classes, the first week of classes, and several days of the week of final examinations when book buyback will occur. The bookstore handles a refund return policy, buyback program, and customer service assistance to Blue Ridge CTC students.

Clubs and Organizations

Blue Ridge Community and Technical College has several clubs and special interest groups which meet the needs of a diverse student body. Getting involved with student clubs, organizations, and activities is a great way to make a network of friends. Making a connection to the College community is one factor that may increase the success of students in their college career as well as in future endeavors. All clubs and organizations are managed by the Student Government Association (SGA) and the Office of Student Success. If you are interested in forming a new club or organization you may do so by contacting the Office of Student Success or an SGA executive board member.

Listing may include inactive clubs and organizations

- American Sign Language Club
- Bi Gay Lesbians And Allies Against Discrimination (B GLAAAD)
- Blue Ridge Drama Club
- Campus Crusades
- Emergency Medical Services (EMS)
- Fitness Club
- Golf Club
- Lambda Alpha Epsilon (LAE)
- Multicultural Club
- Phi Beta Lambda (PBL)
- Phi Theta Kappa (PTK)
- Residential Writers Group (RWG)
- Single Parents
- Skills USA
- Student Government Association (SGA)
- Student Nurses Association (SNA)
- And more

Computer Accounts

All registered students are assigned a computer account upon registration. Students are required to obtain their account information over BRIDGE. Computers accounts allow students access and use of the Internet, email and various software in computer labs. College computers cannot be accessed without a username and password. For more information, visit the Information Technology Services Web site at www.blueridgectc.edu.

Disability Support Services

Blue Ridge Community and Technical College is committed to "nondiscrimination" on the basis of disability in the areas of employment, program accessibility, admissions, treatment of students, academic adjustments, financial aid, employment assistance to students, and in nonacademic services. The Office of Student Success works with faculty and staff, as well as a number of community agencies, to arrange for assistance in obtaining appropriate accommodation. The College is committed to providing reasonable accommodations within local, state, and federal regulations to ensure that qualified students with disabilities are able to enjoy the same rights and assume the same responsibilities as any other student. Students with disabilities will need to provide the Student Success Counselor with one of the following documentation in order to receive accommodations:

• 504 plan • Individual Education Plan (IEP) or • Psychological Evaluation

Questions about Disability Support Services should be directed to the Office of Student Success.

> Michelle Nelms
>
> Disability Services Counselor
>
> mnelms@blueridgectc.edu
>
> 304-260-4380 ext 2117

BRIDGE Student ID Card

Blue Ridge Community and Technical College students, upon enrollment, are provided a BRIDGE Student ID Card. This card must be presented upon request by administrators or faculty of Blue Ridge Community and Technical College for identification purposes. A $5.00 fee is charged for the replacement of this card. Students are required to carry this card at all times. The BRIDGE card is property of Blue Ridge Community and Technical College and is nontransferable. Use of this card constitutes acceptance of the terms and conditions in effect at the time of use. Report lost, stolen, or found cards immediately to the Office of Student Success at 304-260-4380.

Martinsburg-Berkeley County Public Library

Blue Ridge Community and Technical College and the Martinsburg-Berkeley County Public Library have formed a partnership to provide library services for our students. Students must request a library card and create a PIN to use materials and databases.

Address:	**Phone Numbers:**	* **Hours:**
101 W. King Street	Phone: (304) 267-8933	Sunday: 1:00 p.m. - 5:00 p.m.
Martinsburg, WV 25401	Children's Library: 304-267-8288	Monday - Friday: 9:00 a.m. - 9:00 p.m.
	Fax: (304) 267-9720	Saturday: 9:00 a.m. - 5:00 p.m.

Web address: http://www.youseemore.com/martinsburgberkeley/

Reference Web Address: http://www.youseemore.com/martinsburgberkeley/readyref.asp

* Subject to change

Phi Theta Kappa

Established by Missouri two-year college presidents in 1918, Phi Theta Kappa International Honor Society serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through honors, leadership and service programming. Today, Phi Theta Kappa is the largest honor society in American higher education with more than 1.3 million members and 1,200 chapters located in 50 United States, U.S. territories, Canada and Germany. In 1929, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges.

The Beta Omicron Delta Chapter of Phi Theta Kappa at Blue Ridge Community & Technical College initiated its first members in the spring of 2006. To be eligible to join, a student must have a 3.5 GPA. The student must maintain a 3.25 GPA to remain in good-standing in the society.

Student Government Association

Blue Ridge Community and Technical College Student Government Association (SGA) provides students with the opportunity of participation in the direction and government of the College. SGA also works to protect the rights of students, and to initiate, direct and promote student activities designed to enhance the welfare of the entire student body. This organization is advised by the Office of Student Success and a faculty advisor. Every student is considered a member of SGA; however, only students who sign up for the 1 hour class credit are given voting privileges on SGA agenda items, with the exception to election of officers. Student elections are held each April and are open to the entire student body to vote or to run for an officer position. In order to be an officer, students must maintain the appropriate GPA set forth in the SGA Constitution, be in good standing and be registered for at least 6 hours of class credit at Blue Ridge Community and Technical College. Various chairs are appointed by the officers and regularly scheduled meetings are held. The SGA oversees all clubs and organizations at Blue Ridge Community and Technical College.

Career Services

Blue Ridge Community and Technical College operates Career Services as a division of the Office of Student Success. Career Services is available to all students who are interested in career counseling or are in need of assistance with their job search. Career Services provides various methods to prepare students that are entering the workforce. Services offered include: cover letter and resume assistance, resume-building techniques and workshops, mock interviews, job placement in the form of on campus/off campus interviews and holding an annual career fair that is open to students, alumni, and the general public. To encourage and assist students with finding placement in today's very competitive job market, Career Services offers College Central, which is a free service for students to search for job opportunities and post resumes for employers to review. Career Services also offers the Kuder Assessment test, which enables students to explore other fields of study/job markets. In addition, Career Services is involved with the Federal Work Study Program and places students at various non-profit organizations throughout the surrounding community. To find out more about what Blue Ridge Community and Technical College's Career Services can do for you, please contact the Career Services Counselor.

Emergency Situations / Student Messages

Blue Ridge Community and Technical College will only contact students in class in emergency situation. Should a situation occur that you are not able to attend class for a long period of time; students are encouraged to contact the Office of Student Success to document the situation. The Director of Student Success will work closely with instructors to ensure student success during the time of the emergency.

E2 Campus – Emergency Alert System

BE IN THE KNOW! Blue Ridge Community and Technical College offers the E2 Campus Alert System to notify students of emergency situations (emergency closings, etc). This system will not be used to notify students of campus events or the academic calendar. Students have the choice whether or not to participate in this system. Blue Ridge Community and Technical College highly encourages students to sign up for text messaging and / or email notifications. Visit our website for more information and to sign up for notifications (www.BlueRidgeCTC.edu).

ACADEMIC PROGRAMS & COURSE DESCRIPTIONS

Vendor Certification Tracks

Several course offerings in our Information Technology, Office Technology, and Computer Applications Specialist program curricula are directly aligned to industry-level certification exams. These courses not only allow you to earn credit toward your degree or certificate, they also prepare you to take a targeted vendor exam, and earn certification to validate your knowledge and skills to a potential or current employer. For detailed information on specific exams or certifications visit the CompTIA®, Microsoft®, Pearson Vue or Certiport websites for objectives, skill sets, and sample questions. Below is a list of courses that corresponds to a professional exam. You can view a course description for each listing in the back of this booklet.

CIW: Certified Internet Webmaster

CIW Stands for Certified Internet Webmaster. CIW includes the following courses:

- IT 236 Web Page Design with HTML, XML and Scripting
- IT 245 Internet Foundations
- IT 246 Site Designer

These three courses lead to the CIW Professional certificate (two exams)

CompTIA A+® Certification

- IT 180 PC Repair and Troubleshooting
- IT 181 PC Operating Systems

These two courses match up to the CompTIA A+® Certification (two exams)

CompTIA Network+® Certification

- IT 200 Network +

This course match up to the CompTIA Network+® Certification (one exam)

CompTIA Project+® Certification

- IT 269 Project Management

This course match up to the CompTIA Project+® Certification (one exam)

CompTIA Security® + Certification

- IT 276 Security +

This course match up to the CompTIA Security+® Certification (one exam)

MCSA (Microsoft® Certified Systems Administrator)

The Microsoft® Certified Systems Administrator (MCSA)certification will advance your career by ensuring you have the skills to successfully manage and troubleshoot system environments running on the Microsoft® Windows® operating system.

- IT 270 Installing, Configuring, & Administering Windows® Desktop Operating Systems
- IT 290 Managing & Maintaining a Microsoft® Windows® Server
- IT 291 Implementing, Managing & Maintaining a MS Windows® Server Network Infrastructure
- IT 298 Designing Security for a MS Windows® Server Network

MCSE (Microsoft® Certified Systems Engineer)

The Microsoft® Certified Systems Engineer (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft® Windows® 2000 platform and Microsoft® Windows® Server System. Implementation responsibilities include installing, configuring, and troubleshooting network systems.

- IT 180 PC Troubleshooting and Repair
- IT 181 PC Operating Systems
- IT 200 Network +
- IT 270 Installing, Configuring, & Administering Windows® Desktop Operating Systems
- IT 276 Security +
- IT 289 Planning & Maintaining a MS Windows® Server Infrastructure
- IT 290 Managing & Maintaining a Microsoft® Windows® Server
- IT 291 Implementing, Managing & Maintaining a MS Windows® Server Network Infrastructure
- IT 294 Planning, Implementing and Maintaining a MS Windows® Server Active Directory Infrastructure
- IT 298 Designing Security for a MS Windows® Server Network

MCAS (Microsoft® Certified Application Specialist)

Validates skills with using the Microsoft® Office system and Windows® Vista. The successor to the Microsoft® Office Specialist (MOS) credential, each software program in the Office suite has a separate exam. We are already on board with the following:

- OFTC 136 Outlook Complete
- OFTC 215 Word Complete
- OFTC 216 Excel Complete
- OFTC 217 Access Complete
- OFTC 218 Power Point Complete
- OFTC 222 Windows® Complete

Cisco CCNA

- IT 131 Networking Fundamentals
- IT 141 Routing Protocols and Concepts
- IT 231 LAN Switching and Wireless
- IT 241 Accessing the WAN

These four courses lead to the Cisco Certified Network Associate (CCNA) certification. Topics covered in these courses include: the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN.

Cisco CCNP

- IT 265 Building Scalable Cisco Internetworks
- IT 266 Implementing Secure Converged Wide-Area Networks
- IT 267 Building Mulit-Layer Switched Networks
- IT 268 Optimizing Converged Networks

These four courses individually each lead to a specific Cisco Network Certification. Combined, these four certifications equal the Cisco Certified Network Professional (CCNP).

MCDST (Microsoft® Certified Desktop Support Technician)

- IT 153 Desktop Support Technician I
- IT 154 Desktop Support Technician II

Fast Track Certificate Programs

Accounting Basics with QuickBooks – Level I

This course will introduce basic skills for working with QuickBooks Pro software, and is designed to prepare individuals to enter an accounting office environment. The student will learn the fundamental skills needed to effectively deal with customers, vendors, and banking transactions. They will create their own company file. A review of "need to know accounting" will be given that includes basic financial statements, the double-entry accounting system, and debits and credits. Upon completion of the program, students will receive official certificates of completion from Blue Ridge CTC and the Community and Technical college System of West Virginia with 1.8 CEUs awarded. 18 hours (Financial aid may be available)

Advancing in QuickBooks – Level II

This program continues where Accounting Basics with QuickBooks leaves off. The course covers intermediate-level skills with QuickBooks 2007. The student will learn how QuickBooks deals with physical inventory and sales tax. The course also covers how to run payroll and handle asset, liability, and equity accounts effectively. Other functions will be learned, such as how to work with QuickBook's class, estimate, and time tracking features. The end of the course covers customizing reports, creating custom templates, and details on what happens "behind the scenes" as QuickBooks helps to manage financial data. Upon completion, students will receive official certificates of completion from Blue Ridge CTC and the Community and Technical college System of West Virginia with 2.1 CEUs awarded. 21 hours (Financial aid may be available)

Business Computer Operations

Windows user essentials; Microsoft Word, Excel, & Outlook fundamentals; Accounting Basics with QuickBooks, and an introduction in Job Searching will be covered. The course is designed to train the individual in the technology standards for a versatile office environment and to give the student a constructive approach to finding employment. Upon completion of the program, students will receive official certificates of completion from Blue Ridge CTC and the Community and Technical College System of West Virginia. 9.0 CEUs are awarded. 90 hours (Financial aid may be available)

Computer Skills Jumpstart

Covers Windows Vista user essentials, Microsoft Word, Excel & Outlook 2007 fundamentals, and Internet basics for students new to computers. The course is designed to train the individual in the latest technology standards for the updated office environment. Upon completion of the program, students will receive official certificates of completion from Blue Ridge CTC and the Community and Technical College System of West Virginia. 8.0 CEUs are awarded. 80 hours (Financial aid may be available)

Data Management with Access

In this course the participant will explore Microsoft Access. In Unit 1, they will be introduced to the database application and the new Ribbon interface. The student will also build, manage, and maintain databases containing numerous objects. In Unit 2, they move on to intermediate skills. The student will design a relational database, customize input forms, create custom reports, and use advanced queries. Unit 3 is all about advanced Access skills. The student will set up complex forms and reports, customize the database interface, set security options, and integrate Access with other Office applications. Upon completion, students will receive official certificates of completion from Blue Ridge CTC and the Community and Technical college System of West Virginia. 4.5 CEUs are awarded. 45 hours (Financial aid may be available)

Need to Know Computing

For computer novices to learn how to use computers, Windows XP and Windows Vista, the Internet, email basics, and word processing using Microsoft Word. This training is perfect for the transitional workforce going from labor to technology environment. The fundamentals of word processing, basic file browsing and file management, and web basics are explained. The course ends with a discussion of webmail, email attachments, and email security including scams, phishing, and spam. Upon completion of this program, the student will receive an official certificate of completion from Blue Ridge CTC and the Community and Technical college System of West Virginia with 1.8 Continuing Education Units awarded. 18 hours (Financial aid may be available)

Office Professional Skills

Covers Windows XP basics, Microsoft Office Computer skills, Office Communication skills, and Resume writing & interviewing skills. The course is designed to prepare you for an office environment. We will help you develop computer and workplace competencies. We'll discuss resume writing and interviewing giving you the confidence in your search for a better job. Upon completion, you will receive an official certificate of completion from Blue Ridge CTC and the Community and Technical College System of West Virginia. with 7.0 Continuing Education Units awarded, and you'll have a viable resume and cover letter to offer employers. 70 hours
(Financial aid may be available)

Medical Certification Programs

EKG Technician Certification Program

This comprehensive 60 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) - Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

This course is eligible for college credit after the successful completion of the program.

Fee: $999 (Textbooks included)   **Course Contact Hours - 60 hrs.**

Medical Billing and Coding Program

This combined 70 hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (introduction and guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-9 and HCPCS).   After obtaining the suggested practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC - H Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

This course is eligible for college credit after the successful completion of the program.

Fee: $1,299 (Textbooks included)   **Course Contact Hours - 70 hrs.**

Pharmacy Technician Program

This comprehensive 60 hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

This course is eligible for college credit after the successful completion of the program.

Fee: $999 (Textbooks included)   **Course Contact Hours - 60 hrs.**

Phlebotomy Technician Program

This 90 hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Note: There is no outside externship rotation included with this program.

This course is eligible for college credit after the successful completion of the program.

Fee: $1,599 (Textbooks included)   **Course Contact Hours - 90 hrs.**

Dental Assisting Program

This 60 hour Dental Assisting Program prepares students for entry level positions in a variety of health care settings including dentist offices, hospitals and other similar facilities, familiarizing the student with all areas of pre-clinical dental assisting and training in the professional skills required to function as an assistant in the dental practice. It covers the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry and dental assisting; policies and guidelines. Clinical aspects of oral anatomy, dental equipment, tooth structure, primary and permanent teeth, oral cavity and related structures, proper patient positioning, dental hand-pieces, dental anesthesia, sterilization and asepsis. This program does not include a national or state certification objective which in most states requires 1 to 2 years of training or education.

This course is eligible for college credit after successful completion of the program.

Fee: $1,199 (Textbooks included)   **Course Contact Hours - 60 hrs.**

Associate Degree & Certificate Programs

Associate of Applied Science Degree in Applied Technology

The Associate of Applied Science Degree in Applied Technology is a broad-spectrum technical studies degree program designed to accommodate the transfer of credit for students from a variety of technical, trade, and skills-based backgrounds. It is a useful option for individuals who wish to earn an applied degree, and who have been trained in areas such as carpentry, automotive, masonry, agriculture, information technology, or other technical trades.

Students complete 12 hours of required general education courses, as well as 15 hours of coursework from restricted content areas. Technical electives used to complete the program of study can be a combination of credits earned from previous college coursework, trade-based training, or vocational studies, and will be evaluated on a case-by-case basis. Additional technical electives can be selected by the student under the guidance of his or her academic advisor.

Student may not complete a Board of Governors AAS and this degree.

Curriculum for an Associate of Applied Science in Applied Technology

General Education Core	12
Restricted Coursework	15
Technical Electives	33
Total Credit Hours Required	**60**

General Education Core		
ENGL	110 Technical Writing	3
MATH	105 College Algebra	3
****	292 Any Program Internship	3
CAS	111 Information Literacy	3
Subtotal Credit Hours Required		**12**

Technical Electives	
Transfer credits and/or any combination of electives	33
Subtotal Credit Hours Required	**33**

Restricted Coursework	
Communication and Life Skills (e.g. English, Speech, Business Communications, Music)	6
Social Awareness (e.g. Psychology, Sociology, Government, Economics)	3
Critical and Analytical Thinking (e.g. Math, Biology, Chemistry, Project Management)	6
Subtotal Credit Hours Required	**15**

Associate of Applied Science Degree in Baking and Pastry

Blue Ridge CTC Culinary Academy's Programs are designed to provide students with the practical knowledge and skills necessary to ensure successful employment in an entry to mid-level position within the food service and hospitality and tourism industry through a certificate or degree program.

Students will learn baking essentials which include a wide variety of classical and modern dessert techniques and presentations along with baking fundamentals from scaling ingredients to designing and constructing elaborate centerpieces, along with courses that build on immersing the student into all aspects of culinary foundations such as nutrition, safety and sanitation, origins of food, food history, food cost, product efficiency, molecular gastronomy, speed, attention to detail and culinary artistry. Practical lab experiences will help to complete the well rounded student for entry into the workforce. Students will be able to experience the flow of their product from creation to service in this degree program.

Students in the Culinary Art Programs are subject to the Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward completion of the program. Blue Ridge CTC Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

NOTE: Blue Ridge CTC Culinary Academy's (Food Service Retail Management and Baking and Pastry) concentrations require students to apply for admission at Blue Ridge CTC. Credits from the Culinary Arts Program at James Rumsey certificate program may be transferred to Blue Ridge's CTC Culinary Academy for those who wish to pursue an associate of applied science degree pathway in Food Service Retail Management and or Baking and Pastry.

Curriculum for an Associate of Applied Science in Baking and Pastry

General Education Core	24
Baking and Pastry Core	31
Program Specific	6
Total Credit Hours Required	**61**

General Education Core			
CGEN	100	First Year Experience	3
CGEN	101	Career Transition	3
CAHS	110	Food Microbiology	3
CAHS	200	Nutrition	3
CAS	111	Information Literacy	3
COMM	202	Fundamentals of Speech	OR
BUSN	105	Business Communications	3
ENGL	101	Written English	OR
ENGL	110	Technical Writing	3
MATH	100+	Any Math 100 or above	3
Subtotal Credit Hours Required			**24**

Baking and Pastry Core			
CART	100	Introduction to Culinary Food Service	2
CART	115	Sanitation and Safety	2
CART	170	Bread Fundamentals	4
CART	212	Baking Skills and Development	4
CART	245	Cooking Fundamentals I	3
CART	280	Cake Designs & Professional Decorating	4
CART	292	Internship	4
CART	294	International Pastry and Dessert	4
CART	295	Pastry Showpieces and Buffet Display	4
Subtotal Credit Hours Required			**31**

Program Specific Courses			
BUSN	215	Human Relations & Mgmt	OR
BUSN	275	Management & Leadership	3
Free Electives			3
Subtotal Credit Hours Required			**6**

Certificate Degree in Baking and Pastry

Blue Ridge CTC Culinary Academy's Programs are designed to provide students with the practical knowledge and skills necessary to ensure successful employment in an entry to mid-level position within the food service and hospitality and tourism industry through a certificate or degree program.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree seeking student or complete the application and admissions process to the college. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Curriculum for a Certificate in Baking and Pastry

General Education Core	6
Baking and Pastry Core	31
Total Credit Hours Required	**37**

General Education Core			
ENGL	101	Written English	OR
ENGL	110	Technical Writing	3
MATH	100+	Any Math 100 or above	3
Subtotal Credit Hours Required			**6**

Baking and Pastry Core			
CART	100	Introduction to Culinary Food Service	2
CART	115	Sanitation and Safety	2
CART	170	Bread Fundamentals	4
CART	212	Baking Skills and Development	4
CART	245	Cooking Fundamentals I	3
CART	280	Cake Designs & Professional Decorating	4
CART	292	Internship	4
CART	294	International Pastry and Dessert	4
CART	295	Pastry Showpieces and Buffet Display	4
Subtotal Credit Hours Required			**31**

Associate of Applied Science Degree in Board of Governers

The Board of Governors A.A.S. requires 60 credit hours, which includes a general education core of 21 credit hours and 39 credit hours of general electives. The structure of the degree assures flexibility in program design to meet the individual needs of adult students. The required general education courses assure the development of essential skills and competencies necessary for an associate level graduate. The general electives category allows students to demonstrate and document a defined occupational proficiency.

Students are encouraged to explore various options for obtaining credit for prior learning experiences including standardized exams, challenge exams, credential validation, and portfolio credit. Students who choose to earn credit for college-level learning acquired through professional work experience or other life experiences must complete CGEN 110 Portfolio Development I and CGEN 111 Portfolio Development II. ENGL 101 Written English (3), must be completed with grade of C or better before registering for CGEN 110. There is a $300 fee to submit a portfolio. There is a $10 per credit fee for posting credits to the transcript. The portfolio provides the opportunity for equating documented, college level, experiential learning to college credit. College courses successfully completed at regionally accredited institutions may be transferred into the program and applied toward the 60-credit requirement.

Students in the Board of Governors A.A.S. Program are subject to the Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement, including mandated remedial courses, which are not counted toward completion of the program. Blue Ridge CTC Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

Curriculum for an Associate of Applied Science Degree in Board of Governors

General Education	21
General Electives	39
Total Credit Hours Required	**60**

General Education Required Areas	
COMMUNICATIONS*	**6 Credit Hours**
Typical Courses: English, Grammar, Composition, Communications (BUSN 105, COMM 202, ENGL 101*, ENGL 102, ENGL 110)	
SOCIAL SCIENCES/HUMANITIES	**6 Credit Hours**
Typical Courses: Business, Economics, Geography, Political Science, Sociology, Art, Music, History, Language (BUSN 191, 200, 208, 215, 250, 276, 278, CGEN 100, 101, ECON 123, 205, PSCI 100, PSCI 101, PSYC 203, SOCI 203, 295, ART 103, MUSC 111)	
MATHEMATICS/SCIENCE	**6 Credit Hours**
Typical Courses: Intro to Math, College Algebra, Finite Math, Biology, Human Growth & Development, Anatomy & Physiology, Nutrition, Forensic Science (MATH 101, 105, 106, 107, 154, CAHS 100, 101, 102, 110, 120, 121, 122, 123, 200, 220, 210, EDET 201, 202)	
COMPUTER LITERACY	**3 Credit Hours**
Typical Courses: Information Literacy, Understanding Computers (CAS 110, 111)	

Three credit hours must be ENGL 101 or ENGL 110

Associate of Applied Science Degree in Business

The Associate of Applied Science in Business introduces students to foundational business theories and practices related to planning, communication, marketing, finance, human relations, and management. Students are exposed to the legal and ethical considerations impacting business today and develop effective communication, critical thinking and technical skills needed to success. The program allows students to focus on the track areas that best meet their personal and career goals while preparing for employment opportunities in administration, retail, finance, management, and entrepreneurship.

The goals of the degree program are to prepare graduates to:

Apply business concepts to real work experiences

- Understand the legal, ethical, and regulatory environments of business
- Recognize the global impact on local business
- Perform the basic business accounting and personal finance functions
- Develop data driven problem-solving and decision-making skills
- Effectively communicate verbally and in writing
- Work as part of a team
- Understand the responsibilities of management
- Present a professional business image

Curriculum for an Associate of Applied Science in Business

General Education Core	21
Business Core	21
Specialty Track	18
Total Credit Hours Required	**60**

General Education Core			
BUSN	105	Business Communications	3
BUSN	180	Personal Finance	3
BUSN	200	Business Ethics	3
CAS	111	Information Literacy	3
COMM	202	Fundamentals of Speech	3
ENGL	101	Written English I	OR
ENGL	110	Technical Writing	3
MATH	100, 105 OR 154		3
Subtotal Credit Hours Required			**21**

Business Core			
BUSN	101	Introduction to Business	3
BUSN	103	Accounting I	3
BUSN	170	Customer Service Management	3
BUSN	212	Business Law	3
BUSN	230	Business Etiquette & Image	3
BUSN	275	Management & Leadership	OR
BUSN	276	Teamwork & Managing Teams	3
BUSN	292	Business Internship	OR
BUSN	294	Business Practicum	3
Subtotal Credit Hours Required			**21**

Associate of Applied Science Degree in Business (continued)

SPECIALTY TRACKS

The tracks within the A.A.S. Business degree offers flexibility for you to design your own Business program of study.
You must select ONE of the following specialty tracks:

General Business Track	
You may select any electives course(s) in BUSN, CAS, ECON, ENTR, ENGL, IT, MDIA, CGEN 100, CGEN 120, PSCI 101, PSYC 203, SOCI 203, WORK 299, or Languages (CLAN, FREN, SPAN) for a total of 18 credit hours to complete the General Business Concentration.	
Subtotal Credit Hours Required	**18**

OR

Management Track			
BUSN	190	Human Resource Management	3
BUSN	205	Principles of Management	3
BUSN	191	Organizational Behavior	OR
BUSN	215	Human Relations & Management	3
Restricted Business Electives			9
Subtotal Credit Hours Required			**18**

OR

Office Administration Track			
CAS	205	Computerized Accounting	3
CAS	211	Word Complete	3
CAS	230	Office Administration	3
Restricted Business Electives			9
Subtotal Credit Hours Required			**18**

Certificate Degree in Business and Technology

The Business & Technology Certificate combines general education and business courses for the purpose of serving students studying business, office technology, and information technology. This certificate assures employers that the student has an introductory knowledge of the business environment, commonly used office technology programs, and up and coming trends affecting business and society.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the college. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Curriculum for a Certificate in Business and Technology

General Education Courses	9
Restricted Electives	23
Total Credit Hours Required	**32**

General Education Courses			
BUSN	105	Business Communications	3
CAS	101	Documents Processing	3
CAS	111	Information Literacy	3
Subtotal Credit Hours Required			**9**

Restricted Electives	
Complete courses from any offerings in:	
BUSN, CAS, COMM, IT, PSYC, or SOCI	23
Subtotal Credit Hours Required	**23**

Certificate Degree in Cisco Certified Network Associate (CCNA)

The Cisco Certified Network Associate program has been created to address the needs of businesses and organizations within the local West Virginia Community. Information Technology is a growing field in this area and the need for certified technicians is growing at a rapid rate. This program will address this need at a local level and allow for resident businesses and organizations to hire from a local pool of talent as opposed to hiring outside of the local community to address their needs. This program will provide the student with the essential knowledge to install, configure, and operate simple routed LANs and WANs and obtain Cisco™ Certified Network Associate (CCNA) certification. The student will gain knowledge of switched LAN Emulation networks made up of Cisco™ equipment. The program is a focused coverage of Cisco™ router configuration procedures, which will be mapped to exam objectives and prepare you for Cisco Exam 640-802 or for Cisco Exam 640-822 and 640-816.

Students seeking a rapid path to employment may enroll in the Cisco Certified Network Associate Certification Program, which will provide the fundamental knowledge and skills required for employment in the Networking portion of the Information Technology field. Those seeking specific technical knowledge and a broader, more marketable understanding of the networking environment can pursue the Cisco Certified Network Associate Certificate option. Both programs are instructed by highly trained and credentialed faculty and incorporate technical modules, hands-on laboratories, and equipment training.

Students in the Cisco Certified Network Associate program are subject to Blue Ridge Community and Technical College's requirements for admission, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward completion of the program. Blue Ridge CTC requirements regarding academic standards and student conduct also apply.

Curriculum for a Certificate in Cisco Certified Network Associate

General Education	6
CCNA Core	29
Total Credit Hours Required	**35**

General Education			
BUSN	105	Business Communication	OR
COMM	202	Fundamentals of Speech	OR
ENGL	101	Written English	OR
ENGL	102	Writing for Arts & Humanities	OR
ENGL	110	Technical Writing	3
MATH	105	College Algebra	OR
MATH	106	Trigonometry	3
Subtotal Credit Hours Required			**6**

CCNA Core			
CNET	131	Networking Fundamentals	4
CNET	141	Routing Protocols and Concepts	4
CNET	231	LAN Switching and Wireless	4
CNET	241	Accessing the WAN	4
IT	180	A+ Essentials	4
IT	200	Network+	3
IT	269	Project Management	3
IT	276	Security+	3
Subtotal Credit Hours Required			**29**

Certificate Degree in Cisco Certified Network Professional (CCNP)

The Cisco Certified Network Professional program has been created to address the needs of businesses and organizations; as well as, students within the local West Virginia community. Information Technology is a growing field in this area and the need for certified technicians is growing at a rapid rate. This program will address this need at a local level and allow for resident businesses and organizations to hire from a local pool of talent as opposed to hiring outside of the local community to address their needs.

Blue Ridge Community and Technical College is excited and proud to offer the advanced Cisco networking curriculum leading to the Cisco Certified Network Professional (CCNP) which will work in conjunction with the existing Cisco Certified Network Associate (CCNA) program. This program will provide students with the essential knowledge and experience to install, configure, operate, troubleshoot, and manage; advanced routing protocols, campus-wide enterprise networks, advanced switching technologies, network security, Voice over IP (VOIP), and Quality of Service (QoS). The program is mapped to the exam objectives for the four individual certifications required to obtain the CCNP.

Students seeking a rapid path to employment may enroll in the Cisco Certified Network Professional certification program. Those students seeking specific technical knowledge and a broader, more marketable understanding of networking can pursue the Cisco Networking Certificate option. Additionally, students may enroll in the A.A.S. degree, Computer Network Engineering Technologies in order to further augment their potential profitability. All programs are instructed by highly trained and credentialed faculty and incorporate technical modules, hands-on laboratories, and equipment training.

Students in any of the Cisco programs are subject to Blue Ridge Community and Technical College's requirements for admission, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward the completion of the program. Blue Ridge CTC requirements regarding academic standards and student conduct also apply.

Curriculum for a Certificate in Cisco Certified Network Professional

General Education	6
CCNA Core	31
Total Credit Hours Required	**37**

General Education			
ENGL	101	Written English	OR
ENGL	110	Technical Writing	3
MATH	105	College Algebra	OR
MATH	106	Trigonometry	3
Subtotal Credit Hours Required			**6**

CCNP Core			
CNET	131	Networking Fundamentals	4
CNET	141	Routing Protocols and Concepts	4
CNET	231	LAN Switching and Wireless	4
CNET	241	Accessing the WAN	4
CNET	265	Advanced Routing	4
CNET	266	Advanced Switching	4
CNET	267	Advanced Troubleshooting	4
IT	200	Network+	3
Subtotal Credit Hours Required			**31**

Associate of Applied Science Degree in Computer Application Specialist

A student pursuing an Associate of Applied Science degree in Computer Application Specialist must complete the requirements for the general education core and the technology core. The student must then complete the requirements for the special track they have chosen. With the exceptional growth being experienced in the Eastern Panhandle, well-trained computer specialist support personnel are essential for business and industry. The Computer Application Specialist AAS degree provides students with the training needed for employment upon graduation.

The **Executive Office** track prepares students for careers in management support such as administrative assistants and office managers with an emphasis on computer skills, office technology and various computer applications. In addition to the core set of computer application courses, these students investigate Publication Design, Office Administration and Local Area Networking, as well as Business Law and Accounting courses. Students will also have the opportunity to complete additional courses in the Computer Application Specialist program as well as the Information Technology program.

The **Internet Webmaster** track will include the three courses that prepare students for the CIW: Certified Internet Webmaster certification which includes web page design, Internet foundations and site designer. Students will also have the opportunity to complete additional courses in the Computer Application Specialist program as well as the Information Technology program.

The **Desktop Support** technician track provides a comprehensive understanding of the skills necessary for work in a desktop support environment. Knowledge of basic desktop support terminology, writing, and hands on experience is vital for employment in the field. Students will also have the opportunity to complete additional courses in the Computer Application Specialist program as well as the Information Technology program.

Students completing the Associate of Applied Science degree in Computer Application Specialist will understand and be able to demonstrate basic skills in writing, reading, math, and decision-making, basic desktop support skills, web page design skills, possess skills in business ethics, office management, and basic accounting procedures, possess skills in communication, word processing, spreadsheets, database management, presentations, publication design, and computerized accounting and successfully obtain employment within the ever-changing information technology field.

Curriculum for an Associate of Applied Science in Computer Application Specialist

General Education Core	21
Technology Core	24
Specialty Track	16
Total Credit Hours Required	**61**

AAS Degree in Computer Application Specialist (continued)

General Education Core			
BUSN	105	Business Communication	3
CAS	111	Information Literacy	3
CGEN	100	First Year Experience	3
COMM	202	Fundamentals of Speech	3
ENGL	101	Written English I	OR
ENGL	110	Technical Writing	3
MATH	101	Introduction to Mathematics	OR
MATH	105	College Algebra	OR
MATH	154	Finite Mathematic	3
PSYC	203	Introduction to Psychology	OR
SOCI	203	General Sociology	3
Subtotal Credit Hours Required			**21**

Technology Core			
CAS	210	Outlook	3
CAS	211	Word Complete	3
CAS	212	PowerPoint Complete	3
CAS	213	Excel Complete	3
CAS	214	Access Complete	3
CAS	215	Windows Complete	3
CAS	292	Internship	3
IT	105	Computer Ethics	3
Subtotal Credit Hours Required			**24**

SPECIALTY TRACKS:
You must select ONE of the following specialty tracks:

Internet Webmaster Track			
MDIA	102	Intro to Adobe Photoshop	3
MDIA	103	Adv Photoshop & Flash	3
MDIA	104	Web Page Design	3
MDIA	195	Internet Foundations	4
MDIA	106	Site Designer	3
Subtotal Credit Hours Required			**16**

Executive Office Track			
CAS	245	Office Administration	3
BUSN	150	Intro to Business	3
BUSN	215	Human Relations & Management	OR
BUSN	191	Organizational Behavior	3
Free Electives			7
Subtotal Credit Hours Required			**16**

Desktop Support Technician Track			
IT	153	Desktop Support Technician I	3
IT	154	Desktop Support Technician II	3
Free Electives			10
Subtotal Credit Hours Required			**16**

Associate of Applied Science Degree in Computer Network Engineering Technologies

The Computer Network Engineering program offers an associate of applied science degree, incorporating vendor certification training, for students preparing for entry-level employment or advancement in a variety of occupations, courses, and professional certificate programs within the networking field. The program will offer students a solid background in networking technology complemented by an array of certification training choices. All courses leading toward certification are taught by certified instructors.

The program offers a flexible environment where students can develop the background necessary to enter a rapidly changing and growing networking workforce and/or transfer to a four-year institution for further undergraduate education. Students in the Computer Network Engineering Technologies Program are subject to the Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement. Blue Ridge CTC Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

Students in this program will complete hands-on activities that will help to develop network fluency and troubleshooting skills. They complete project-based activities which will incorporate Internet research skills and electronic presentation skills to prepare for the work environment.

An internship in a networking or information technology related area is required for graduation. Students are expected to locate their internship site. Detailed information of the internship requirements and expectations is available from the student's advisor.

Curriculum for an Associate of Applied Science in Computer Network Engineering Technologies

General Education Core	22
Technical Core	22
Specialty Track	20
Total Credit Hours Required	**64**

General Education Core

CAHS	103	General Physical Science	4
CAS	111	Information Literacy	3
COMM	202	Fundamentals of Speech	3
ENGL	101	Written English I	OR
ENGL	110	Technical Writing	3
MATH	105	Algebra	3
MATH	106	Trigonometry	3
PSYC	203	Introduction to Psychology	OR
SOCI	203	General Sociology	3
Subtotal Credit Hours Required			**22**

Technical Core

CNET	131	LAN Switching and Wireless	4
CNET	131	Networking Fundamentals	4
CNET	141	Routing Protocols and Concepts	4
CNET	241	Accessing the WAN	4
CNET	292	Internship	3
IT	200	Network +	3
Subtotal Credit Hours Required			**22**

SPECIALTY TRACKS
You must select ONE of the following specialty tracks:

Converged Networking Track

CNET	250	CCNA: Security	4
CNET	251	CCNA: Wireless	4
CNET	252	CCNA: Voice	4
CNET	255	CCDA	4
Restricted Electives (BUSN, CAS, CNET, CYBR, IT)			4
Subtotal Credit Hours Required			**20**

Systems Networking Track

IT	204	Windows Fundamentals	3
IT	270	Install, Config, & Admin Microsoft Windows	3
IT	289	Plan & Maintain Windows Server	3
IT	290	Manage & Maintain Windows Server	3
IT	291	Implement, Manage & Maintain Windows	3
Restricted Electives (BUSN, CAS, CNET, CYBR, IT)			5
Subtotal Credit Hours Required			**20**

Networking Professional Track

CNET	265	Advanced Routing	4
CNET	266	Advanced Switching	4
CNET	267	Advanced Troubleshooting	4
Restricted Electives (BUSN, CAS, CNET, CYBR, IT)			8
Subtotal Credit Hours Required			**20**

Certificate Degree in Converged Networking

The Converged Networking certificate degree program is designed to address the needs of businesses and organizations within the local community. The field of Information Technology is growing regionally, and the need for certified technicians is advancing at a rapid rate. This course of study will provide the training required to install, configure, and operate simple routed LANs and WANs, and to obtain the Cisco™ Certified Network Associate (CCNA) certification. The program also provides the essential knowledge and skills required for employment in the Networking portion of the Information Technology field.

The student will gain knowledge of switched LAN Emulation networks made up of Cisco™ equipment. The program is a focused coverage of Cisco™ router configuration procedures, which will be mapped to exam objectives and prepare you for Cisco Exam 640-802 or for Cisco Exam 640-822 and 640-816. This program will also provide students with the knowledge to implement security on network devices, design, implement, and troubleshoot Voice over Internet Protocol (VoIP) technologies, design, implement, manage, and troubleshoot wireless, as well as, design campus and enterprise network infrastructures. These courses will be mapped to the exam objectives for the CCNA: Security, CCNA: Voice, CCNA: Wireless, and CCDA certification exams.

Students in any program are subject to Blue Ridge Community and Technical College's requirements for admission, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward the completion of the program. Blue Ridge CTC requirements regarding academic standards and student conduct also apply.

Curriculum for a Certificate in Converged Networking

General Education	6
Technical Core	35
Total Credit Hours Required	**41**

General Education		
ENGL 101 Written English	OR
ENGL 110 Technical Writing	3
MATH 105 College Algebra	OR
MATH 106 Trigonometry	3
Subtotal Credit Hours Required	**6**

Technical Core		
CNET 131 Networking Fundamentals	4
CNET 141 Routing Protocols and Concepts	4
CNET 231 LAN Switching and Wireless	4
CNET 241 Accessing the WAN	4
CNET 250 CCNA: Security	4
CNET 251 CCNA: Wireless	4
CNET 252 CCNA: Voice	4
CNET 255 CCDA	4
IT 200 Network+	3
Subtotal Credit Hours Required	**35**

Associate of Applied Science Degree in Criminal Justice

As the Criminal Justice field has experienced strong and rapid growth in the past decade, it is anticipated that the need for skilled workers will continue to increase. Students completing the Associate of Applied Science Degree in Criminal Justice will:

- Understand and be able to function within federal and state legal systems.

- Possess the basic skills of writing, reading for information, critical thinking, and applied mathematics necessary to be successful in the Criminal Justice field.

- Successfully complete entry level or pre-employment examinations for law enforcement agencies and correctional institutions.

- Successfully obtain employment or promotion within the criminal justice field including but not limited to:
    - Law enforcement agencies
    - Correctional institutions
    - Court systems
    - Private security agencies

Students in the Criminal Justice Program are subject to the Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement, including mandated remedial courses, which are not counted toward completion of the program. Blue Ridge Community and Technical College requirements regarding academic standards, student conduct, and graduation procedures also apply.

Curriculum for an Associate of Applied Science in Criminal Justice

General Education Core	21
Criminal Justice Core	15
Specialty Track	24
Total Credit Hours Required	**60**

General Education Core			
CAS	111	Information Literacy	3
CGEN	100	First Year Experience	3
COMM	202	Fundamentals of Speech	3
ENGL	101	Written English I	OR
ENGL	110	Technical Writing	3
MATH	100+	Any Math 100 or above	3
PSYC	203	Introduction to Psychology	3
SOCI	203	General Sociology	3
Subtotal Credit Hours Required			**21**

Criminal Core			
CJST	200	Introduction to Criminal Justice	3
CJST	210	Introduction to Forensic Science	3
CJST	220	Criminal Investigation	3
LGST	200	Legal Ethics	3
CJST	292	Criminal Justice Internship	3
Subtotal Credit Hours Required			**15**

See next page for Specialty Track options »

Associate of Applied Science Degree in Criminal Justice (continued)

SPECIALTY TRACKS

The tracks within the AAS Criminal Justice degree offers flexibility for you and your advisor to design your own Criminal Justice Program. **You must select ONE of the following specialty tracks:**

Forensic Science			
CAHS	100	The Human Body	3
CAHS	101	General Biology w/Lab	4
CAHS	125	Intro to College Chemistry	4
CAHS	190	Intro to Computer Forensics	3
CJST	280	Crime Science Investigation I w/Lab	4
EMSP	100	First Responder	3
MDIA	121	Intro to Digital Photography	3
Subtotal Credit Hours Required			**24**

OR

Law Enforcement & Corrections			
CJST	240	Police Organization & Management	3
CJST	250	Juvenile Justice System	3
CJST	260	The Correctional System	3
LGST	230	Principles of Criminal Law & Procedure	3
CJST Electives			6
Free Electives			6
Subtotal Credit Hours Required			**24**

OR

Homeland Security			
CJST	215	Introduction to Homeland Security	3
CJST	225	Terrorism	3
CJST	232	Immigration Law	3
CJST	245	Bioterrorism & Weapons of Mass Destruction	3
EMSP	100	First Responder	3
EMSP	101	Introduction to EMS	3
Free Electives			6
Subtotal Credit Hours Required			**24**

Associate of Applied Science Degree in Cyber Security

Modern technology has made business use of computer technology essential. As technology continues to evolve and progress, there is an emphasis placed on safeguarding an organization's or a company's information. The Cyber Security program has been created to address the needs of government agencies, organizations, and the private sector within the local West Virginia community and DC Metro area. The Cyber Security program offers and Associate of Applied Science Degree, incorporating vendor certification training, for students preparing for entry-level employment or advancement in a variety of occupations and courses in Cyber Security.

The program offers students the opportunity to select one of two tracks; Network Security Hardware or Network Security Application. These two tracks will provide the student with the knowledge to enter the Cyber Security workforce and/or transfer to a four-year institution for further undergraduate education. Students will complete hands-on activities that will provide an overview of basic principles and security concepts related to active mitigation of known common threats. The curriculum discusses risk, threat, and security assessments and utilizing them to develop security policy, business continuity, disaster recovery, and incident response planning. The program also covers security methods, controls and procedures, ethics, laws, and computer forensics. In addition, the program describes the use of cryptography as a tool, software development processes, and protection. Students will develop an understanding of the information assurance progression and how they can apply this knowledge to support their organization.

Students in the Cyber Security Program are subject to the Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement, including mandated remedial courses, which are not counted toward completion of the program. Blue Ridge Community and Technical College Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

Curriculum for an Associate of Applied Science in Cyber Security

General Education Core	21
Technical Core	21
Specialty Track	24
Total Credit Hours Required	**66**

General Education Core			
ENGL	101	Written English	OR
ENGL	110	Technical Writing	3
CAS	111	Information Literacy	3
COMM	202	Fundamentals of Speech	3
IT	105	Computer Ethics	3
MATH	105	Algebra	3
MATH	106	Trigonometry	3
PSYC	203	Introduction to Psychology	OR
SOCI	203	General Sociology	3
Subtotal Credit Hours Required			**21**

Technical Core			
CYBR	125	Incident Response & Disaster Recovery	3
CYBR	210	Intrusion Detection	3
CYBR	220	Wireless Security	3
CYBR	250	Internet Security	3
IT	200	Network +	3
IT	276	Security+	3
IT	292	Internship	3
Subtotal Credit Hours Required			**21**

SPECIALTY TRACKS
You must select ONE of the following specialty tracks:

Network Security Applications Track			
CYBR	115	Intro to Physical & Technical Security	3
CYBR	190	Security Assessment	3
CYBR	200	Cryptography	3
CYBR	283	Computer Forensics	3
IT	185	Introduction to Linux	3
IT	188	Intro to Programming Logic	3
IT	204	Windows Fundamentals	3
IT	270	Install, Config, & Admin Microsoft Desktop	3
Subtotal Credit Hours Required			**24**

Network Security Hardware Track			
CNET	131	Network Fundamentals	4
CNET	141	Routing Protocols & Concepts	4
CNET	231	LAN Switching & Wireless	4
CNET	241	Accessing the WAN	4
CNET	250	CCNA: Security	OR
CYBR	282	Perimeter Defense	3
CYBR	280	Network Defense & Countermeasures	3
Free Electives			2
Subtotal Credit Hours Required			**24**

Associate of Applied Science Degree in Electric Distribution Engineering Technology

The Electric Distribution Engineering Technology program was created through a partnership between Blue Ridge Community and Technical College and Allegheny Energy, providing educational opportunities for a field which has typically been limited to internal apprenticeship opportunities. Through this program, endorsed by the Utility Workers Union of American (UWUA) Local 102, students will learn the skills necessary to become linemen.

The Electric Line Worker program is designed to provide the technical skills required for new utility workers. Traditional academic instruction gives students an understanding of the technology fueling today's electrical utilities, while hands-on laboratories, such as pole training areas and equipment labs, ensure that students are prepared for the job on day one.

Students seeking a fast-track to employment may enroll in the Electric Line Worker Certificate Program, which provides the fundamental skills required for employment in the electric utility field. Those seeking specific technical knowledge with a broader understanding of the electrical utility environment can pursue an Associate of Applied Science Degree. Both programs are taught by highly trained and credentialed faculty and include technical modules, hands-on laboratories, equipment training and paid internships.

Students in the Electric Distribution Engineering Technology program are subject to Blue Ridge Community and Technical College's requirements for admission, informed consent form, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward completion of the program. Blue Ridge CTC requirements regarding academic standards, student conduct, and graduation procedures also apply.

Curriculum for an Associate of Applied Science in Electric Distribution Engineering Technology

General Education Core	29
EDET Technical Core	31
Total Credit Hours Required	**60**

General Education Core		
CAHS	103 General Physical Science & Lab	4
CAHS	104 General Physical Science II & Lab	4
CAS	111 Information Literacy	3
CGEN	101 Career Transition	3
COMM	202 Fundamentals of Speech	3
ECON	123 Contemporary Economics	3
ENGL	110 Technical Writing	3
MATH	105 Algebra	3
MATH	106 Trigonometry	3
Subtotal Credit Hours Required		**29**

EDET Technical Core		
EDET	101 Intro to Line Worker	2
EDET	102 Fundamentals of Electric Power	2
EDET	103 Heavy Equipment Familiarization	2
EDET	120 Advanced Pole Working	2
EDET	121 Safety for Electric Workers	2
EDET	130 Underground Line Maintenance	2
EDET	131 Substation Basic	2
EDET	140 Overhead Line Maintenance	2
EDET	180 Building Better Work Relationships	2
EDET	181 Conflict Resolution	2
EDET	201 Fundamentals of Electricity I	2
EDET	202 Fundamentals of Electricity II	2
EDET	293 Practical Line Work Internship	OR
EDET Electives		4
Free Electives		3
Subtotal Credit Hours Required		**31**

Certificate Degree in Electric Distribution Engineering Technology

The Electric Distribution Engineering Technology program was created through a partnership between Blue Ridge Community and Technical College and Allegheny Energy, providing educational opportunities for a field which has typically been limited to internal apprenticeship opportunities. Through this program, endorsed by the Utility Workers Union of American (UWUA) Local 102, students will learn the skills necessary to become linemen.

The Electric Line Worker program is designed to provide the technical skills required for new utility workers. Traditional academic instruction gives students an understanding of the technology fueling today's electrical utilities, while hands-on laboratories, such as pole training areas and equipment labs, ensure that students are prepared for the job on day one.

Students in the Electric Distribution Engineering Technology program are subject to Blue Ridge Community and Technical College's requirements for admission, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward completion of the program. Blue Ridge CTC requirements regarding academic standards, student conduct, and graduation procedures also apply.

Curriculum for an Associate of Applied Science in Electric Distribution Engineering Technology

General Education Core	16
EDET Technical Core	16
Total Credit Hours Required	**32**

General Education Core			
CAS	111	Information Literacy	3
CGEN	101	Career Transition	3
ENGL	110	Technical Writing	3
EDET	180	Building Better Work Relationships	2
EDET	201	Fundamentals of Electricity I	2
MATH	107	Applied Algebra and Trig.	3
Subtotal Credit Hours Required			**16**

EDET Technical Core			
EDET	101	Intro to Line Worker	2
EDET	102	Fundamentals of Electric Power	2
EDET	103	Heavy Equipment Familiarization	2
EDET	120	Advanced Pole Working	2
EDET	121	Safety of Electric Workers	2
EDET	130	Underground Line Maintenance	2
EDET	131	Substation Basic	2
EDET	140	Overhead Line Maintenance	2
Subtotal Credit Hours Required			**16**

Associate of Applied Science Degree in Emergency Medical Services

The Emergency Medical Services Program is a 60 credit hours Associate of Applied Science Degree Program that is designed for students who are interested in pursuing jobs in the pre-hospital setting.

Prior to application to the EMS program, all students are required to have taken the EMT-Basic course, which meets the U.S. Department of Transportation's National Standard Curriculum for Emergency Medical Technician-Basic (EMT-B) and possess a current card. The clinical concentration within the EMS degree meets the U.S. Department of Transportation's National Standard Curriculum for Emergency Medical Technician-Paramedic (EMT-P) training programs. Successful completion of the program qualifies the graduate to take the National Registry Examination for EMT-Paramedic. The clinical concentration of the EMS Program is designed to prepare the graduate for a volunteer or paid career as a certified EMT-Paramedic.

Admission to the Emergency Medical Services AS Program is made after admission to the College and prior to enrollment in any of the advanced clinical EMS courses in the Paramedic Program (200-level EMSP courses), and the student must complete the following and submit to the EMS Program Coordinator:

- An application to the EMS Paramedic Program,
- A photocopy of current CPR (Healthcare Provider Course) certification,
- Current EMT-Basic card from either: National Registry, West Virginia, Maryland, or Virginia,
- A photocopy of student's birth certificate,
- submission to the EMS Coordinator of a completed immunization record prior to participation in any EMS Practicum course,
- Submission of yearly PPD results (or chest X-ray, if appropriate),
- Successfully completed a urine drug screen and national criminal background check.

Students in the EMS Program are subject to Blue Ridge Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward completion of the program. Blue Ridge CTC Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

Curriculum for an Associate of Applied Science in Emergency Medical Services

General Education Core	20
EMS Core	40
Total Credit Hours Required	**60**

General Education Core		
CAHS 120	Human Anatomy & Physiology I	3
CAHS 121	Human Anatomy & Physiology I Lab	1
CAHS 122	Human Anatomy & Physiology II	3
CAHS 123	Human Anatomy & Physiology II Lab	1
COMM 202	Fundamentals of Speech	3
ENGL 101	Written English	OR
ENGL 110	Technical Writing	3
MATH 100+	Any Math 100 or above	3
PSYC 203	Introduction to Psychology	3
Subtotal Credit Hours Required		**20**

EMS Core	
EMSP 101 Introduction to EMS	3
EMSP 103 EMS Operations	3
EMSP 104 EMS Practicum I	1
EMSP 201 Airway Management & Pt Assess	3
EMSP 202 Pathophysiology & Shock Trauma	3
EMSP 203 Pre-hospital Pharmacology	4
EMSP 204 EMS Practicum II	2
EMSP 204L EMS Lab I	1
EMSP 204L EMS Lab II	1
EMSP 205 Medical Emergencies I	4
EMSP 206 EMS Practicum III	2
EMSP 206L EMS Lab III	1
EMSP 207 Medical Emergencies II	3
EMSP 208 Special Patients & Situations	3
EMSP 209 EMS Practicum IV	2
EMSP 209I EMS Internship	1
EMSP 210 Assessment Based Management	1
EMSP 211 Field Research and Evaluation	3
Subtotal Credit Hours Required	**40**

Certificate Degree in EMT-Intermediate

The EMT - Intermediate Certificate is designed to prepare students to be eligible to take the National Registry EMT- Intermediate exam. The course follows the US Department of Transportation's National Standard Curriculum. This program is not intended as a substitute for the Paramedic degree and EMT-I program courses may not be substituted into the EMSP degree program. Permission from the EMS Coordinator is required to register for this program.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the college. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Curriculum for a Certificate in EMT-Intermediate

Required Courses	31
Total Credit Hours Required	**31**

Required Courses			
EMSP	102	EMT-Basic	5
EMSP	105	EMT-Intermediate	10
EMSP	106	EMT-I Practicum I	3
EMSP	107	EMT-Intermediate II	10
EMSP	108	EMT-I Practicum II	3
Subtotal Credit Hours Required			**31**

Certificate Degree in Entrepreneurship

The Entrepreneurial Certificate Program is a prudent investment and is recommended for anyone considering starting, buying or growing their own business. The program is comprised of two certificate tracks. Courses promote entrepreneurial thinking among students and develop relevant skills for founding and growing a small business venture. Students will have the opportunity to apply these skills by managing and operating a retail facility. Students will learn how to apply for financing, practice inventory planning, discuss employee management, and learn current customer service practices through Red Carpet Customer Service. Each student will develop and implement their entrepreneurial concept.

Students in any program are subject to Blue Ridge Community and Technical College's requirements for admission, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward the completion of the program. Blue Ridge CTC requirements regarding academic standards and student conduct also apply.

Curriculum for a Certificate in Entrepreneurship

General Education Core	6
Entrepreneurship Core	26
Total Credit Hours Required	**32**

General Education Core		
ENGL 101 Written English	OR	
ENGL 110 Technical Writing	3	
MATH 100+ Any Math 100 or above	3	
Subtotal Credit Hours Required	**6**	

Entrepreneurship Core	
ENTR 100 Intro to Entrepreneurship	3
ENTR 110 Funding your Venture	1
ENTR 115 Presenting your Venture	2
ENTR 120 Business Plan Development	4
ENTR 125 Entrepreneurship in Decision Making	1
ENTR 130 Opportunities Analysis	2
ENTR 198 Mentorship	1
ENTR 200 Red Carpet Customer Service	3
ENTR 292 Entrepreneurship Capstone	3
Free Electives	6
Subtotal Credit Hours Required	**26**

Associate of Applied Science Degree in Food Service Retail Management

Blue Ridge CTC Culinary Academy's Programs are designed to provide students with the practical knowledge and skills necessary to ensure successful employment in an entry to mid-level position within the food service and hospitality and tourism industry through a certificate or degree program.

Students will learn classical culinary techniques which include a wide variety of regional cuisines, baking fundamentals from scaling ingredients to designing and constructing elaborate centerpieces, along with courses that build on immersing the student into all aspects of culinary foundations such as nutrition, safety and sanitation, origins of food, food history, food cost, product efficiency, molecular gastronomy, speed, attention to detail and culinary artistry. Practical lab experiences will help to complete the well rounded student for entry into the workforce. Students will be able to experience the flow of their product from creation to service in this degree program.

Food Service Retail Management students will assist in the maintenance of a functional retail operation and become exposed to front and back of the house leadership activities, critical thinking, customer service and human relations management and finally an entrepreneurial business plan exercise to launch their own food service conception.

Students in the Culinary Art Programs are subject to the Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward completion of the program. Blue Ridge CTC Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

NOTE: Blue Ridge CTC Culinary Academy's (Food Service Retail Management and Baking and Pastry) concentrations require students to apply for admission at Blue Ridge CTC. Credits from the Culinary Arts Program at James Rumsey certificate program may be transferred to Blue Ridge's CTC Culinary Academy for those who wish to pursue an associate of applied science degree pathway in Food Service Retail Management and or Baking and Pastry.

Curriculum for an Associate of Applied Science in Food Service Retail Management

General Education Core	24
Food Service Retail Management Core	36
Program Specific	12
Total Credit Hours Required	**72**

General Education Core		
CAHS	200	Nutrition	3
CART	110	Molecular Gastronomy	3
CAS	111	Information Literacy	3
CGEN	100	First Year Experience	3
CGEN	101	Career Transition	3
COMM	202	Fundamentals of Speech	OR
BUSN	105	Business Communications	3
ENGL	101	Written English	OR
ENGL	110	Technical Writing	3
MATH	100+	Any Math 100 or above	3
Subtotal Credit Hours Required			**24**

Food Service Retail Management Core		
CART	100	Intro to Culinary Food Service	2
CART	115	Sanitation and Safety	2
CART	120	Dining and Retail	4
CART	200	International Cuisine	3
CART	201	Soups, Stocks, and Sauces	3
CART	212	Baking Skills and Development	4
CART	231	Garde Manger & Cold Presentation	4
CART	245	Cooking Fundamentals I	3
CART	246	Cooking Fundamentals II	3
CART	292	Internship	4
CART	296	Ala Carte	4
Subtotal Credit Hours Required			**36**

Program Specific		
BUSN	101	Introduction to Business	3
BUSN	103	Basic Accounting	3
BUSN	200	Business Ethics	3
BUSN	215	Human Relations	OR
BUSN	275	Management Leadership	3
Subtotal Credit Hours Required			**12**

Certificate Degree in Food Service Retail Management

Students will learn classical culinary techniques which include a wide variety of regional cuisines, baking fundamentals from scaling ingredients to designing and constructing elaborate centerpieces, along with courses that build on immersing the student into all aspects of culinary foundations such as nutrition, safety and sanitation, origins of food, food history, food cost, product efficiency, molecular gastronomy, speed, attention to detail and culinary artistry. Practical lab experiences will help to complete the well rounded student for entry into the workforce. Students will be able to experience the flow of their product from creation to service in this degree program.

Food Service Retail Management students will assist in the maintenance of a functional retail operation and become exposed to front and back of the house leadership activities, critical thinking, customer service and human relations management and finally an entrepreneurial business plan exercise to launch their own food service conception.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the college. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Curriculum for a Certificate in Food Service Retail Management

General Education Core	6
Food Service Retail Management Core	36
Total Credit Hours Required	**42**

General Education Core		
ENGL 101 Written English		OR
ENGL 110 Technical Writing		3
MATH 100+ Any Math 100 or above		3
Subtotal Credit Hours Required		**6**

Food Retail Management Core		
CART 100	Intro to Culinary Food Service	2
CART 115	Sanitation and Safety	2
CART 120	Dining and Retail	4
CART 200	International Cuisine	3
CART 201	Soups, Stocks, and Sauces	3
CART 212	Baking Skills and Development	4
CART 231	Garde Manger & Cold Presentation	4
CART 245	Cooking Fundamentals I	3
CART 246	Cooking Fundamentals II	3
CART 292	Internship	4
CART 296	Ala Carte	4
Subtotal Credit Hours Required		**36**

Associate of Applied Science Degree in Healthcare Professions

This program prepares individuals to work in a variety of health care settings. Individuals may work in hospitals, clinics, home health agencies and physicians offices.

Curriculum for a Associate of Applied Science in Healthcare Professions

Communications and Life Skills	15
Social Awareness	9
Critical and Analytical Thinking	11
Healthcare Core	9
Concentration	18
Total Credit Hours Required	**62**

Communications and Life Skills

CAHS	200	Nutrition	3
CGEN	101	Career Development	3
COMM	202	Fund of Speech	3
ENGL	101	Written English I	3
OFTC	102	Information Literacy	3
Subtotal Credit Hours Required			**15**

Social Awareness

CAHS	210	Human Growth & Development	3
PSYC	101	Intro to Psychology	3
SOCI	203	General Sociology	3
Subtotal Credit Hours Required			**9**

Critical and Analytical Thinking

CAHS	120	Human A&P for Healthcare I	3
CAHS	121	Human A&P for Healthcare Lab I	1
CAHS	122	Human A&P for Healthcare II	3
CAHS	123	Human A&P for Healthcare Lab II	1
Any MATH 100 or above			3
Subtotal Credit Hours Required			**11**

Healthcare Core

CAHS	140	Intro to Healthcare	3
MAST	102	Medical Terminology	3
PSYC	205	Abnormal Psychology	3
Subtotal Credit Hours Required			**9**

CHOOSE A CONCENTRATION:

Nursing Concentration

CAHS	125	General Chemistry	4
CAHS	141	Intro to Pharmacology	3
CAHS	142	Pathophysiology of Disease	3
CAHS	220	Microbiology	3
CAHS	221	Microbiology Lab	1
NURS	100	Pre-Nursing Clinical Foundation	2
Electives			2
Subtotal Credit Hours Required			**18**

Paramedic Concentration

CAHS	141	Intro to Pharmacology	3
CAHS	143	Spanish for Healthcare	3
EMSP	100	Introduction to EMS	3
EMSP	102	EMT-Basic	5
EMSP	103	EMS Operations	3
EMSP	104	EMS Practicum I	1
Subtotal Credit Hours Required			**18**

PTA Concentration

CAHS	103	General Physical Science	4
CAHS	125	General Chemistry	4
CAHS	142	Pathophysiology of Disease	3
CAHS	143	Spanish for Healthcare	3
ENGL	102	Writing for Arts & Humanities	3
Electives			1
Subtotal Credit Hours Required			**18**

Certificate Degree in Homeland Security

The Homeland Security Certificate will introduce students to the Department of Homeland Security, domestic and international terrorism issues, and strategies for countering terrorist threats. The key principles of emergency management and disaster planning will be presented. Students are required to select electives within the Criminal Justice course offerings that complement career and academic goals.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the college. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Curriculum for a Certificate in Homeland Security

General Education Core	18
Homeland Security Core	12
Total Credit Hours Required	**30**

General Education Core			
CAS	111	Information Literacy	3
COMM	202	Fundaments of Speech	3
ENGL	101	Written English	OR
ENGL	110	Technical Writing	3
MATH	100+	Any Math 100 or above	3
PSYC	203	Introduction to Psychology	3
SOCI	203	General Sociology	3
Subtotal Credit Hours Required			**18**

Homeland Security Core			
CJST	200	Introduction to Criminal Justice	3
CJST	215	Introduction to Homeland Security	3
CJST	225	Terrorism	3
EMSP	100	First Responder	3
Subtotal Credit Hours Required			**12**

Associate of Applied Science Degree in Information Technology

The Information Technology program offers an associate of applied science degree, incorporating vendor certification training, for students preparing for entry-level employment or advancement in a variety of occupations, courses, and professional certificate programs in information technology. The program will offer students a solid background in computer technology complemented by a full array of vendor certification training choices. All courses leading toward certification are taught by certified instructors.

The program offers a flexible environment where students can develop the background necessary to enter the rapidly changing information technology workforce and/or transfer to a four-year institution for further undergraduate education. Students in the Information Technology Program are subject to the Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement. Blue Ridge CTC Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

Students in this program will complete hands-on activities that will help to develop computer fluency and transferable computer troubleshooting skills. They complete project-based activities which will incorporate Internet research skills and electronic presentation skills to prepare for the work environment. By completing these activities students will also develop a conceptual understanding of and obtain functional skills in computer hardware, networking, web development and basic programming.

An internship in an office technology related area is required for graduation. Students are expected to locate their internship site. Detailed information of the internship requirements and expectations is available from the student's advisor.

Curriculum for an Associate of Applied Science in Information Technology

General Education Core	21
Technical Core	19
Specialty Track	21
Total Credit Hours Required	**61**

General Education Core			
CAS	111	Information Literacy	3
CGEN	100	First Year Experience	3
COMM	202	Fundamentals of Speech	3
ENGL	101	Written English	OR
ENGL	110	Technical Writing	3
IT	269	Project Management	3
MATH	101	Introduction to Mathematics	OR
MATH	105	College Algebra	OR
MATH	154	Finite Mathematics	3
PSYC	203	Introduction to Psychology	OR
SOCI	203	General Sociology	3
Subtotal Credit Hours Required			**21**

Technical Core			
IT	105	Computer Ethics	3
IT	180	A+ Essentials	4
IT	200	Network+	3
IT	292	Internship	3
Free Electives			6
Subtotal Credit Hours Required			**19**

Associate of Applied Science Degree in Information Technology (continued)

SPECIALTY TRACKS
You must select ONE of the following specialty tracks:

Cisco Certified Network Associate (CCNA)			
CNET	131	Network Fundamentals	4
CNET	141	Routing Protocols and Concepts	4
CNET	231	LAN Switching and Wireless	4
CNET	241	Accessing the WAN	4
IT	276	Security+	3
Free Electives			2
Subtotal Credit Hours Required			**21**

OR

Microsoft Certified Systems Engineer (MCSE)			
IT	204	Windows Fundamentals	3
IT	270	Installing, Configuring, & Admin WOS	3
IT	289	Plan & Maintain MWS Network	3
IT	290	Managing & Maintaining a MWS	3
IT	291	Implement, Manage, & Maintain MWS	3
IT	294	Plan, Implement, & Maintain MWS	3
IT	298	Designing Security for MWS Network	3
Subtotal Credit Hours Required			**21**

OR

Microsoft Certified Systems Administrator (MCSA)			
IT	204	Windows Fundamentals	3
IT	270	Installing, Configuring, & Admin WOS	3
IT	290	Managing & Maintain a MWS	3
IT	291	Implementing, Manage, & Maintain MWS	3
Free Electives			9
Subtotal Credit Hours Required			**21**

OR

Restricted Electives	
This concentration offers the flexibility to design your own IT program. Students may select courses from programming, web design, vendor certification courses, specific business courses, and specific office technology courses to complete 21 hours of required coursework for this concentration.	21
Subtotal Credit Hours Required	**21**

Certificate Degree in Justice System

The Justice System Certificate will introduce students to the Criminal Justice System. Topics covered are not limited to, but will include Forensic Science, Corrections, Law Enforcement, Investigations, the Juvenile Justice System, and careers in the field.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the college. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Curriculum for a Certificate in Justice System

General Education Core	18
Justice Core	12
Total Credit Hours Required	**30**

General Education Core			
CAS	111	Information Literacy	3
COMM	202	Fundaments of Speech	3
ENGL	101	Written English	OR
ENGL	110	Technical Writing	3
MATH	100+	Any Math 100 or above	3
PSYC	203	Introduction to Psychology	3
SOCI	203	General Sociology	3
Subtotal Credit Hours Required			**18**

Justice Core			
CJST	200	Introduction to Criminal Justice	3
CJST	210	Introduction to Forensic Science	3
CJST	220	Criminal Investigation	3
CJST Electives			3
Subtotal Credit Hours Required			**12**

Certificate Degree in Legal Office Assistant

The Legal Office Assistant Certificate is the first year of the A.A.S. Paralegal Studies Degree. This certificate also serves secretaries, administrative assistants, and office managers who are interested in law and procedure. This certificate represents the foundation of knowledge that may be applied in a variety of legal office situations.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the college. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Curriculum for a Certificate in Legal Office Assistant

General Education Core	15
Legal Office Core	15
Total Credit Hours Required	**30**

General Education Core			
CAS	111	Information Literacy	3
COMM	202	Fundaments of Speech	3
ENGL	101	Written English	3
MATH	100+	Any Math 100 or above	3
PSYC	203	Introduction to Psychology	OR
SOCI	203	General Sociology	3
Subtotal Credit Hours Required			**15**

Legal Office Core			
CAS	211	Keyboarding I	3
LGST	101	Legal Research & Writing I	3
LGST	102	Legal Research & Writing II	3
LGST	110	Legal Assisting	3
LGST	200	Legal Ethics	3
Subtotal Credit Hours Required			**15**

Associate of Arts Degree in Liberal Arts

The Associate of Arts in Liberal Arts is ideal for students, who seek a broad-based education, plan to continue their education at four-year institutions, want to increase their opportunities for career advancement, and/or desire some flexibility in course selection to suit their specific needs and interests. The skills and competencies mastered in the liberal arts degree are applicable to a variety of careers. The Associate of Arts in Liberal Arts sets students on a path to gain the skills most valued by employers. According to a wide variety of sources - including the US Departments of Labor and Education, the American Association of Colleges and Universities, and major corporations - to be successful in the world of work, potential employees must be able to communicate clearly, work with others, think critically, and appreciate diversity. All these skills can be attained through the Liberal Arts degree's coursework.

Curriculum for an Associate of Arts Degree in Liberal Arts

Communication and Life Skills	18
Social Awareness	18
Critical and Analytical Thinking	14
Free Electives	10
Total Credit Hours Required	**60**

Communication and Life Skills	
COMM 202 Fundamentals of Speech	3
ENGL 101 Written English I	3
ENGL 102 Writing for Arts & Humanities	3
Restricted Electives (CAS 111, ENGL 150, *ENGL 204, *ENGL 208, ENGL 210, GSPE 197, GSPE 198, or GSPE 210)	9
Subtotal Credit Hours Required	**18**

Social Awareness	
*ART 103 or *MUSC 111	3
*PSCI 100 ,*PSCI 101, or PSCI 102	3
*HIST 101 or *HIST 102	3
*SOCI 203 or *PSYC 203	3
Restricted Electives (*ART 103, CLAN 101, CLAN 102, *HIST 101, *HIST 102, *MUSC 111, PHIL 101, *PSCI 100, *PSCI 101, *PSCI 102, *PSYC 203, *SOCI 203, SPAN 101, or SPAN 102)	6
Subtotal Credit Hours Required	**18**

Critical and Analytical Thinking	
*ECON 123	3
*MATH, 101, *MATH 105, or *MATH 154	3
*CAHS 101, 102, 103, 104, 125, 127, or 128	4
Restricted Electives (*CAHS 101, *CAHS 102, CAHS 103, *CAHS 104, *CAHS 125, *CAHS 127, *CAHS 128, *MATH 101, *MATH 105, MATH 106, or *MATH 154)	4
Subtotal Credit Hours Required	**14**

Free Electives	
Choose ANY CREDITED courses from the College Catalog	10
Subtotal Credit Hours Required	**10**

Each course can only be used to fulfill one requirement.

**denotes courses currently listed on the WV Statewide Transfer Agreement (recommended for students who intend to transfer)*

Associate of Applied Science Degree in Medical Assisting

The Medical Assisting program is a career-oriented program that prepares students to work primarily in ambulatory care settings under the direction of a physician. The program is comprised of clinical and non-clinical components, with lecture as well as competency based experiences in performing administrative and clinical procedures.

General education and program requirements for the Associate of Applied Science degree in Medical Assisting are for students interested in pursuing management positions in medical offices. The Certificate program for Medical Assisting is designed for students interested in entry level positions as a medical assistant in a medical office. Both programs include a non-compensated externship experience in which students work in an actual ambulatory care setting. Externship sites may have their own requirements that students must meet prior to their externship experience.

Students in the Medical Assisting program are subject to Blue Ridge Community and Technical College's requirements for admission, basic skills testing, and appropriate course placement, including necessary developmental courses, which are not counted toward completion of the program. Blue Ridge CTC requirements regarding academic standards, student conduct, and graduation procedures also apply. In addition, students in the Medical Assisting program must provide appropriate health records that include a history and physical, required immunizations, and a negative TB test prior to externship. Students must also have current American Heart Association "Healthcare Provider" CPR certification as well as First Aid certification and meet the program's technical standards.

* Students who successfully complete the program are eligible to sit for the American Medical Technologists' national certification exam in medical assisting. In order to sit for the American Medical Technologists' national certification exam in medical assisting, graduate must have proof of High School diploma or G.E.D.

Curriculum for an Associate of Applied Science in Medical Assisting

General Education Core	21
Medical Core	42
Total Credit Hours Required	**63**

General Education Core			
CAS	111	Information Literacy	3
CGEN	100	First Year Experience	3
CGEN	101	Career Transition	3
COMM	202	Fundamentals of Speech	3
ENGL	101	Written English	3
MATH	100+	Any Math 100 or above	3
PSYC	203	Introduction to Psychology	3
Subtotal Credit Hours Required			**21**

Medical Core			
CAHS	100	The Human Body	3
CAHS	141	Intro to Pharmacology	3
MAST	101	Intro to Medical Assisting	4
MAST	102	Medical Terminology	3
MAST	105	Insurance Billing & Coding	5
MAST	106	Medical Office Management	5
MAST	202	Clinical Medical Assistant I	5
MAST	206	Clinical Medical Assistant II	5
MAST	214	Medical Assistant Review & Cert Prep	2
MAST	216	Clinical & Administrative Externship	4
PBLT	101	Phlebotomy	3
Subtotal Credit Hours Required			**42**

Certificate Degree in Medical Assisting

The Medical Assisting program is a career-oriented program that prepares students to work primarily in ambulatory care settings under the direction of a physician. The program is comprised of clinical and non-clinical components, with lecture and competency based experiences in performing administrative and clinical procedures.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the college. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Curriculum for a Certificate in Medical Assisting

Medical Core	42
Total Credit Hours Required	**42**

Medical Core			
CAHS	100	The Human Body	3
CAHS	141	Intro to Pharmacology	3
MAST	101	Intro to Medical Assisting	4
MAST	102	Medical Terminology	3
MAST	105	Insurance Billing & Coding	5
MAST	106	Medical Office Management	5
MAST	202	Clinical Medical Assistant I	5
MAST	206	Clinical Medical Assistant II	5
MAST	214	Medical Assistant Review & Cert Prep	2
MAST	216	Clinical & Administrative Externship	4
PBLT	101	Phlebotomy	3
Subtotal Credit Hours Required			**42**

Associate of Science in Nursing Degree (ASN)

The Associate of Science Degree in Nursing (ASN) is designed to prepare the graduate to take the National Council Licensure Examination (NCLEX-RN) for registered nurses and to enter a career as a beginning practitioner of nursing. It is intended that the courses in nursing will provide the students with an awareness of the value and dignity of people and a view of the patient as an integrated, unique individual requiring nursing knowledge and skill.

Mission Statement

The mission of the Blue Ridge Community and Technical College Associate of Science in Nursing Program is to enhance the health status of the region by educating professional nurses for entry into practice as caring and competent nurse generalists.

Student Learning Outcomes

Upon completeing the Associate of Science in Nursing Program, the graduate will:

Caring

1. Provide compassionate nursing care to patients regardless of different values, beliefs, culture, and lifestyles.

Communication

2. Demonstrate appropriate verbal, non-verbal, therapeutic, professional, and technological communication skills.

3. Facilitate collaboration among all health care team members and the patient(s).

Critical Thinking

4. Use knowledge of nursing science and disease process; critical thinking skills; and evidence based findings to demonstrate proficiency in planning safe and effective patient care.

Professionalism

5. Provide nursing care according to legal, ethical and professional standards while considering the impact of economical, political, social and demographic forces.

6. Demonstrate accountability for professional growth and lifelong learning.

Therapeutic Nursing Interventions

7. Demonstrate competency in the nursing process

8. Develop an individualized teaching plan based on assessed needs.

9. Manage the care of individual patient(s) across healthcare settings.

Accreditation

West Virginia Board of Examiners for Registered Professional Nurses
101 Dee Drive • Charleston, WV 25311 • (304) 558-3596

National Accreditation

National League for Nursing Accreditation Commission, Inc.
3343 Peachtree Rd NE • Suite 500 • Atlanta, GA 30326 • (404) 975-5000

Admission to the ASN Program

Students must be enrolled at Blue Ridge CTC and make a separate application to the nursing program, once pre-requisites are completed, or will be completed by the regular semester before admission. The ASN Program is a limited admission program and selection is highly competitive and based on academic achievement. The program admits 24 students in the fall and spring semester.

1. **Application to Blue Ridge CTC**
   Submit application for admissions to Admissions Counselor; Submit transcripts of previous college work with a GPA of at least 2.0 on a 4-point scale.

2. **Prerequisite Courses-beginning Fall 2012**
   CAHS 120, CAHS 121, CAHS 122, CAHS 123, ENGL 101, CAHS 125, or CAHS 127, PSYC 203, COMM 202, and MATH 101 or 105 or 154.

Associate of Science in Nursing Degree (ASN) (continued)

Application for Admission to AS in Nursing (ASN) Program
Students must submit to the Nursing Program an application for admission to the ASN program for either fall or spring admission, refer to the Nursing Program website for specific details. The ASN Program is a Limited Admission Program selection is highly competitive and is based on academic achievement. See the section of the CTC Catalog under admissions; refer to the section entitled "Admission to Limited Enrollment Programs".

Core Performance Standards
Because the Nursing Program seeks to provide a safe environment for nursing students and their patients, students will be required to demonstrate physical and emotional fitness to meet the essential requirements of the nursing program. Such essential requirements include freedom from communicable disease, the ability to perform certain physical tasks, and suitable emotional fitness.

Any appraisal measures used to determine such physical and emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of handicap.

The essential requirements of the nursing program with examples of activities required of students during their nursing education are listed in the Essential Requirements of Nursing Programs document. This document is based on The Americans with Disabilities Act: Implications for Nursing Education. Southern Regional Education Board (March 1993), www.sreb.org.

Entrance Tests
Applicants must take the Test of Essential Academic Skills (TEAS). The testing fee is $40 and is payable in advance. Study guidelines are available for the test.

Special Requirements for Nursing Majors
Submission of completed health data requirement prior to beginning of first semester following acceptance into the program • Submission of yearly PPD results (or chest x-ray, if appropriate) and evidence of CPR certification • Undergo a criminal background check and urine drug screening • Adhere to the policies and procedures in the Nursing Student Handbook and Policy Manuals • Special fees for standardized testing and clinical courses are required in addition to tuition • Obtain physical examination and proof of immunity to communicable diseases.

Progression
In order to progress and graduate, the student enrolled in the ASN program must:

- Receive a C or better in all courses required for the nursing program;
- Maintain a minimum of 2.0 cumulative grade point average;
- Complete all course work within three years of admission into the program.

Ratio Clock to Credit Hour
The ratio of theory clock hour to credit hour is 1:1. For students beginning the nursing program in Fall 2012, the ratio of clinical and lab clock to credit hour is 3:1. A clock hour equals 50 minutes.

Graduation
Upon successful completion of the program, graduates are eligible to apply to any state Board of Nursing to take the NCLEX-RN examination. Each state has individual requirements of applicants for licensure for examination.

Eligibility for Licensure
The nursing law of West Virginia addresses criteria for application for licensure. The West Virginia Board of Examiners for Registered Professional Nurses has the power to deny opportunity to procure licenses through testing if the applicant has willfully committed a felony under the laws of West Virginia.

Curriculum for an Associate of Science in Nursing Degree (ASN)

Prerequisites	24
First Semester	12
Second Semester	12
Third Semester	12
Fourth Semester	12
Total Credit Hours Required	**72**

Prerequisites

CAHS	120/121	Human Anatomy & Physiology I	4
CAHS	122/123	Human Anatomy & Physiology II	4
ENGL	101	Written English I	3
CAHS	125	Introduction to College Chemistry	4
PSYC	203	Introduction to Psychology	3
COMM	202	Fundamentals of Speech	3
MATH 101, 105, or 154			3
Prerequisites taken over 2 semesters or longer			**24**

First Semester

NURS	105	Introduction to Professional Nursing	3
NURS	108	Basic Nursing Skills	3
NURS	118	Health and Wellness	2
CAHS	220/221	Microbiology	4
Subtotal Credit Hours Required			**12**

Second Semester

NURS	150	Health Assessment	3
NURS	155	Family Health Nursing	3
NURS	160	Clinical Nursing I	2
NURS	165	Pharmacology and Pathophysiology	4
Subtotal Credit Hours Required			**12**

Third Semester

NURS	205	Adult Nursing Care I	5
NURS	210	Clinical Nursing II	4
NURS	214	Mental Health Nursing	3
Subtotal Credit Hours Required			**12**

Fourth Semester

NURS	235	Adult Nursing Care II	5
NURS	236	Clinical Nursing III	5
NURS	238	Transitions to Professional Nursing	2
Subtotal Credit Hours Required			**12**

Associate of Applied Science Degree in Occupational Development

The Associate of Applied Science degree in Occupational Development—Child Care Specialist is designed to provide special career training for those individuals who have completed a Registered Apprenticeship Program (RAP) in Child Development through the U.S. Department of Labor's Office of Apprenticeship.

There is a growing need in the United States for childcare at daycare centers. Some employers are making a collaborative effort to provide dependent care for their employees by establishing centers or expanding existing ones. The demand for child care career will increase in the future as more young mothers pursue employment outside the home. Job opportunities for this degree include employment in community childcare facilities, and in individual homes.

Students in the Occupational Development Program are subject to the Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward completion of the program. Blue Ridge CTC Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

Curriculum for an Associate of Applied Science in Occupational Development

General Education Core	21
Occupational Core	12
APTR Courses*	30
Total Credit Hours Required	**63**

Requirements for Receiving APTR (ACDS Courses) 30 Credits are a valid certificate of completion of ACDS classes from the United States Department of Labor, Bureau of Apprenticeship and Training. For information on the ACDS Program, contact West Virginia Apprenticeship for Child Development Services visit www.wvacds.org.

General Education Core		
Communication and Life Skills		
ENGL 101 Written English I		OR
ENGL 110 Technical Writing		3
Restricted Electives		6
Social Awareness		
PSYC 203 Introduction to Psychology		OR
SOCI 203 General Sociology		3
Restricted Electives		3
Critical & Analytical Thinking		
MATH 100+ Any Math 100 or above		3
Restricted Electives		3
Subtotal Credit Hours Required		**21**

Occupational Core		
CAHS 200 Nutrition		3
COMM 202 Fundamentals of Speech		3
Free Electives		6
Subtotal Credit Hours Required		**12**

APTR Courses	
Apprenticeship for Child Development	OR
Direct Support Specialist	30
Subtotal Credit Hours Required	**30**

Certificate Degree in Organizational Leadership Development

The Certificate in Organizational Leadership Development focuses on the study of leadership in organizations in which students develop an understanding of how an organization operates. Students will learn how leadership is important in every organization, how change impacts the individual and the organization, and how the role of a leader is a major function of management.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the college. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Curriculum for a Certificate in Organizational Leadership Development

Required Courses	30
Total Credit Hours Required	**30**

Required Courses			
BUSN	105	Business Communication	3
BUSN	190	Intro to Human Resource Mgmt	3
BUSN	191	Organizational Behavior	3
BUSN	278	Teamwork & Managing Teams	3
BUSN	292	Internship	3
MATH	100+	Any Math 100 or above	3
Restricted Electives			12
Subtotal Credit Hours Required			**30**

Associate of Applied Science Degree in Paralegal Studies

The Associate of Applied Science Degree in Paralegal Studies is a program designed to provide students with a balance between theory and practice, enabling graduates to step immediately into opportunities in this growing area of the legal community. The program is designed to prepare individuals for employment at all levels of the law-administration, trial, appellate, and government.

Students completing the Associate of Applied Science Degree in Paralegal Studies will:

- Understand and be able to function within federal and state legal systems.

- Possess the basic skills of writing, reading for information, Critical Thinking & Learning, and applied mathematics necessary to be successful in the Paralegal field.

- Successfully complete entry level or pre-employment examinations for state institutions

- Successfully obtain employment or promotion within the paralegal field including but not limited to: law offices, investigator, claims analyst compliance officer, and legal advocate

Students in the Paralegal Program are subject to the Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward completion of the program. Blue Ridge CTC Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

Curriculum for an Associate of Applied Science in Paralegal Studies

General Education Core	21
Paralegal Core	39
Total Credit Hours Required	**60**

General Education Core			
CAS	111	Information Literacy	3
CGEN	100	First Year Experience	3
COMM	202	Fundamentals of Speech	3
ENGL	101	Written English	3
MATH	100+	Any Math 100 or above	3
PSCI	101	American Federal Government	3
PSYC	203	Introduction to Psychology	OR
SOCI	203	General Sociology	3
Subtotal Credit Hours Required			**21**

Paralegal Core			
BUSN	212	Business Law	3
CAS	211	Word Complete	3
LGST	101	Legal Research & Writing I	3
LGST	102	Legal Research & Writing II	3
LGST	110	Legal Assisting	3
LGST	200	Legal Ethics	3
LGST	210	Law of Domestic Relations	3
LGST	220	Civil Litigation & Procedure	3
LGST	230	Criminal Law & Procedure	3
LGST	240	Administrative Law	3
LGST	272	Real Estate & Property Law	3
LGST	275	Wills & Estates	3
LGST	292	Internship	3
Subtotal Credit Hours Required			**39**

Associate of Applied Science Degree in Physical Therapy Assisting

The Physical Therapist Assisting (PTA) program is a 1 + 1 program. One year of prerequisites must be completed prior to applying for this competitive entry program. Once in the technical phase of this PTA program, it can be completed in one year plus one 5 week summer session.

This program will prepare students to sit for the national PTA licensure examination, which is required to practice in most states. In addition, this program prepares students to work in a variety of physical therapy settings including but not limited to: acute care, outpatient orthopedics, skilled nursing, rehabilitation center, and nursing home.

Currently the PTA program is operated in conjunction with Pierpont CTC and is transitioning to Blue Ridge CTC effective the Fall 2012 term.

Fall 2011/Spring 2012 students will enroll in the PTA courses at Pierpont CTC.

Fall 2012/Spring 2013 students will enroll as Blue Ridge CTC students.

Curriculum for an Associate of Applied Science in Physical Therapy Assisting

Prerequisites and Support Core	30
Technical Core	41
Total Credit Hours Required	**71**

Prerequisites and Support Core			
CAHS	120	Human Anatomy & Physiology I	3
CAHS	121	Human Anatomy & Physiology I Lab	1
CAHS	122	Human Anatomy & Physiology II	3
CAHS	123	Human Anatomy & Physiology II Lab	1
CAHS	141	Into to Pharmacology	3
CAHS	142	Pathophysiology of Disease	3
CAS	111	Information Literacy	3
ENGL	101	Written English	OR
ENGL	110	Technical Writing	3
MATH	100+	Any Math 100 or above	3
PTA	109	Physic for PTA	1
PSYC	203	Intro to Psychology	3
MAST	102	Medical Terminology	3
Subtotal Credit Hours Required			**30**

Technical Core			
PTA	101	Intro to Physical Therapy	2
PTA	102	Patient & Professional Relationship	2
PTA	103	Intro to Patient Care	3
PTA	104	Physical Agents	4
PTA	105	Kinesiology	3
PTA	106	Clinical Education I	1
PTA	107	Clinical Education II	3
PTA	201	Therapeutic Exercise	4
PTA	202	Orthopedics	4
PTA	203	Neurology	4
PTA	204	Clinical Education III	5
PTA	205	Capstone Seminar	1
PTA	206	Clinical Education IV	5
Subtotal Credit Hours Required			**41**

Certificate in Pre-Hospital Care (Paramedicine)

The Pre-Hospital Care Program is designed for students who are interested in pursuing jobs in the pre-hospital setting. Within the core curriculum for the degree, all students are required to take the EMT-Basic course, which meets the U.S. Department of Transportation's National Standard Curriculum for Emergency Medical Technician-Basic (EMT-B). Successful completion of this course qualifies the student to take the National Registry Examination for EMT-Basic. The clinical concentration within the EMS degree meets the U.S. Department of Transportation's National Standard Curriculum for Emergency Medical Technician-Paramedic (EMT-P) training programs. Successful completion of the program qualifies the graduate to take the National Registry Examination for EMT-Paramedic. The clinical concentration of the EMS Program is designed to prepare the graduate for a volunteer or paid career as a certified EMT-Paramedic.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the college. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Curriculum for a Certificate in Pre-Hospital Care (Paramedicine)

General Education Core	8
EMS Core	38
Total Credit Hours Required	**46**

General Education Core			
CAHS	120	Human Anatomy & Physiology I	3
CAHS	121	Human Anatomy & Physiology I Lab	1
CAHS	122	Human Anatomy & Physiology II	3
CAHS	123	Human Anatomy & Physiology II Lab	1
Subtotal Credit Hours Required			**8**

EMS Core			
EMSP	101	Introduction to EMS	3
EMSP	103	EMS Operations	3
EMSP	104	EMS Practicum I	1
EMSP	201	Airway Management & Pt Assess	3
EMSP	202	Pathophysiology & Shock Trauma	3
EMSP	203	Pre-hospital Pharmacology	4
EMSP	204	EMS Practicum II	2
EMSP	204L	EMS Lab I	1
EMSP	204L	EMS Lab II	1
EMSP	205	Medical Emergencies I	4
EMSP	206	EMS Practicum III	2
EMSP	206L	EMS Lab III	1
EMSP	207	Medical Emergencies II	3
EMSP	208	Special Patients & Situations	3
EMSP	209	EMS Practicum IV	2
EMSP	209I	EMS Internship	1
EMSP	210	Assessment Based Management	1
Subtotal Credit Hours Required			**38**

Associate of Applied Science Degree in Printing Technology

Blue Ridge Community and Technical College (Blue Ridge CTC) and The Community and Technical College at West Virginia University Institute of Technology (CTC Tech) formed an Access Through Partnership agreement to offer courses for the Printing Technology degree.

For purposes of this agreement, the following definitions are provided:

- Degree-granting institution: The institution that has the authority to grant the specific certificate or associate degree outlined in the partnership agreement.
- Home Institution: The institution in which the student initially enrolls for general education or transfer specialization courses.
- Access through Partnership Program (ATP): The agreed-upon certificate or associate degree transfer program.
- Specialization courses: Discipline-specific courses designed for the certificate or associate degree.
- Transfer Credit: Grades of "C" or better in agreed-upon courses.

Students enrolled in the Access Through Partnership program will: Meet prerequisite requirements for courses as specified in each courses, register for general education and specialization courses offered at their respective home institutions as outlined in the partnership agreement, complete a transfer to the degree-granting institution within 15 hours of anticipated graduation from the program, and conduct a graduation check with the registrar upon transfer to the degree granting institution.

Program Description

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

Program Objectives

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

Upon completion of the Associate of Science degree in Printing Technology the student will be able to: design and prepare copy for publication, utilize desktop publishing software common to the printing industry, apply appropriate color theory to design and copy, appropriately bind and finish a printed document, and apply appropriate management skills for technical workers.

Access Through Partnership Agreement Printing Technology
Degree-Granting Institution: Community and Technical College at WVU Tech
Degree: Associate of Science, Printing Technology

Total Credit Hours Required	**64**

Associate of Applied Science Degree in Printing Technology (continued)

TRANSFER EQUIVALENCY COURSES

CTC Tech Core		
ECON 231	Principles of Econ I	3
ECON 232	Principles of Econ II	3
ENGL 101	Written English	3
ENGL 202	Bus Professional Writing	3
GNET 100	CTC Tech Orientation	1
Humanities* (Culture Diversity)		3
LAB SCIENCE Elective		4
MATH 040	Math (ACT 19 or Better)	3
Subtotal Credit Hours Required		**20 or 23**

Recommended to meet the Cultural Diversity and humanities sequence requirement.

Blue Ridge CTC Course Equivalent		
ACFN 085	Basic Algebra	4
CGEN 115	Technology Orientation	1
ECON 123	Contemporary Economics	3
ECON 205	Principles of Macroeconomics	3
ENGL 101	Written English	3
ENGL 110	Technical Writing	3
HIST 101	World History to 1500: Early Man Through the Renaissance	3
LAB SCIENCE Elective		4
Subtotal Credit Hours Required		**24**

Courses Required from CTC Tech*		
PRNT 111	Intro to Printing	4
PRNT 112	Paper and Ink	3
PRNT 114	Intro to Computers	1
PRNT 115	Text and Type	1
PRNT 116	Intro to Page Layout	1
PRNT 125	Photography (Digital and/or Darkroom)	1
PRNT 126	Electronic Image Capture	1
PRNT 127	Image Reproduction	1
PRNT 131	Sheetfed Press	4
PRNT 134	Graphics Creation	1
PRNT 135	Page Layout II	1
PRNT 136	Acrobat/PDFs Basic	1
PRNT 141	Color Models and Usage	1
PRNT 142	Intro to Photoshop	1
PRNT 143	Color Workflow & Management	1
PRNT 145	Safety/Environmental Issues	2
PRNT 216	Webfed Press	4
PRNT 217	Color Reproduction	3
PRNT 231	Flexography	3
PRNT 235	Database for Printers	1
PRNT 238	Bindery and Finishing	3
PRNT 241	Newspaper Operation	2
PRNT	Print Specialization**	3
Subtotal Credit Hours Required		**44**

PRNT course descriptions are listed in WVU Tech. Catalog.

**Students select area of specialization from PRNT 251 Color or PRNT 255 Web Press*

Certificate Degree in Professional Development

The Professional Development Certificate offered by the School of Liberal Arts and Transitional Studies provide an incentive for Blue Ridge students to enhance their experience by participating in a series of educational courses in a specialized area. Along with core courses for each specialized certificate is a balanced curriculum with coursework in communication and life skills, critical and analytical thinking, and social awareness. The coursework is essential to prepare students seeking to expand their management competencies.

The Professional Development Certificate verifies a student's successful completion of a variety of general education courses. The certificate is designed to be completed in one year of full-time enrollment at Blue Ridge CTC. Concentrations are offered in the following areas: Public Relations, Social Sciences, and General Education Core. The specific course requirements for each Professional Development Certificate concentration are outlined below.

Curriculum for a Certificate in Professional Development

General Education Core	15
Specialty Track	17
Total Credit Hours Required	**32**

General Education Core			
CAS	110	Understanding Computers	OR
CAS	111	Information Literacy	3
COMM	202	Fundamentals of Speech	3
ENGL	101	Written English	3
MATH	100+	Any Math 100 or above	3
SOCI	203	General Sociology	3
Subtotal Credit Hours Required			**15**

SPECIALTY TRACKS
You must select ONE of the following specialty tracks:

Public Relations Track			
BUSN	105	Business Communications	3
BUSN	215	Human Relations and Management	3
PSCI	100	Intro to Political Ideology	OR
PSCI	101	American Federal Government	3
Free Electives (100 level or above)			8
Subtotal Credit Hours Required			**17**

Social Science Track			
HIST	101+	Any History 101 or above	3
PHIL	101	Introduction to Philosophy	3
PSYC	203	Introduction to Psychology	3
Free Electives (100 level or above)			8
Subtotal Credit Hours Required			**17**

General Education Track			
CAHS	100+	Any Science 100 or above	4
CGEN	100	First Year Experience	3
PSCI	100+	Any Political Science 100 or above	3
Free Electives (100 level or above)			7
Subtotal Credit Hours Required			**17**

Certificate Degree in Systems Networking

The Systems Networking certificate degree program is designed to address the needs of businesses and organizations within the local community. The field of Information Technology is growing regionally, and the need for certified technicians is advancing at a rapid rate. This course of study will provide the training required to install, configure, and operate simple routed LANs and WANs, and to obtain the Cisco™ Certified Network Associate (CCNA) certification. The program also provides the essential knowledge and skills required for employment in the Networking portion of the Information Technology field.

The student will gain knowledge of switched LAN Emulation networks made up of Cisco™ equipment. The program is a focused coverage of Cisco™ router configuration procedures, which will be mapped to exam objectives for Cisco Exam 640-802 or for Cisco Exams 640-822 and 640-816. This program will also provide students with the knowledge to troubleshoot and repair desktop personal computers, to install, maintain and manage Windows desktop operating systems, and manage, install, maintain, and troubleshoot Windows Server implementations. These additional courses will be mapped to the exam objectives for the CompTIA A+ and Microsoft® MCITP certifications.

Students in any program are subject to Blue Ridge Community and Technical College's requirements for admission, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward the completion of the program. Blue Ridge CTC requirements regarding academic standards and student conduct also apply.

Curriculum for a Certificate in Systems Networking

General Education Core	6
Technical Core	38
Total Credit Hours Required	**44**

General Education Core			
ENGL	101	Written English	OR
ENGL	110	Technical Writing	3
MATH	105	College Algebra	OR
MATH	106	Trigonometry	3
Subtotal Credit Hours Required			**6**

Technical Core			
CNET	131	Networking Fundamentals	4
CNET	141	Routing Protocols & Concepts	4
CNET	231	LAN Switching and Wireless	4
CNET	241	Accessing the WAN	4
IT	180	A+ Essentials	4
IT	200	Network+	3
IT	270	Install, Config, & Admin Microsoft Windows	3
IT	289	Plan, Maintain Windows Server	3
IT	290	Manage & Maintain Windows Server	3
IT	291	Implement, Manage & Maintain Windows Infrastructure	3
Free Electives			3
Subtotal Credit Hours Required			**38**

Associate of Applied Science Degree in Technical Studies

The Blue Ridge Community and Technical College can customize this Associate of Applied Science degree for employers. Certificate programs requiring 32 credits for completion are also available.

Goals of the Technical Studies Program include:

- To increase the abilities of employees to use technology effectively and responsibly.
- To increase abilities of employees to communicate information effectively through reading, writing, speaking, and listening.
- To develop employee's abilities to solve problems through understanding, reasoning, research, and productive teamwork.
- To assist those employed in the workforce to understand that education is a life-long process.

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

This program is only for individuals whose employer is working with Blue Ridge Community and Technical College to ensure completion of this degree.

Curriculum for an Associate of Applied Science in Technical Studies

Component I – General Education Core	21
Component II – Technical Core	12
Component III – Occupational Specialty	18
Component IV – On-the-Job Training	13
Total Credit Hours Required	**64**

Component I – General Education Core		
Communication and Life Skills		
ENGL 101 Written English I	OR	
ENGL 110 Technical Writing		3
Restricted Electives		6
Social Awareness		
PSYC 203 Introduction to Psychology	OR	
SOCI 203 General Sociology		3
Restricted Electives		3
Critical & Analytical Thinking		
MATH 100+ Any Math 100 or above		3
Restricted Electives		3
Subtotal Credit Hours Required		**21**

NOTE: Electives must be taken from the General Education core competency.

Component II – Technical Core	
Each program of study must include a general technical core that meets the goal of developing skills that may be applied to a variety of occupations or that may be specific	12
Subtotal Credit Hours Required	**12**

Component III – Occupational Specialty	
The component consists of technical specialty courses specific to an occupational area. Industry based education and training programs are to be converted to college credit at the ratio of 15:1 and at a rate consistent with the lab hour/credit ratio of the degree granting institution for laboratory credit.	18
Subtotal Credit Hours Required	**18**

Component IV – On-the-Job Training	
The component consists of a paid or unpaid OJT, internship, or practicum performed in a business or industry setting in the occupational area. The on-the-job training component is to be converted to credit hours at a ratio of 150:1 with the maximum of 2,080 contact hours allowable. A statement of the total number of contact hours experience through on-the-job training will be placed on the college record.	13
Subtotal Credit Hours Required	**13**

Certificate in Technical Studies

The Blue Ridge Community and Technical College can customize this certificate degree for employers. Associate degree programs requiring additional credits for completion are also available.

Goals of the Technical Studies Program include:

- To increase the abilities of employees to use technology effectively and responsibly.
- To increase abilities of employees to communicate information effectively through reading, writing, speaking, and listening.
- To develop employee's abilities to solve problems through understanding, reasoning, research, and productive teamwork.
- To assist those employed in the workforce to understand that education is a life-long process.

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

This program is only for individuals whose employer is working with Blue Ridge Community and Technical College to ensure completion of this degree.

Curriculum for a Certificate in Technical Studies

Component I – General Education Core	9
Component II – Technical Core	6
Component III – Occupational Specialty	9
Component IV – On-the-Job Training	8
Total Credit Hours Required	**32**

Component I – General Education Core		
Communication and Life Skills		
ENGL 101 Written English I		OR
ENGL 110 Technical Writing		3
Social Awareness		
Restricted Electives		3
Critical & Analytical Thinking		
Restricted Electives		3
Subtotal Credit Hours Required		**9**

NOTE: Electives must be taken from the General Education core competency.

Component II – Technical Core	
Each program of study must include a general technical core that meets the goal of developing skills that may be applied to a variety of occupations or that may be specific	6
Subtotal Credit Hours Required	**6**

Component III – Occupational Specialty	
The component consists of technical specialty courses specific to an occupational area. Industry based education and training programs are to be converted to college credit at the ratio of 15:1 and at a rate consistent with the lab hour/credit ratio of the degree granting institution for laboratory credit.	9
Subtotal Credit Hours Required	**9**

Component IV – On-the-Job Training	
The component consists of a paid or unpaid OJT, internship, or practicum performed in a business or industry setting in the occupational area. The on-the-job training component is to be converted to credit hours at a ratio of 150:1 with the maximum of 2,080 contact hours allowable. A statement of the total number of contact hours experience through on-the-job training will be placed on the college record.	8
Subtotal Credit Hours Required	**8**

Certificate in Technology Systems

The Technology System Certificate combines traditional professional and business communication with information technology. Certification such as A+, CIW, and MCAS work well with the restricted electives in this program; therefore, enhancing the credential that a Technology System Certificate provides.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the college. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Curriculum for a Certificate in Technology Systems

General Education Core	12
Technology Core	18
Total Credit Hours Required	**30**

General Education Core			
CAS	111	Information Literacy	3
CGEN	100	First Year Experience	3
ENGL	101	Written English	OR
ENGL	110	Technical Writing	3
MATH	100+	Any Math 100 or above	3
Subtotal Credit Hours Required			**12**

Technology Core			
IT	180	A+ Essentials	4
IT	200	Network+	3
IT	269	Project Management	3
Restricted Electives (BUSN, CAS, CNET, CYBR, MDIA)			8
Subtotal Credit Hours Required			**18**

Course Descriptions

ACADEMIC FOUNDATIONS

ACFN 010 Introduction to Critical Composition (3)
Students will be introduced to composition, which involves critical analysis of reading material, forming of hypothesis, and construction of intelligent, coherent, full-length essays. Mechanical issues such as grammar, punctuation, and spelling will be addressed primarily on an individual basis, as students are encouraged, with assistance, to recognize their own strengths and weaknesses. Several workshop sessions will be held. Grading is pass/fail only.

ACFN 019 Special Topics (1-4)
This course will serve as a "funnel" for students to transition into developmental studies. The following assessment will be used as a guideline for placement: ACT 14 or below. This special topics course will be used for Reading, Writing, and Math Transition and will institute a collaboration between Adult Based Education (ABE) and Blue Ridge Community and Technical College with instruction in the fundamental principles of reading, writing, and math and will prepare the student for ACFN developmental courses.

ACFN 020 Basic Drug Calculations (3)
This course develops skills to solve typical computational problems encountering in nursing practice. Operations of arithmetic (addition, subtraction, multiplication, and division) including fractions and decimals, ratio, proportion, introduction to algebraic notation, and the metric system. Examines units in the household and apothecary systems; dosage conversion among these systems; intravenous calculations. Optional units include powders and crystals, solutions, and children's dosages. Enrollment as audit is not permitted unless recommended by the appropriate Student Academic Support Services or nursing personnel.

ACFN 050 Consumer Mathematics (1)
This course develops problem-solving skills to deal with consumer topics. Topics include interests and saving account computations, maturity values, commissions, markups, discounts, payroll deductions, tax forms, comparison-shopping, credit costs, income, and expenditures to budgets, and interpretations of tables and charts. Enrollment other than audit permitted only if advised by the appropriate Student Academic Support Services personnel. Prerequisite or corequisite ACFN 060 or permission of instructor.

ACFN 065 Pre-Algebra (3)
This is the first in a two-semester series in developmental mathematics. In addition to traditional classroom lectures and question/answer sessions, students are required to attend a weekly laboratory session. The laboratory session is the mechanism by which the students assess and address their course progress. This course requires approximately 3-4 additional hours per week using an online mathematics computer program to complete homework and tutorial programs. Students will learn how to perform operations on real numbers, the implications of exponents and the order of operations, and how to evaluate algebraic expressions. The concepts of percents and their applications, introductory geometry, statistics, and problem solving skills will all be incorporated. Students will solve equations in one variable, solve literal equations for a variable, and evaluate/graph inequalities. Students will translate and solve algebraic equations, and learn the skills required to solve application problems in one and two variables. Students will interpret and graph linear equations as well as solving and analyzing systems of equations. Students will also be introduced to operations on polynomials. Prerequisite: Placement

ACFN 085 Basic Algebra (3)
This is the second in a two-semester series in developmental mathematics. In addition to traditional classroom lectures and question/answer sessions, students are required to attend a weekly laboratory session. The laboratory session is the mechanism by which the students assess and address their course progress. This course requires approximately 3-4 additional hours per week using an online mathematics computer program to complete homework and tutorial programs. Students will perform operations on polynomials, rational and radical expressions. Students will use various methods to factor polynomials. Students will solve rational and radical expressions, and apply these skills to solving application problems. The concept of functions will be introduced as well as their operations. Linear inequalities will be revisited with interval notation and applications. Prerequisite: ACFN 065 or placement.

ACFN 095 Developing College Reading Skills (3)
College courses require that students are able to read and comprehend college-level textbooks and other types of college reading material. This reading course provides the opportunity to learn and adopt reading skills that will promote success in college. It emphasizes reading rate, vocabulary development, effective comprehension of main ideas and supporting details, paragraph organization, and textbook reading. It also covers effective reading habits and application of skills in content area reading material. The goal of this course is the development of effective college-level reading skills which will enable the student to be successful in reading academic and career goals.

APPRENTICESHIP

APTR 101 ACDS: Introductory Child Development (5)
This basic course is an overview of the "pieces" of development in young children, including emotional, social, mental, and physical development. The focus is on the relationship between stages of growth in separate areas of development and the activities, which promote development.

APTR 102 ACDS: Planning for the Whole Child (5)
This course is a continuation of the study of child development, but in contrast to the first semester, will look at the child as a whole. The focus will be on the integration within the child of the different areas of development. Typical behavior exhibited as a child progresses through stages and the unique characteristics of individual children will be analyzed. Planning appropriate curriculum according to developmental levels will be emphasized. Health and safety issues that arise when children reach new levels of ability will be explored.

APTR 103 ACDS: Facilitation of Learning (5)
This course emphasizes the role of the teacher in fostering optimum development through a.) positive interactions with children, b.) effective individual and group management techniques, c.) appropriate classroom design, and d.) curriculum planning. An understanding of discipline as the development of self-control will be emphasized.

APTR 104 ACDS: Becoming Independent (5)
This course will assist the apprentice in managing and administering a quality environment for young children. Problem solving about concerns that arise in daily operation will be practiced.

APTR 105 Apprenticeship in Child Development (12)
This course provides the apprentice with 4,000 hours of supervised on-the-job training in participating childcare programs. Formal instruction is integrated with direct experience in early education settings where apprentices reflect and critically analyze their experiences. A portfolio is used to document the apprentice's learning/work throughout the apprenticeship program.

APTR 106 Introduction, Best Practices for Direct Support Specialists (5)
The student will have orientation to the role of the Direct Support Professional: Co-worker, mentor, and supervisory relationships. The course includes an overview of specialized and technical knowledge unique to the work environment, developmental disabilities, behavioral health, child development/welfare, fragile elders, substance abuse, traumatic brain injury, and at-risk youth. Health and medical concerns unique to the work environment will be addressed. An introduction to roles of specialists/consultants supporting service participants is included as are recognition and correction of hazards in the workplace. Eliciting, respecting, and actively supporting participant choices and preferences is emphasized.

APTR 107 Client Advocacy and Wellness (5)
This course promotes empowerment and self-confidence of service participants and defines common forms of abuse, neglect, and exploitation. A mastery of abuse prevention strategies is emphasized. Students are taught to recognize sign of abuse, neglect and exploitation. Medication Administration and supporting self-administration are included where appropriate. The course covers characteristics of a healthy life style and responses to individual health needs.

APTR 108 Communications and Teaching/Supporting Others (5)
This course includes the following content: Basic team communication skills and facilitation structures; effective, efficient, and timely documentation; use of alternative communication devices; teaching strategies, principles of reinforcement, relationships, task analysis and prompting, positive feedback, and natural teaching times. The teaching skills are customized to the individuals in the support environment.

APTR 109 Crisis Management (5)
Develop awareness of the individual needs of service participants. Familiarity with crises typical or common to the support environment. Familiarity with procedures for prevention and intervention in a typical crises. Standard operating procedures following a crises. Familiarity with statutes and regulations. Conflict resolution.

APTR 110 Supervised Work Experience (12)
This course provides the apprentice with 4000 hours of supervised on-the-job training in participating direct care facilities. Formal instruction is integrated with direct experience in elder care or social work settings where apprentices reflect and critically analyze their experiences.

ART

ART 103 Introduction to Visual Arts (3)
This is an introductory course designed to give insight into the nature of the visual arts and the relationship to the human condition. The course includes a study of the functions of various forms of art in which students are exposed to a variety of visual arts experiences to promote a deeper understanding of and appreciation for the role of the visual arts in contemporary society.

ART 199 Special Topics (1-4
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

ART 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

ALLIED HEALTH SCIENCE

CAHS 100 The Human Body (3)
This will be a survey course of basic Human Anatomy. It is designed for students who need a rudimentary understanding of the human body and its organ systems but not in the detail that would be expected of a Health Care Professional. This course will not substitute for CAHS 120, 121, 122 or 123.

CAHS 101 General Biological Science I (4)
This is semester one of a two-semester general biology course which, with CAHS 102, satisfies the Liberal Arts requirement. This is an integrated lecture and laboratory course dealing with both plants and animals, related to our environment from molecule to biosphere. This course focuses on molecular and cellular biology, patterns of inheritance and genetics, biotechnology, and mechanisms of evolution.

CAHS 102 General Biological Science II (4)
This is semester two of a two-semester general biology course which, with CAHS 101, satisfies the Liberal Arts science requirement. This is an integrated lecture and laboratory course dealing with both plants and animals, related to our environment from molecule to biosphere. This course focuses on plant and animal structure and function, the dynamics of populations, communities and ecosystems, and human impact on the biosphere.

CAHS 103 General Physical Science (4)
This is an introductory survey course which explores the major concepts in physics and chemistry. Topics covered will include motion, matter and energy, atomic models, nuclear structure, waves, and electricity. A combination of conceptual framework, practical applications, and problem solving will be utilized in the integrated laboratory and lecture course.

CAHS 104 General Physical Science (4)
An introductory survey course which explores the major concepts in geology, astronomy, and meteorology. Topics covered will include rocks and minerals, weathering and erosion, surface and groundwater, geologic time, plate tectonics, earthquakes, volcanoes, and mountains; light and telescopes, the solar system, stars, nebulae, and galaxies; the origin of the universe; the basics of meteorology, and the effects of weather and climate. A combination of conceptual framework, practical applications, and problem solving will be utilized in the integrated laboratory and lecture course.

CAHS 120 Anatomy and Physiology for Health Care Professionals I (3)
One course in a two-course sequence that provides a detailed review of the human organism, this course will provide a brief overview of the human body and the chemical basis for activities occurring within the body, a detailed review of the cell, tissues, the integumentary, skeletal, muscular, and nervous systems as well as an overview of the human senses. Co-requisite: CAHS 121.
CAHS 121 Anatomy and Physiology for Health Care Professionals Lab I (1)
A laboratory course in human anatomy and physiology to be taken concurrently with CAHS 120.

CAHS 122 Anatomy and Physiology for Health Care Professionals II (3)
The second course in a two-course sequence that provides a detailed review of the human organism, this course provides a detailed review of cardiovascular,

lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. Pre-requisite: CAHS 120 & 121; Co-requisite: CAHS 123.

CAHS 123 Anatomy and Physiology for Health Care Professionals Lab II (1)
A laboratory course in human anatomy and physiology to be taken concurrently with CAHS 122.

CAHS 125 Introduction to College Chemistry (4)
This course is for students with little or no prior background in chemistry, whose program (AS Nursing, for example) requires one semester of chemistry, or who require preparation for additional coursework in chemistry. Emphasis is on calculations and measurement, dimensional analysis, formulas, and equations, stoichiometry, atomic structure and molecular geometry, gas laws and solutions. Math placement or ACFN 065/085 is a pre-requisite.

CAHS 127 General, Organic & Biochemistry I (4)
This course will include an overview of the Metric System, Scientific Notation, Temperature Scales, Density, Atoms, Structure, Isotopes, Electrons, Periodic Table, Chemical Formulae, Types of Chemical Reactions, Quantification of Chemical Reactions, Mass, Moles, Energy, Kinetic, Potential, Law of Conservation of Energy, Thermochemistry, Matter, pH, Fission, Fusion, Functional Groups and Names, and General Organic Reactions to Form Functional Groups. This course is designed as the first in a one year sequence of courses intended for nursing or other allied health students who intend to transfer to a four year academic institution which requires a two semester sequence course in General, Organic and Biochemistry (GOB). This course sequence could also provide a 8 credit General Education Science sequence. The course consists of a lecture portion and a laboratory portion. The ability to take a 100 level math course is a required pre-requisite.

CAHS 128 General, Organic & Biochemistry II (4)
This course will include an overview of Alcohols, Reactions, Aldehydes and Ketones, Organic Acids, Amines, Aromatic Compounds, Heterocyclic Compounds, DNA, Hyper-, Iso-, Hypotonic Solutions, Metabolic Disorders, Complex Carbohydrates, Proteins, Lipids, Nucleic Acids, Body Fluids, Blood, Clotting Chemistry, Respiratory Exchange, Metabolic and Respiratory Acidosis and Ketosis. This course is designed as the first in a one year sequence of courses intended for nursing or other allied health students who intend to transfer to a four year academic institution which requires a two semester sequence course in General, Organic and Biochemistry (GOB). This course sequence could also provide a 8 credit General Education Science sequence. The course consists of a lecture portion and a laboratory portion. Successful completion is CAHS 127 is a prerequisite.

CAHS 130 Chemistry for Fire and Safety (4)
This course is designed for students majoring in Fire Science or Safety Technology. It introduces students to the basic concepts of chemistry in a one-semester format where laboratory topics are integrated with the lecture. This course covers the fundamental principles of chemistry with a particular emphasis on the chemistry of hazardous materials and fire chemistry.

CAHS 140 Intro to Healthcare (3)
This course is a foundation course for selected allied health programs. The course introduces students to a variety of health occupations and assists students in acquiring the basic knowledge skills, and professional behaviors needed to work and interact with clients in a healthcare setting.

CAHS 141 Intro to Pharmacology (3)
This course provides information on a variety of medications that are commonly administer in the healthcare setting. Major drug categories associated with body systems will be reviewed. Students will learn about drug pharmacokinetics, dosage, preparation, administration and interactions.

CAHS 142 Pathophysiology of Disease (3)
Pathophysiology of diseases will build upon previously learned knowledge of normal anatomy and normal physiology. This course will discuss pathologies and abnormalities that are deviations from the norm. For

all pathologies, we will discuss: causes, signs and symptoms, diagnosis, diagnostic tests, treatments, and prognosis. The pathologies will be organized according to body system, including: cardiovascular, respiratory, immune, gastrointestinal, urinary, reproductive, endocrine, nervous, musculoskeletal, and integumentary. Other topics will include infectious diseases, neoplasms, hereditary diseases, diseases of the blood, and mental/cognitive disorders.

CAHS 143 Spanish for Healthcare (3)
Medical Spanish for HealthCare Providers has been designed for healthcare practioniers and all individuals who interact with Hispanic patients who have limited English communication skills. Emphasis will be placed on communication and phrases needed to complete a patient assessment, and explain medical procedures.

CAHS 150 EKG Technician (1–12)
This comprehensive Certified EKG Technician Program prepares students to function as EKG/Cardiovascular Technicians and to take the American Society of Phlebotomy Technician (ASPT) - Electrocardiograph (EKG) Technician exam in addition to other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, respiratory therapy assisting, electro cardiology and echo cardiology. Additionally, students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the Holter monitor, the normal anatomy of the chest wall for proper lead placement, echo cardiology, 12-lead placement and other clinical practices. EKG Technicians also analyze printed readings of EKG test, measuring various "peaks and troughs" and determining normal vs. abnormal EKG. The EKG/Cardiovascular Technician Certification Program includes a graded final exam to help prepare students for the ASPT-EKG Technician Exam. This course is eligible for college credit after successful completion of the program.

CAHS 151 Medical Coding/Billing (1–12)
This billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (introduction, guidelines, evaluation and management), specialty fields (surgery, radiology, and laboratory), ICD-9 (introduction and guidelines) and basic claims processes for medical insurance and third party reimbursement. Students will learn how to find the service and codes using coding manuals (CPT, ICD-9, and HCPCS). Students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certifies Professional Coder Exam (CPC or CPC-H - Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. This course is eligible for college credit after successful completion of the program.

CAHS 152 Pharmacy Technician (1–12)
This comprehensive course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control billing and reimbursement. The pharmacy Technician Certification Program includes a graded final exam to help prepare students for the PTCB exam. This course is eligible for college credit after successful completion of the program.

CAHS 153 Phlebotomy Technician (1–12)
The Phlebotomy Technician Certification Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis.

Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. The program also includes lab exercises, live blood draws, work with a training arm and other exercises intended to prepare students to function as an entry level Phlebotomy Technician. This course is eligible for college credit after successful completion of the program.

CAHS 154 Dental Assisting (1–12)
The Dental Assisting program prepares students for entry level positions in a variety of health care settings including dentist offices, hospitals and other similar facilities, familiarizing the student with all areas of pre-clinical dental assisting and training in the professional skills required to function as an assistant in the dental practice. It covers the following key areas and topics - Administrative aspects: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry and dental assisting; policies and guidelines. Clinical aspects: introduction to oral anatomy; dental equipment, operation, and maintenance; introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand pieces; dental anesthesia; sterilization; maintaining sterility and asepsis. This program does not include a national or state certification objective which in most states require 1 to 2 years of training or education. This course is eligible for college credit after successful completion of the program.

CAHS 170 Allied Health Pharmacology (3)
This course focuses on the specific information required for nursing and other allied health professionals to safely administer medications in today's complex health care environment. Specific medication information according to affected body systems will be presented. Additional information about legal requirements, clinical research trials, herbal and nutritional supplements and substance abuse will also be covered.

CAHS 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

CAHS 200 Nutrition (3)
A study of the functions, sources, and requirements of nutrients. Emphasis is placed on meeting the nutritional needs of individuals of all ages in a variety of situations.

CAHS 210 Human Growth & Development (3)
A course for students in the health sciences that explores the basic principles of human growth & development throughout the life span. Prenatal development, as well as physical, emotional, mental, and social changes in children, adolescents, and adults will be reviewed. The multiple factors that influence development & shape personality will be considered.

CAHS 220 Microbiology (3)
A course for students in the health and life sciences, to be taken concurrently with the 1-credit laboratory. The course will emphasize the impact of microorganisms on human health and disease, including identification and control pathogens, the mechanisms of pathogenicity and disease transmission, host resistance, and immunity. Other aspects of microbiology will also be considered, including basic microbial metabolic activities and their role in nutrient cycling and as experimental subjects; biotechnology and recombinant DNA will be introduced. Prerequisite: one semester of a college-level biology or allied health science course, and one semester of a college-level chemistry course.

CAHS 221 Microbiology Lab (1)
A laboratory course in microbiological identification and experimentation techniques, to be taken concurrently with CAHS 220.

CAHS 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

AUTOMOTIVE TECHNOLOGY

AT 100 Automotive Fundamentals (4)
This course examines the role and opportunities of the automotive technician in today's society. Shop environment and personal safety are explored. Lab safety, general automobile safety, and appropriate shop etiquette will be covered.

AT 101 Automotive Brake System (4)
This course is the study of the principles, terminology, and theory of brake design. Emphasis placed on brake inspection, parts replacement, locating and interpreting specs, proper use of tools and machine equipment for both conventional and disc, diagnosing malfunctions. Additional instruction will include anti-lock brake systems and equipment used in the repair thereof. Prerequisite: AT 100.

AT 102 Automotive Electrical Fundamentals (4)
This course is an introduction of the fundamentals of electricity and basic electronics. A working knowledge of the circuits, which make up the automobile and the component, parts necessary for its operation, to include a survey orientation of circuit analysis and digital electronics. Emphasis placed on locating and interpreting specifications, electrical tests, and correct use of meters and test equipment. This unit will include on board computer controls and scan tools used to diagnose them.

AT 103 Automotive Engine Performance (4)
This course covers the proper procedures of tune-up and diagnosis of the automobile internal combustion engine and ignition, and fuel system. Emphasis is placed on isolating malfunctions to a particular system and following with the correct procedure to locate the exact problem. The student learns how to make an intelligent hypothesis according to the way in which the vehicle operates. Emphasis is placed on correct use of equipment, interpreting test results using specifications; their location and units of measure. Pre-requisite: AT 106 & AT 100.

AT 104 Automotive Suspension Systems (4)
A study of the principles and theory of suspension designs, this course emphasizes part inspection and replacement, measuring and adjusting alignment angles, wheel balance, diagnosing procedures and adjustment of steering and suspension units and components. Pre-requisite: AT 100.

AT 105 Automatic Transmissions (4)
This course is designed to teach the principles and operations of automatic transmissions, overdrive units, electronic control transmissions, and differentials and drive axles and to provide practical experience in diagnosing maintaining, and repairing automatic transmissions and transaxles. Pre-requisite: AT 100.

AT 106 Automotive Engine Overhaul Theory (4)
This course is designed to teach the principles and procedures necessary to repair an automotive engine and to provide the practical experience in the engine diagnosis, removal, disassembly, and rebuilding. Pre-requisite: AT 100.

AT 107 Heating and Air Conditioning Theory (4)
This course is designed to teach the principles and operations of automobile heating systems, air conditioning systems, and accessories. Provides practical experience in testing, analyzing and repairing heating systems, operations, refrigeration systems, and air conditioning systems. Pre-requisite: AT 100 & AT 102.

AT 108 Manual Transmission Systems/Drive Systems (4)
This course is designed to teach the principles of manual transmissions. Clutch discs, pressure plates, differentials, and drive axles, practical experience in diagnosing, maintaining, and repairing manual transmissions and transaxles. Pre-requisite: AT 100.

AT 292 Auto Internship (9)
This course provides practical experience in local and regional businesses. Students learn how to translate classroom theory and methods into professional skills and opportunities. Prerequisite: Must have completed over half of the requirements for graduation with an associate's degree and must have a 2.5 overall GPA.

AT 293 Automotive Technology OJT (1–13)
This course is designed to award credit to those persons who have been participating in a supervised on-the-job training program within the automotive industry. Credit is awarded upon receipt of a letter from the student's supervisor stating successful completion of on-the-job training assignments and the total number of actual hours involved in the training. (Credit hours earned for On-the-Job Training are calculated as 1 credit hour = 150 actual hours.)

BANKING

CAIB 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

CAIB 201 Analysis Financial Statements (3)
A practical introduction to financial analysis from the viewpoint of the commercial loan officer, this course provides the skills needed to effectively assess a borrower's ability to repay loans.

CAIB 202 Customer Service in Banking (1)
Participants in this course use a variety of exercises and group activities to define basic customer service skills and examine how the use of those skills adds to the personal and professional productivity levels of the participants. Participants can use a worksheet to chart their own customer service skills.

CAIB 203 Principles of Banking (3)
Long recognized as the standard introduction to the banking profession, this course touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. It is the foundation for all AIB training.

CAIB 205 Consumer Lending (3)
In this comprehensive overview of the consumer lending business, participants learn the essentials about closed-end loans, indirect loans and related credit products, and open-end credit procedures. They also trace the consumer lending process from developing and taking loan applications to collection and recovery. The course explores what is involved in a credit investigation, decision-making, loan pricing, and loan policy. Participants develop a greater understanding for relationship building, new lending technologies, and the importance of consumer regulations.

CAIB 206 Supervision: Concepts and Skill Building (3)
This program helps new and potential supervisors to become better managers by emphasizing broad prospective and by combining fresh insights with the interpersonal relations required of today's successful mangers.

CAIB 207 Banking Today and Cross Selling (1)
This course gives you an orientation to the essential principles, concepts, and operations of banking.

CAIB 208 Consumer & Mortgage Lending (1)
This course provides participants with the basic knowledge about consumer credit. It covers terminology, basic categories of consumer credit, determining credit worthiness, the application process, and bank regulations.

CAIB 209 Law and Banking Principles (3)
Every part of the banking process, from taking deposits and making loans to operating safe deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers to maintaining the safety and soundness of the bank. Knowing the basics of banking law will enable every banker to grasp the requirements of his or her job and perform it with more understanding. This course is a guide to legal and regulatory issues, with special emphasis on the Uniform Commercial Code.

CAIB 210 Personal Tax. Financial Statements (1)
This course provides participants with the ability to extract key information from 1040 Federal Tax Returns to determine projected income. Participants will learn how to explain to customers why the loan was declined due to insufficient projected income and how the different schedules were analyzed.

CAIB 211 Economics for Bankers (3)
This course introduces the fundamental principles of economics. Special emphasis is placed on macroeconomics and topics of importance to you as a banker.

CAIB 212 Money & Banking (3)
This course presents a fundamental of how money functions in the US and world economies. Topics include the concept of money supply and the role your bank plays as a money creator and participant in the nation's payment mechanism. This course also explains how the various types of financial institutions operate, the workings of monetary and fiscal policies, the functions and powers of the Federal Reserve and more.

CAIB 213 Commercial Lending (3)
This course provides the knowledge and skills required to identify the credit needs of various types of small business customers and to sell a "total banking" relationship. It also prepares participants to assess the customer's credit worthiness by examining income statements and balance sheets. This course covers both the technical side of small business lending and the interpersonal skills required to be a successful loan officer.

CAIB 214 Financial Accounting (3)
This course teaches students the information needed to create financial statements including trial balances, t-accounts, balance sheets, and various other accounts and their respective functions. This course emphasizes current practices of accounting procedures and includes overage of the latest principles set forth by the Financial Accounting Standards board (FASB).

CAIB 215 Law & Banking Applications (3)
This course is an introduction to check processing, bank collections, consumer lending, and secured transactions.

CAIB 216 Marketing Financial Services (3)
This course examines what motivates customers to purchase financial services and teaches how to develop a successful marketing plan. Topics include: developing a marketing plan, promotion, delivery channels, sales and sales management, product development, research techniques, communications and public relations, and future trends. There is also a special focus on customer satisfaction and service quality, and on advancements in technology for new products, new delivery systems, and new advertising forms. The course also reviews the increasing importance of social responsibility, community support, and concern for the natural environment.

CAIB 217 Mortgage Lending (3)
This course provides an introduction to construction lending and other areas of commercial real estate finance, with particular emphasis on managing credit risk. Real estate law, appraisal, and investment analysis are also covered. This course introduces principles of finances related to the following real estate categories: condominiums, multifamily rental properly, retail property, office, warehouse, and lodging property.

CAIB 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

BUSINESS

BUSN 101 Introduction to Business (3)
This course provides an overview of the complex building blocks of business including administration, management, finance, labor, marketing, law and ethics. These aspects are considered in reference to local and global markets, e-commerce, and evolving technology and trends. Students put newly acquired knowledge to work in the development of a business plan making the course a cornerstone for business majors and entrepreneurs alike.

BUSN 103 Accounting I (3)
This course enables students to understand the basic functions of business accounting and the ethical communication of financial information. It examines the accounting process, transaction analysis, asset and equity accounting and financial statement preparation and analysis. The focus of the course is on the single proprietorship, but an overview of partnership and corporate accounting is also included. Prerequisites: ACFN 065 or Placement.

BUSN 105 Business Communication (3)
This course examines the process of communication and the challenges to and effective practices of communicating in a business environment. Topics include listening skills and verbal, nonverbal, and written communications. The dynamics of communicating in a group, global, and culturally diverse environment are also investigated. Students apply a systematic approach to plan and create effective letters, memos, reports, presentations, electronic and other forms of business communication. Prerequisites: ACFN 010 or Placement.

BUSN 110 Principles of Sales (3)
This course is an introduction to the principles of sales, the role of the professional salesperson in the marketing process, and sales management. The importance of relationship building and ethical behavior are stressed as students develop techniques for prospecting and qualifying buyers, identifying and overcoming objectives, and closing a sale. Characteristics of the local as well as the global market are discussed.

BUSN 170 Customer Service Management (3)
This course goes beyond a discussion of service to an analysis of the strategies that enable a business to attract, satisfy, and retain customers profitably. Students discover the importance of management, communication, and training in meeting customers' needs.

BUSN 180 Personal Finance (3)
This course offers a study of personal financial management. Students are equipped with the tools to make informed decisions related to spending, saving, borrowing, and investing to achieve financial goals now and in the future. Prerequisite: ACFN 065 or placement.

BUSN 190 Human Resources Management (3)
This course covers the components of human resource management from organizational assessment to manpower planning including recruitment and selection, training and development, and evaluation and compensation. The impact of employment laws, ethical considerations, global competition, and rapid technological advances on small and large organizations is also considered.

BUSN 191 Organizational Behavior (3)
This course examines the behavior of individuals and individuals in groups in organizations, and how the two affect the overall performance of an organization. Students consider the impact of individual attitude, motivation, job satisfaction, and communication on the organization. Group dynamics, leadership, organizational culture, and change are also addressed.

BUSN 199 Special Topics (1-4)
Special topic courses may be offered from time to time dependent upon current trends, employer needs, and student interests. The course description, objectives, and credit hours for each will vary based upon the topic and schedule.

BUSN 200 Business Ethics (3)
This course considers business actions and decisions in relation to moral principles and values. Beginning with an introduction to ethical theory and the personal credo, students apply a systematic approach to ethical decision making; that approach is then applied to business situations involving employee relations, consumer affairs, finance, government, and international competition. The role and expectations of business in society, both locally and globally, are discussed.

BUSN 209 Consumer Behavior (3)
This course studies the complexity of buying decisions and how attitudes and perceptions, social class and family status, and technology and marketing influence those decisions. Consumers are considered as individuals and as members of groups to make decisions on sales, advertising, and new product development. Students learn to be more effective marketing managers as well as more savvy consumers.

BUSN 210 Marketing (3)
This course provides an in-depth study of the four pillars of marketing: product, price, placement, and promotion. These aspects are considered in reference to local and global markets, e-commerce, and evolving technology and trends. Students put newly acquired knowledge to work in the development of a marketing plan.

BUSN 211 Advertising (3)
This course addresses the basic theories, processes, and techniques of the most visible aspect of marketing communications. Local and global markets, e-commerce, and evolving technology and trends are considered as students plan and implement a successful advertising campaign using a variety of media vehicles.

BUSN 212 Business Law (3)
This course is an introduction to the American legal system and its impact on the business environment. Topics considered include contracts, employment law, antitrust law, torts, consumer protection, and the business organization. This study prepares students to identify and limit risk in business dealings.

BUSN 215 Human Relations & Management (3)
This course analyzes relationships in the business environment and their effects on the management function. Students apply principles of behavioral science in a business environment related to planning, change, diversity, leadership, decision making, and conflict resolution. The skills and attitudes necessary for professional advancement are also discussed.

BUSN 218 Principles of Management (3)
This course examines the basic functions of management – planning, organizing, coordinating, and controlling - in a business organization. Students study management theory and practice in order to identify their own management style and appreciate the complex nature of management. The impact of social responsibility, corporate culture, and technological advances on management is also considered.

BUSN 230 Business Etiquette & Image (3)
This course provides students a hands-on opportunity to develop the professional image needed to succeed in business. Topics include professional dress, conduct at work, managing technology, networking, interviewing, and resume development. This course is recommended for second year students.

BUSN 275 Management & Leadership (3)
This course empowers students to assess their leadership potential by studying successful leaders of the past and present. With a focus on business, students consider the skills required to set goals for an organization and direct the actions of others to achieve them. Nontraditional texts are utilized to prepare students for lifelong learning after college. Pre-requisite: Student must have completed 26 credit hours in business or related courses or have approval of the instructor.

BUSN 278 Teamwork & Managing Teams (3)
This course examines how managers create, develop, and maintain quality, high-performance teams in the workplace. Students work in teams throughout the semester to develop skills relevant to individual and team performance.

Topics include creating the culture for teamwork, team dynamics, team problem solving, and managing teams. Pre-requisite: Student must have completed 26 credit hours in business or related courses or have approval of the instructor.

BUSN 292 Business Internship (1-6)
This course serves as the capstone in experiential learning for Business majors. Students work a minimum of 150 hours in a professional business environment applying their academic learning while gaining real-world experience and career development.

BUSN 294 Business Practicum (1-6)
For Business majors already working full-time in an approved professional business environment, this course serves as the capstone in experiential learning. Students apply their academic learning to a minimum of 150 hours of special projects or expanded responsibilities on the job acquiring new skills and expanding career development.

BUSN 299 Special Topics (1-4)
Special topic courses may be offered from time to time dependent upon current trends, employer needs, and student interests. The course description, objectives, and credit hours for each will vary based upon the topic and schedule.

CBUS 103 Basic Accounting Fundamentals (3)
Basic Accounting Fundamentals includes instruction in analyzing, journalizing, and posting business transactions, keeping financial records and the preparation of financial statements. The course also introduces other important aspects of accounting including: payroll, banking, petty cash, returns, allowances, discounts, and depreciation. While the single proprietorship form of business organization provides a basis for most of the discussion and work, an overview of partnership and corporate accounting is also included.

CBUS 105 Business Communications (3)
The course examines all aspects of business communication. Students learn and exercise their abilities to communicate using memos, letters, reports, presentations, resumes, and electronic communication. Various techniques to develop and utilize listening, interviewing, interpersonal, and oral presentation skills are demonstrated and reinforced.

CBUS 110 Principles of Sales (3)
As a hands-on introduction to selling and sales management, this course covers the role of personal selling and the study of ethical sales techniques as applied to the marketing process and employment in a variety of industries.

CBUS 150 Introduction to Business (3)
An introductory course to acquaint students with administration, production, labor, entrepreneurship, marketing, distribution, law, and ethics.

CBUS 160 First Time Supervisors (3)
This course is an exploration of the transition from individual contributor to manager. Throughout the semester, we'll explore concepts and practical advice designed to help first time supervisors make a successful transition to a managerial role. You will learn about common myths of management, the nature of the transition process from individual to manager, ways to enhance your self-knowledge, build effective teams, and cope with the stresses and emotions that are often found in management.

CBUS 190 Introduction to Human Resource Management (3)
A study of the components of human resource management including organizational assessment and human resource manpower planning; recruitment and selection, training and development, employee relations, employment laws, impact of global competition, and rapid technological advances.

CBUS 191 Organizational Behavior (3)
A study of how the behavior of individuals at work in all kinds of organizations drives organizational performance. This course examines the structure of organizations, group dynamics, motivation, and the skills that managers need to increase organizational relationships and improve overall performance.

CBUS 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

CBUS 200 Business Ethics (3)
This course is a comprehensive overview of the major areas of ethical theories and issues, including employer-employee relations, consumer affairs, business and government, and international affairs. This course examines the role of ethics in the business world and ethical dilemmas encountered in all aspects of business from the employee to the top levels of management, including risk management, preferential hiring, corporate legitimacy, and moral accountability.

CBUS 208 Consumer Economics (3)
This course is a study of the opportunities and responsibilities of the consumer in choosing goods and services for use in promoting individual, entrepreneurial, and/or family goals. Emphasis is placed on financial planning throughout the life span.

CBUS 209 Consumer Behavior (3)
This course provides cognitive theories of persuasion, search heuristics, information retrieval, and performance modeling will be covered. Current research is covered on what makes people happy and fulfilled and the strategies people develop to attain these. Consumer behavior in the aftermath of 9/11 will be addressed. Implications for advertising, sales, and new products are discussed to determine consumers' impact for marketing strategies.

CBUS 210 Marketing Concepts (3)
Students are introduced to marketing concepts including promotion and integrated marketing communication. Students will learn the steps of the selling process, the advantages, and disadvantages of various advertising media including the Internet, the role of public relations, and the use of promotional tools.

CBUS 211 Advertising (3)
This course will cover the basic principles of advertising, planning, and management with a localized marketing focus.

CBUS 212 Business Law (3)
This course provides a broad introduction to contemporary law as it relates to the business environment including contract sales, employment law, antitrust law, torts, consumer protection, and business organization.

CBUS 215 Human Relations and Management (3)
The class reviews how changes occurring in the business environment affect the management function. This class discusses the organizational function of human relations and management including staffing and diversity management. The planning process, decision-making, and control functions of the manager are explained. Various leadership styles and the differences between leaders and managers are summarized.

CBUS 250 Personal Wealth (3)
This course investigates personality traits that act as barriers to wealth accumulation. Tactics to overcome obstacles to personal wealth are introduced through lecture, projects and outside speakers. Topics include financing, debt, retirement and savings, and personal wealth objectives. This course culminates with the creation of a personal portfolio including credit reports, account data, beneficiaries, and personal wealth goals.

CBUS 275 Management & Leadership (3)
This course serves as a primer on leadership aimed at developing a person's basic knowledge, skills, and abilities to realize their leadership potential. The course objective is to grow and develop effective leadership skills, to learn to direct the actions of others to attain the purposes and goals of the organization, and to acquire a comprehensive, fundamental understanding of leadership and its responsibilities and accountabilities. Pre-requisite: Student should have completed 24 credit hours in business or related courses or approval of instructor.

CBUS 276 Organizational Development and Change (3)
This course focuses on the theory and application of organizational change. The overall course objective is to provide knowledge and skills to function as effective change agents in organizations by exposing students to a variety of real cases along with relevant existing theories.

CBUS 278 Teamwork and Managing Teams (3)
This course is designed to provide an understanding of how managers start, develop, implement, and maintain quality, high performance teams in a workplace setting. Topics include: creating the culture for teamwork, team dynamics, team problems, and teams and business strategies.

CBUS 292 Business Internship (1–6)
With practical experience in local & regional businesses, federal government, or non-profit organizations, students learn how to translate classroom theory and methods into professional skills and opportunities. Pre-requisite: Must have completed over half of the requirements for graduation with an associate degree and must have a 2.5 overall GPA.

CBUS 293 Business On-the-Job-Training (1–13)
This course is designed to award credit to those persons who have been participating in a supervised on-the-job training program within a business organization. Credit is awarded upon receipt of a letter from the student's supervisor stating successful completion of on-the-job training assignments and the total number of actual hours involved in the training. (Credit hours earned for On-the-Job Training are calculated as 1 credit hour = 150 actual hours. Therefore a student must work 1950 actual hours to receive 13 credit hours.)

CBUS 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

COMMUNICATION

COMM 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

COMM 202 Fundamentals of Speech (3)
This course equips the student with the necessary tools to construct, deliver, and analyze public communication messages.

COMM 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

COMPUTER APPLICATION SPECIALIST

CAS 100 Introduction to Keyboarding (2)
Emphasis is placed on the development of speed and accuracy in the operation of the computer keyboard. Basic document production including letters, memos, reports, and tables are covered. This course is offered for those who seek to build basic keyboarding skills.

CAS 101 Documents Processing (3)
This course is an intermediate keyboarding class emphasizing further development of typing speed and accuracy, as well as the proper formatting and editing of business documents. Prerequisite: CAS 100 Keyboarding or successful completion of the Special Exam for Course Credit.

CAS 110 Understanding Computers (3)
This basic course helps students become literate in the terminology and usage of computers. The course covers a description of the hardware and software

of a computer system, a brief history of computers, and the following topics on the personal computer" Windows®, file management, word processing, electronic spreadsheet, and online learning.

CAS 111 Information Literacy (3)
This course covers a variety of introductory computing knowledge including how personal computers work, hardware components, operating systems, and the most popular productivity applications including word processing, spreadsheets, and presentation software. Students will also be introduced to Internet and e-mail essentials, and will become familiar with networking basics. This course aligns with the Internet and Computing Core Certification (IC3) which demonstrates that a recipient has a clear understanding of the knowledge and application of computers and technology in the modern world.

CAS 199 Special Topics (1-6)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

CAS 210 Outlook Complete (3)
This course uses a case method, problem solving approach to leaning the full scope of the features of Microsoft Outlook. Skills covered include creating and managing message, scheduling appointments and events, creating and managing contacts, and sending and managing tasks and personal notes.

CAS 211 Word Complete (3)
This course provides comprehensive training in the use of Microsoft® Office Word®. It is directly aligned with the Microsoft® Office Specialist certification exam which serves to validate an individual's skills and knowledge of the Office software. Topics covered include creating and designing documents, incorporating table, charts, graphics, pictures and other media to enhance a document, and sharing, securing and printing documents.

CAS 212 PowerPoint Complete (3)
This course provides comprehensive training in the use of Microsoft® Office PowerPoint®. It is directly aligned with the Microsoft® Office Specialist certification exam which serves to validate an individual's skills and knowledge of the Office software. Topics covered include creating and designing presentations, using charts, graphics, sound, and other media to enhance a presentation and sharing and delivering presentations.

CAS 213 Excel Complete (3)
This course provides comprehensive training in the use of Microsoft® Office Excel®. It is directly aligned with the Microsoft® Office Specialist certification exam which serves to validate an individual's skills and knowledge of the Office software. Topics covered include creating and designing spreadsheets, using charts, graphics, formulas, protecting, sharing and delivering spreadsheet presentations.

CAS 214 Access Complete (3)
This course provides comprehensive training in the use of Microsoft® Office Access®. It is directly aligned with the Microsoft® Office Specialist certification exam which serves to validate an individual's skills and knowledge of the Office software. Topics covered include creating and designing databases, using charts, graphs, graphics as well as designing queries and modifying queries.

CAS 215 Windows Complete (3)
This course provides comprehensive training in the use of Microsoft® Office Windows®. It is directly aligned with the Microsoft® Office Specialist certification exam which serves to validate an individual's skills and knowledge of the Office software. Topics covered include organizing files and folders, personalizing the Windows workspace, searching for files and folders, managing system resources, using Windows and the Internet, and managing a networked environment.

CAS 216 Visio Complete (3)
This lecture/lab course will provide the student with an in-depth knowledge and ability to work with the Microsoft® Visio® software. Through a

combination of lectures and class projects, students will lean to visualize, explore and communicate complex information using Visio. Students will work with the wide range of templates including business process flowcharts, network diagrams, workflow diagrams, database models, and software diagrams used to streamline business processes, track projects and resources, chart organizations, map networks, diagram building sites, and optimize systems.

CAS 220 Publications Design (3)
Students in this course discover the world of desktop publishing through a practical, hands-on approach using current design software to publish their own pamphlets, newsletters, letterheads, flyers, business cards, announcements, and advertisements. Basic publishing processes, design, and layout will be studied.

CAS 230 Office Administration (3)
This course is designed to provide the student with concepts and procedures necessary to develop hands on skills for the digital office environment. Other areas of study include critical thinking, sound reasoning, ethical decision making, high productivity and efficient use of technical office tools.

CAS 240 Computerized Accounting (3)
This course is an introduction to a computerized accounting in a business office. The student will develop and maintain accounting records for a small business using a current software program. Prerequisite: BUSN 103.

CAS 292 Internship (1-6)
This course provides practical experience in local and regional businesses, federal government, or non-profit organizations. Students learn how to translate classroom theory and methods into professional skills and opportunities. Pre-requisite: Must have completed 50 percent of the requirements for graduation with an associate degree and must have a minimum 2.0 overall GPA. See Academic Advisor.

CAS 299 Special Topics (1-6)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

COMPUTER NETWORK ENGINEERING

CNET 131 Network Fundamentals (4)
This is the first course in a sequence that leads to the Cisco Certified Network Associate (CCNA) certification. The course covers network design based on the OSI Model as well as cable management, the functionality of networks, and the standards of network architecture. Students will engage in lab activities that emphasize use of network tools and experience with various applications. Course sequence mapped to CCNA certification: CNET 131, CNET 141, CNET 231, CNET 241.

CNET 141 Routing Protocols and Concepts (4)
This is the second course in a sequence leading to the Cisco Certified Network Associate (CCNA) certification. This course covers local area network design and implementation; as well as, an advanced level of routing protocols. Students will engage in challenging hands-on lab activities including; skill building and troubleshooting practice. Course sequence mapped to CCNA certification: CNET 131, CNET 141, CNET 231, CNET 241.

CNET 231 LAN Switching and Wireless (4)
This is the third course in a sequence leading to the Cisco Certified Network Associate (CCNA) certification. This course covers hierarchical switched network design and implementation, as well as wireless fundamentals. Students will engage in challenging hands-on lab activities including, skill building and troubleshooting practice. Course sequence mapped to CCNA certification: CNET 131, CNET 141, CNET 231, CNET 241.

CNET 241 Accessing the WAN (4)
This is the fourth course in a sequence leading to the Cisco Certified Network

Associate (CCNA) certification. This course covers wide area network design and implementation, as well as security and network monitoring. Students will engage in challenging hands-on lab activities including, skill building and troubleshooting practice. Course sequence mapped to CCNA certification: CNET 131, CNET 141, CNET 231, CNET 241

CNET 242 CCNA Certification Preparation (1)
Students will encounter the different types and forms of questioning employed on the certification exam, review core principal material from all 4 classes that are part of the objective listing for the certification, practice labs and configurations in order to prepare for the simulations that will appear on the certification. This course will prepare students for the topics and objectives that they will encounter on the certification exam. The material in this course will be mapped to the current CCNA certification exam objectives.

CNET 250 CCNA Security (4)
This course is aligned with the Cisco Certified Network Associate (CCNA): Security certification. The course covers methodologies and techniques for hardening routers and switches; as well as, developing tunneling and end point security solutions. Students will engage in challenging hands-on lab activities including skill building and troubleshooting practice.

CNET 251 CCNA: Wireless (4)
This course is aligned with the Cisco Certified Network Associate (CCNA): Wireless certification. This course covers a wide variety of wireless technology and how to configure, maintain, and troubleshoot it, as well as implementation methodologies for adding wireless to a wired local area network. Students will engage in challenging hands-on lab activities including skill building and troubleshooting practice.

CNET 252 CCNA: Voice (4)
This course is aligned with the Cisco Certified Network Associate (CCNA): Voice certification. This course covers Voice over Internet Protocol (VoIP) technologies, their implementation, design, and operation, as well as successful optimization of network resources to allow VoIP to operate within the network model. Students will engage in challenging hands-on lab activities including skill building and troubleshooting practice.

CNET 255 Cisco Certified Design Associate (4)
This course aligns with the Cisco Certified Design Associate (CCDA) certification. This course covers the research and design elements of network infrastructure, as well as, the methodologies of implementing differing design elements into a single network infrastructure design. Students will engage in challenging hands-on lab activities including skill building and troubleshooting practice.

CNET 265 Advanced Routing (6)
This is the first course in a sequence leading to the Cisco Certified Network Professional (CCNP) certification. This course covers advanced routing protocols and configurations for use in the enterprise network, as well as, IPv6 transitioning strategies. Students will engage in challenging hands-on lab activities including; skill building and troubleshooting practice. Course sequence mapped to CCNP: CNET 265, CNET 266, CNET 267.

CNET 266 Advanced Switching (4)
This is the second course in a sequence leading to the Cisco Certified Network Professional (CCNP) certification. This course covers layer three switching, advanced switching techniques, as well as, implementing wireless and voice into the switched network. Students will engage in challenging hands-on lab activities including; skill building and troubleshooting practice. Course sequence mapped to CCNP certification: CNET 265, CNET 266, CNET 267.

CNET 267 Advanced Troubleshooting (4)
This is the third course in a sequence leading to the Cisco Certified Network Professional (CCNP) certification. This course covers a wide variety of troubleshooting techniques in order to maintain networks, as well as, methodologies for working with larger enterprise networks and their advanced

configurations. Students will engage in challenging hands-on lab activities including skill building and troubleshootinng practice. Course sequence mapped to CCNP certification: CNET 265, CNET 266, CNET 267.

CNET 268 Optimizing Converged Networks (4)
CCNP: Optimizing Converged Networks is one of four courses leading to the Cisco Certified Network professional (CCNP) designation. CCNP: Optimizing Converged Networks introduces Cisco Networking Academy Program students to optimizing and providing effective QoS techniques in converged networks operating voice, wireless, and security applications. Topics include implementing a VOIP network, implementing QoS on converged networks, specific IP QoS mechanisms for implementing the DiffServ QoS model, AutoQoS, wireless security, and basic wireless management. This course maps to the 642-845 Optimizing Converged Networks Certification which is one of four certifications required to obtain the CCNP certification.

CNET 292 Internship Cmpr Ntwk Engineer (1-6)
This is a capstone course in experiential learning. A student participates in an intensive internship, externship, or cooperative with an appropriate agency, company or organization.

CRIMINAL JUSTICE

CJST 120 Defensive Driving and Firearms Safety (3)
Major roles of the law enforcement official are to operate a motor vehicle and handle firearms safely. This course will deliver in lecture format the cognitive knowledge necessary to accomplish this task and then culminate with a practical laboratory at professional driving and firearms range.

CJST 121 Assertive Driving and Marksmanship (3)
This course provides instruction in how to use a motor vehicle as a tool to stop the flight of an offender or defense from an assailant. Additional instruction in the mastery of firearms will also be addressed. Prerequisite: CJST 120.

CJST 190 Introduction to Computer Forensics (3)
This course presents a basic introduction to the history of web-based criminal activity, laws surrounding computer forensic investigation, the techniques and principles used by computer forensic practitioners in the collection of digital evidence, the documentation of the procedures used during a computer-based investigation, and the preservation of computer/cyber evidence for use in legal procedures.

CJST 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

CJST 200 Introduction to the Criminal Justice System (3)
Survey of law enforcement, the role, history, development, and constitutional aspects of law enforcement and public safety. A review of agencies involved in the process of the administration of criminal justice.

CJST 210 Introduction to Forensic Science (3)
An introduction to the utilization of scientific methods and instrumentation in the analysis of physical evidence at crime scenes and in the laboratory, the course covers fingerprints, cast and mold development, blood and other body fluids, hair, fibers, tolls marks, paint, glass and plastic fragments, ballistics, and specialized instrumentation.

CJST 211 Examination of Questionable Documents (3)
This course focuses on a specialty area of forensic science, that of the examination of questionable documents. Topics covered will be paper and ink analysis, forged documents, and handwriting comparisons.

CJST 212 Intro to Serial Murder (3)
This course will introduce students to the phenomenon of serial murder including; the differences between serial, spree, and mass murderers; theories of serial murder; types of killers; psychology of killers; and individual case studies on specific killers.

CJST 215 Introduction to Homeland Security (3)
This course is designed as an overview of the administrative, legislative, and operational elements of homeland security programs and processes including a review of homeland security history, policies, and programs.

CJST 220 Criminal Investigation (3)
This course examines the fundamental principles and theories of criminal investigation, with concentration on the following subjects: report writing; sources of information: witnesses, complainants, victims, observation, physical description, identification, interviews, interrogation, modus operandi, informants, surveillance, undercover techniques, crime scene search, collection, preservation, and processing of physical evidence; raids, arrest, search, seizure, and case preparation.

CJST 225 Terrorism (3)
This course acquaints the Criminal Justice student with the concept of terrorism at both the international and domestic levels. Topics include the history of terrorism, terrorism today and terrorism in the future. Response measures taken to terrorist threats will also be examined.

CJST 231 Criminal Trial Law (3)
Introductory courses in the Criminal Justice program focus on the theory, legal basis, and process of the criminal justice system. This course is intended to take the knowledge gained in those foundation courses and provide an opportunity to apply the knowledge and skills using actual case studies as well as text materials. The class will examine each part of a criminal case with the focus of actually prosecuting or defending at trial. The class will examine: police investigations; initial charges; preliminary hearings; grand jury practice, arraignments and bond; pre-trial suppression and discovery hearings; witness preparation and examination; trial tactics; sentencing strategies; and appeals. A mock trial may be held at the end of the class. Prerequisite: CJST 200 and CJST 230.

CJST 232 Immigration Law (3)
This course will focus on a specialized area of the legal system that of immigration law and practices. The course covers various federal agencies that oversee and enforce United States Immigration law. Focus is upon visa application, process, consideration of non-immigrant and immigrant status, removal grounds and procedures, and forms of relief from removability. Various forms are introduced. Students will complete asylum applications and are given the opportunity to attend a removal procedure.

CJST 240 Police Organization and Management (3)
This course examines the basic principles of organization and management. Federal, state, county, and municipal law enforcement agencies will be reviewed and compared with government and business administration. The important areas of leadership, planning, discipline, and contemporary police management problems will be analyzed.

CJST 241 Criminal Profiling (3)
This course focuses on the criminal investigation specialty of criminal profiling. Specific case studies will be used in class to demonstrate the process by which a profile of serial criminals are developed and used.

CJST 243 Critical Issues in Criminal Justice (3)
This course examines specific and controversial issues related to crime and the criminal justice system in a debate and discussion format. While the exact topics may change, some topics may include capital punishment, Megan's law, sentencing, and domestic abuse.

CJST 245 Bioterrorism and Weapons of Mass Destruction (3)
This course will center on Weapons of Mass Destruction and their potential use by terrorists. The student will explore the origins, development and weaponization of Chemical, Biological, Nuclear and Radiological Systems and Devices. The class will focus on the preparation and execution of plans and policies to counter this threat.

CJST 250 Juvenile Justice System (3)
This course provides an overview of the juvenile justice system. Focus will be on the juvenile offender, the juvenile courts system, and the juvenile detention system.

CJST 253 State Police Academy Basic Training (3)
This course is designed for law enforcement personnel who have completed the State Police Academy Basic Police Training Course. Upon presentation of the certificate of completion from the State Police Academy Basic Police Training Course, and having earned 15 credit hours at BRCTC, the student is eligible for 3.0 credit hours (without grade) in CJST 253 to be used as the Health Elective in the A.A.S. Criminal Justice degree. See the Criminal Justice Academic Advisor for more information.

CJST 260 The Correctional System (3)
This course covers the court and jury system, probation and parole, and correctional institutions including jails and the non-institutional treatment of offenders. In addition, legal procedures, which affect the liberties of inmates, clients, and the correctional staff within the institutional and community settings, will be covered.

CJST 280 Criminal Investigation II with Lab (4)
This course is designed to cover the more technical aspects of investigation and evidence collection. Topics will include interviewing, evidence gathering, pattern interpretation, classification of evidence, and packaging of evidence, submitting fingerprints, taking and lifting of fingerprints, analyzing evidence, and searching and filing procedures. Times will be devoted to laboratory work in the classroom. Prerequisite: CJST 200, CJST 220.

CJST 292 Criminal Justice Internship (1–6)
With practical experience in local & regional correctional facilities, courts systems, security & police facilities or other related organizations, students learn how to translate classroom theory and methods into professional skills and opportunities. Pre-requisite: Must have completed over half of the requirements for graduation with an associate degree and must have a 2.0 GPA.

CJST 293 Criminal Justice On-the-Job-Training (1–13)
This course is designed to award credit to those persons who have participated in a supervised on-the-job training program in criminal justice. Credit is awarded upon receipt of a letter from the on-site supervisor stating successful completion of on-the-job training assignments and the total number of actual hours involved in the training. (Credit hours earned for On-the-Job Training are calculated as 1 credit hour = 150 actual hours. Therefore a student must work 1950 actual hours to receive 13 credit hours.)

CJST 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

CULINARY ARTS

CART 100 Introduction to Culinary Food Service (3)
A comprehensive overview of food service operational equipment, identification, and maintenance. An introduction to culinary terminology, theory and history as well as how food moves through an operation. This course will also familiarize the student with essential food handling, safety and storage guidelines encountered within the industry. This course also provides an overview of the professionalism in the culinary industry and career opportunities leading into a career pathway to the Food Service Industry.

CART 110 Molecular Gastronomy (3)
Trendy and cutting edge cuisine describes this course best; experience the new tools and theories on food. You'll never think of food the same way when this class is over. In this course you will use all of your senses and explore the science of flavor with laboratory activities and demonstrations that are integrated into weekly lectures and labs.

CART 115 Safety and Sanitation in the Food Service Industry (3)
The Safety and Sanitation in the Food Service Industry course follows the format of the National Restaurant Association Educational Foundation ServSafe® Program. The course is designed as an industry-based program that prepares students for careers in the restaurant and foodservice industry. The emphasis of this program is to educate the students about the responsibilities of a foodservice manager and the food service worker have to the public in providing safe and sanitary food to the consumer.

CART 120 Dining and Retail Service (3)
This course is designed to teach the practice and implementation of management principles as they relate specifically to front-of-the-house operations. The students will be assigned to production teams which will, in turn, rotate through a variety of jobs including: linen preparation, table preparation, dining room set-up and decor, buffet preparation, beverage preparation, and service.

CART 170 Bread Fundamentals (5)
This course provides an introduction to the principles and techniques of the art and craft of bread making. Topics include formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, rolls and other breads utilizing a variety of grains. Upon completion, students should be able to prepare classical and specialty breads that meet or exceed the expectations of restaurant and retail establishments.

CART 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

CART 200 International Cuisine & Language (3)
Explain the impact of Germany, Mexico, France, Italy, and China in the development of classical cooking principles and food preparation; interpret basic and advanced cooking principles in the preparation of classical food dishes; and identify the origin of menu items.

CART 201 Stocks, Soups, and Sauces (3)
This course provides an introduction to the principles and techniques of basic stocks, sauces and soups. The student will prepare chicken, beef, fish and vegetable stock along with varied thickening agents. Student will prepare (Mother Sauces) such as Espagnole sauce, tomato sauce, veloute', béchamel sauce, and Hollandaise. The Student will be exposed to consommé, cream soups, puree soups and chowders. Emphasis is placed on preparation, sanitation, and the finished product.

CART 207 Survey of Food Services (3)
This course covers the organization and basic operation of various types of quality food services including fundamentals of preparation and meal planning, food production, and service standards and techniques are studied. Practice in evaluating food service installations.

CART 209 Food Production Systems (3)
Recognition and achievement of quality in development of systematic relationships between items, time, labor, equipment, and costs in quantity food production, quality procurement policies for food, beverages, and related items are covered in this course.

CART 212 Baking Skills and Development (4)
Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours.

CART 231 Garde Manger and Cold Presentations (4)
The cold station in any restaurant is one that encompasses a wide number of techniques. From butchering to garnishing and into charcuterie this course will cover all aspects of the responsibilities associated with the art of Garde Manger. Students will prepare marinades, cold sauces, forcemeats, mousses,

hot and cold hors d'oeuvres, sandwiches, and cold dishes using tools and equipment commonly found in commercial kitchens. Techniques in proper cold buffet presentations will also be taught.

CART 245 Cooking Fundamentals I (4)
This course builds on CART 100 Introduction to Culinary Food Service by engaging the student in practical application of learned terminology and theories. Students will learn meat, produce and ingredient identification essential to the industry. We will introduce knife handling, food costing and purchasing, receiving and Inventory practices. Job shadowing days at restaurants and hotels with industry professionals will finish off the course with observation of facilities in operation.

CART 246 Cooking Fundamentals II (3)
This course focuses on the expansion of cooking techniques and food costing skills learned in CART 245. This course will also introduce special techniques necessary for breakfast cookery. Special emphasis on portioning and presentation will be given. We will revisit CART 245 based cooking techniques and continue the practices of cooking various vegetables, starches such as potatoes, dumplings, pastas and grains always with emphasis on sanitation and safety.

CART 250 Externship in Food Service (3)
This course applies the theoretical concepts gained in the classroom in a restaurant situation. Each student is assigned to a restaurant for a minimum of 200 hours. May be repeated once.

CART 280 Cake Design and Professional Decorating (5)
A course in the basic and advanced techniques of wedding cake designs, assembly, and construction. The areas of study include stacked and tiered cakes, decorating with butter cream, fresh flowers, and rolled fondant. Advanced cake techniques and variations will be produced to enhance student's base knowledge and offerings to potential consumers.

CART 292 Culinary Arts Internship (1–6)
The purpose of the internship is to allow the student to demonstrate his or her skills in an occupational setting. The internship is considered a capstone course of the A.A.S. degree program. Completion of the internship indicates to the college that the student has achieved a satisfactory level of skills to be successful in their degree field.

CART 294 International Pastries and Desserts (5)
A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, decorations, and plated dessert composition with emphasis on advanced techniques.

CART 295 Pastry Showpieces and Buffet Presentation (5)
In this class we will work with materials and products to learn advanced techniques tempering chocolate, and working with sugars, pulled and blown through demonstration and practice. We will create a presentation practical that will demonstrate student's knowledge of the concentration based on this class and a combination of prior classes that will culminate in a final presentation to peers, faculty and industry leaders.

CART 296 Ala Carte Service and Buffet Presentations (3)
This course provides practice and theory in the art of ala carte, banquet and buffet food production as found in quality hotels and restaurants.

CART 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

JCUL 110 Culinary Foundations I (8)
This course includes the following four topics: Stewarding/

JCUL 111 Culinary Foundations II (5)
This course includes the following three topics: Dining Room Practicum—introduction of the front-of-the-house dining room procedures with emphasis on table service techniques; Entremetier—basic culinary methods are applied to the proper cooking of vegetables and starches; Poissonier—proper identification and preparation of seafood and fish products.

JCUL 220 Culinary Foundations III (6)
This course includes the following two topics: Baking Skills Development—lecture, theory, and applied skills to the fundamentals of baking terminology, ingredients, weights, formula conversions, and proper storage of baked goods; Garde Manger—involving the basic and advanced cold food preparation that includes: salads, hors d'oeuvres, canapés, garniture, cold sauces, cold entrees, galantines, terrines, pates, chad-froids, and ice carving.

JCUL 225 Culinary Foundations IV (5)
This course includes the following three topics: Beverage Management—management techniques involved in beverage control including: purchasing, receiving, proper storing and issuing procedures. Lecture and discussion covers alcohol laws and servers responsibility; Menu Design & Analysis—development of merchandising plan and selection of menus for a menu design and layout for a commercial food service operation; Patisserie—advanced pastry skills concepts and techniques of preparing pastries, cakes, tarts, marzipan, cake decorating, and pastillage.

CYBER SECURITY

CYBR 115 Introduction to Physical and Technical Security (3)
An Introduction to Physical & Technical Security provides students with a solid foundation in both the technological and operational aspects of security through comprehensive coverage that explores such principal topics as security electronics, communications systems, test equipment, video and optics, alarm systems, computers and security software, access control, and more. Students will obtain an industry-based perspective and a practitioner's point of view on all phases of physical security, including what works and what does not, through a careful mix of theory and practical application.

CYBR 125 Principles of Incident Response and Disaster Recovery (3)
This course presents methods of identifying vulnerabilities and taking appropriate measures to prevent and mitigate failure risks for an organization. The course presents a foundation in disaster recovery principles and planning, and emphasizes the importance of incident response to minimize prolonged downtime that can potentially lead to irreparable loss. This course addresses the overall problem of contingency planning rather than focusing on specific tasks of incident response or disaster recovery.

CYBR 190 Security Assessment (3)
This course will expose students to the process of creating a methodology and approach for conducting security assessments. Students will encounter a comprehensive step-by-step approach encompassing the entire security assessment process.

CYBR 200 Cryptography (3)
This course provides students and professionals with a foundation in basic information theory. Course content includes an introduction to information theory, threat agents and risk, information and the law, information security planning, cryptographic philosophy, mathematical principles of cryptography, symmetrical key cryptography, public key infrastructure, securing an information system, viruses, worms, and malicious software, and securing the digital marketplace. Prerequisite MATH 106.

CYBR 210 Intrusion Detection (3)
This course provides an introduction to firewalls and other network security components that work together to create an in-depth defensive perimeter around a Local Area Network. The course maps to the Check Point Certified Security Administrator certification exam objectives, and examines firewalls in context with the other elements needed for effective perimeter security as well as security within a network. It incorporates examination of technologies such as packet filtering, authentication, proxy servers, encryption, bastion

hosts, virtual private networks, log file maintenance, and intrusion detection systems. Course content includes firewall planning and design, developing a security policy, firewall configuration strategies, packet filtering, working with proxy servers and application-level firewalls, authenticating users, choosing a bastion host, setting up a virtual private network, building your own firewall, and ongoing administration. Prerequisite IT 200.

CYBR 220 Wireless Security (3)
This course provides the information needed to protect a wireless network, and maps to the Certified Wireless Security Professional certification exam objectives. The course takes a comprehensive view of attacks and defenses of wireless networks and incorporates examination of technology that helps make wireless networks secure, as well as offers practical tools, tips, and techniques to protect a wireless Local Area Network. Course content includes foundations of wireless security, wireless LAN vulnerabilities, passive wireless discovery, active wireless attacks, wireless security models, enterprise wireless hardware security, designing a secure wireless network, secure wireless authentication, secure wireless transmissions, managing the wireless network, wireless security policy, and operational support and wireless convergence. Prerequisite IT 200.

CYBR 250 Internet Security (3)
This course provides students and professionals with the ability to develop the security program necessary for protecting data and reacting to threats as they occur. This course maps to the Certified Internet Webmaster Security Professional certification exam objectives, and outlines various threats that exist in today's IT environment, and demonstrates how to defend an environment against them by developing the necessary security policies and processes. Course content includes an introduction to information security, security processes, threats to IT assets, encryption, fundamentals of network security, network security threats, intrusion detection, fundamentals of system security, UNIX system security, Windows® system security, standards and compliance, and security testing. Prerequisite IT 200.

CYBR 280 Network Defense and Countermeasures (3)
This course provides students and professionals with hands-on introductory experience installing firewalls and intrusion detection systems. This course maps to the Security Certified Network Professional certification exam objectives, and gives students a solid foundation in advanced network security fundamentals, incorporating examination of intrusion detection, network address translation, packet filtering, proxy servers, firewalls, and virtual private networks. Course content includes network defense fundamentals, risk analysis, security policy implementation, network traffic signatures, virtual private network concepts, VPN implementation, intrusion detection system concepts, incident response, choosing and designing firewalls, firewall topology, strengthening and managing firewalls, and strengthening defense through ongoing management. Prerequisite IT 141.

CYBR 281 Ethical Hacking (3)
This course guides students and professionals toward becoming skilled security testers and maps to the Certified Ethical Hacker certification exam objectives. Course content includes an ethical hacking overview, TCP/IP concepts review, network and computer Attacks, footprinting and social engineering, port scanning, enumeration, programming for security professionals, Microsoft® operating system vulnerabilities, Linux operating system vulnerabilities, hacking web servers, hacking wireless networks, cryptography, and protecting networks with security devices.

CYBR 282 Perimeter Defense (3)
This course provides students and professionals with a hands-on experience installing firewalls and intrusion detection systems. This course maps to the Security Certified Network Specialist certification exam objectives, and provides a solid foundation in advanced network security fundamentals. Essential security practices, such a TCP/IP addressing, routing, packet filtering, and installing proxy servers, firewalls, and virtual private networks are explained. Course content includes network defense fundamentals, advanced TCP/IP, router fundamentals, fundamentals of Cisco® router security, designing firewalls, configuring firewalls, managing firewalls to improve security, implementing IPSec and virtual private networks, designing

virtual private networks, intrusion detection system concepts, configuring and using intrusion detection systems, wireless network fundamentals, and securing wireless networks.

CYBR 283 Computer Forensics (3)
This course provides students and professionals with a solid foundation in computer forensics. The course is a guide toward becoming a skilled computer forensics investigator. Course content includes computer forensics and investigations as a profession, understanding computer investigations, an investigator's office and laboratory, data acquisition, processing crime and incident scenes, working with Windows® and DOS systems, current computer forensic analysis tools, Macintosh® and Linux boot processes and file systems, file recovery, network forensics, e-mail investigations, mobile device forensics, report writing and expert testimony for high-tech investigations, and ethics for expert witnesses.

CYBR 292 Internship (3-6)
This is a capstone course in experiential learning. A student participates in an intensive internship, externship, or cooperative with an appropriate agency, company or organization.

ECONOMICS

ECON 123 Contemporary Economics (3)
This course serves as an introductory survey of modern economic issues. Economic theory is employed in the analysis of inflation, unemployment, pollution, regulation, market structure, and related topics. Economic institutions such as corporations, banking, and government are also studied.

ECON 205 Principles of Macroeconomics (3)
This class serves as an introduction to fundamental economic concepts including production possibilities and economic growth, market supply and demand analysis, money, banking, and government and fiscal monetary policies. Emphasis is placed upon fluctuations in national income, employment, and price level.

ECON 206 Principles of Microeconomics (3)
This course provides an introduction to microeconomic theory with a primary focus on the methodology of economics and the behaviors of individuals and firms. Fundamental concepts are covered including demand and supply analysis, marginal analysis, opportunity cost, market structure, pricing, labor markets, and government policy and regulation.

ECON 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

ELECTRIC DISTRIBUTION ENGINEERING TECHNOLOGY

EDET 101 Intro to Line Worker (2)
Intro to Line Worker is the first class in both the AAS and Certificate Line Worker Programs. It is intended to provide students with a basic awareness and function as gate keeper for those seeking entry into the program (and career.) Some major focus areas are: career awareness, wood pole climbing evaluation, claustrophobia evaluation and industry skills (Edison Cast) testing.

EDET 102 Fundamentals of Electric Power Distribution (2)
Fundamentals of Electric Power Distribution provides students with an overview of how electric power is distributed from generation to industrial and residential customers. The class will also introduce students to industry terminology and materials. Prerequisite or co requisite of EDET 101

EDET 103 Heavy Equipment Familiarization (2)
Heavy Equipment Familiarization is designed to introduce students to different types of heavy equipment vehicles used in utility work. Basic operation of the

most commonly used equipment vehicles will be demonstrated and practiced by students. Prerequisite or co requisite of EDET 101

EDET 120 Advance Pole Working (2)
Advance Pole Working is designed to teach practical skills and techniques used in constructing electric distribution systems while emphasizing the safe use of tools and equipment. Prerequisite or co requisite of EDET 102

EDET 121 Safety for Electrical Line Workers (2)
Safety for Electrical Line Workers is designed to introduce students to the necessary skills to safely work on electric distribution systems. Some major areas of studies include: applying safe grounding practices, correctly using personal protective equipment, safely setting up traffic control work zone, pole top rescue, aerial lift rescue, and confined space rescue. Upon successful completion of this course a 10 hour OSHA card will be earned.

EDET 130 Underground Line Maintenance (2)
Underground Line Maintenance teaches practical underground distribution maintenance techniques while emphasizing the safe use of tools and equipment. Focus areas include use of live line tools, installing and repairing underground cables and equipment. Pre-requisite EDET 120 & EDET 121

EDET 131 Substation Basics (2)
Substation Basics teaches the purpose and operations of a substation. Particular attention is spent on how to safely enter and perform various tasks at a substation. Pre-requisite EDET 120 & EDET 121

EDET 140 Overhead Line Maintenance (2)
Overhead Line Maintenance teaches practical distribution line maintenance techniques, emphasizing the safe use of tools and equipment. Focus areas include the use of live line tools, safe rigging practices, troubleshooting (including switching & testing voltages), and replacing/repairing electrical equipment. Pre-requisite EDET 120 & EDET 121

EDET 180 Building Better Relationships (3)
This class prepares participants to create better work relationships by becoming a "conscious communicator". It includes taking a work place personality identifier test. Participants will explore ways to enhance their self-knowledge, work effectively teams, and cope with the stresses and emotions that are often found in the work environment.

EDET 181 Conflict Resolution (2)
Conflict resolution prepares participants to better deal with conflict in the workplace by helping them become a "conscious communicator". It includes taking a conflict assessment/evaluation. Participants will explore ways and develop tools to enhance their abilities to deal with conflict and reduces stresses and emotions that are often found in the work environment.

EDET 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

EDET 201 Fundamentals of Electricity I (2)
Fundamentals of Electricity I provide students with an introduction to ohms law and the principles behind how DC and AC electric circuits work. Pre-requisite Math 106 or Math 107; EDET 102

EDET 202 Fundamentals of Electricity II (2)
Fundamentals of Electricity II builds on the students learning in Fundamentals of Electricity I. Three phase circuits and transformers function are covered. Pre-requisite EDET 201

EDET 287 Diagnostic & Repair Project (4)
The Diagnostic and repair Project class provides students with unique opportunities (vary semester to semester) to practice and refine their skills in troubleshooting and repairing problems encountered in electric distribution systems. Pre-requisite EDET 130 & EDET 140.

EDET 293 Practical Line Work Internship II (4)
Practical Line Work Internship is a paid internship to expands student's career awareness and further develops their practical hands on experience. Internships consist of over 160 hours of onsite work with a local utility company. Students will be required to travel to employer (off campus) work areas during normal work hours. Pre-requisite EDET 130, EDET 131 and EDET 140

EDET 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

ELECTROMECHANICAL TECHNOLOGY

JELM 101 Electrical Technology (3)
This course is designed to teach the theory necessary for maintenance personnel to understand how electricity is generated and used in industrial plants. Students will study AC and DC theory, and how electrical components affect these circuits. This course is intended as a first course in the study of industrial electricity. Hands-on labs will provide students with an opportunity to prove and apply the knowledge they have learned in the classroom.

JELM 102 Electrical Wiring Techniques (2)
This course provides a basic understanding of how to size, protect, and install wiring and wire ways used in industrial applications.

JELM 103 Motors and Transformers (2)
This course is a study of industrial single phase and polyphase electrical systems. Students will earn the theory of operation, winding connections, and how to test and troubleshoot AC motors and transformers. The course will also cover industrial motor starters, protective devices, and conductor sizing using the National Electrical Code.

JELM 104 Electrical Motors Controls (2)
This course provides the student with a working knowledge of motor starters and electrical control circuits. The course is designed to give the student hands-on experience that will enable them to apply the knowledge they have learned in the classroom to real world situations they will encounter in the work place.

JELM 110 Electrical Techniques (6)
DC Theory—This course is an introduction to the fundamentals of Direct Current Electricity. Concepts covered include: voltage, resistance, power, Ohms law, circuit theorems, electromagnetism, and identification, operation, and characteristics of passive electrical components. Circuit construction from schematics and use of basic test equipment will be stressed. AC Theory—This is a beginning course in AC electricity. Topics include: average and effective voltage, current, and power in ac circuits. The generation of AC electricity will be discussed. Students will calculate the period and frequency of sinusoidal and nonsinusoidal AC wave shapes using a dual trace oscilloscope.

JELM 111 Electrical Theory (6)
This course stresses the importance of safe, efficient, and well designed electrical systems for Industrial, Commercial, and Residential locations. The student will learn the technical skills necessary to perform electrical installations and maintenance in all of the above locations. The course will cover the installation of metallic and nonmetallic raceways, as well as

JELM 112 Electrical Power Theory (6)
This course is a study of industrial and commercial DC, single phase and polyphase electrical systems. Students will analyze reactance, impedance, and phase relationships of current and voltage in RC, RL, and RLC circuits. The use of oscilloscopes and meters in labs will be stressed. The student will learn the theory of operation, proper sizing, winding connections, and testing of DC motors and AC motors and transformers. The course will also cover industrial motor controllers, protective devices, and conductor sizing using the National Electrical Code.

JELM 113 Electrical Control Systems (6)
This course is a study of electromechanical and electronic control systems and serves as an introduction to electronic programmable controllers. The student will learn to design, install, and troubleshoot control systems using relays, timers, and sequencers. Allen-Bradley SLC series programmable controllers will be used to introduce the student to Ladder Logic programming.

JELM 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

JELM 201. Programmable Logic Controllers-Industrial (2)
This course provides the basic understanding of how programmable logic controllers function, and how they are used in industry. It covers concepts, uses, and applications of PLCs. Classroom demonstrations and hands-on labs will augment lectures to enable the student to gain familiarity and experience.

JELM 202. Advanced Programmable Logic (1)
This course provides the student with hands-on experience, which will enable them to install and program Allen-Bradley SLC Programmable Controllers and Panel View HIMs using DH 485 and DH+ networks.

JELM 220. Introduction to Electromechanical Technology (12)
This semester introduces the student to the theory of industrial machine control. Emphasis is placed on industrial safety practices, semiconductor control devices, hard wire logic and control circuits and an introduction to fluid power theory. Hands-on labs are provided to give the student a practical application of the theories discussed.

JELM 225. Advanced Electromechanical Technology (12)
This semester continues the development of the theories learned in the first semester with a large emphasis on programmable logic controllers and the writing of the programs that run them. Fluid power theory is continued in both pneumatics and hydraulics training and all aspects of electrical control. The semester involves hands-on experiences on state-of-the-art trainers that simulate real industrial work situations. Troubleshooting practices are emphasized throughout the semester. Variable speed control of AC and DC motors is also is also covered.

JELM 293 Electromechanical Technology On-The-Job-Training (3)
This course is designed to award credit to those persons who have participated in a supervised on-the-job training program in electromechanical technology. Credit is awarded upon receipt of a letter from the on-site supervisor stating successful completion of on-the-job training assignments and the total number of actual hours involved in the training. (Credit hours earned for On-the-Job Training are calculated as 1 credit hour = 150 actual hours. wiring methods using electrical cable. A significant part of the course is devoted to the study of the National Electrical Code. Students completing this course will have the knowledge and skills necessary to pass the West Virginia Electrical Apprentice Test, and enter the work force as an Apprentice Electrician

EMERGENCY MEDICAL SERVICES

EMSP 100 First Responder (3)
This is an introductory course to emergency medical care for individuals that in the course of their normal duties are likely to be the first individual on scene of a medical emergency. The course will cover what should be done until the ambulance unit arrives and will include CPR, an overview of EMS systems, basic airway management, patient assessment, circulation and automatic defibrillation, illness, and injury prevention, childbirth and children and scene operations.

EMSP 101 Introduction to EMS (3)
This course is a survey course designed to acquaint the student with emergency medical services roles & responsibilities, well being of the EMS provider, illness and injury prevention, medical-legal issues, ethics, therapeutic communications, and life span development.

EMSP 102 EMT-Basic (5)
This entry-level course for patient care within the EMS system. Topics include a review of basic cardiac life support, the human body, patient assessment, medical emergencies, behavioral emergencies, obstetrical & gynecological emergencies, trauma, infants & children, and ambulance operations. NOTE: EMSP 102 is required for the student to complete the National Standard Curriculum for the EMT-Basic and be eligible to take the National Registry examination for EMT-Basic.

EMSP 103 EMS Operations (3)
This course will include in-depth review of such topics as emergency vehicle operations, medical incident command, rescue awareness and operations, hazardous materials recognition & identification and crime scene awareness.

EMSP 104 EMS Practicum 1 (1)
This course provides the opportunity to observe and apply the skills learned in EMS 102 in a supervised clinical setting including a local hospital emergency department, regional medical command center and on a field EMS unit. A minimum of fifty hours are required and will be scheduled by the student on an individual basis through the EMS Coordinator. Co- or prerequisite EMSP 102.

EMSP 104L EMS Lab I (1)
This course affords the student the opportunity to apply and reinforce the skills learned in EMSP 102 in a laboratory setting. The student will participate in both scenario based training as well as skill specific review. Pre-requisite/Co-requisite: Completion or current enrolment in EMSP 102 or possession of NREMT or state EMT-B certification Current enrollment in EMSP 104.

EMSP 105 EMT-Intermediate I (6)
This is the first course in the EMT-Intermediate sequence and subject material covered will include the U.S. Department of Transportation's National Standard Curriculum for EMT-Intermediate. This course is not a part of the EMS Associate Degree Program and will not substitute for any of the EMS courses required in the degree program. Pre-requisite EMSP 102. Co-requisite EMSP 106. Permission from the EMS Coordinator is required to register for this course.

EMSP 106 EMT-I Practicum I (1–10)
This is the second course in the EMT-Intermediate sequence. Students will participate in fifty (50) hours of clinical experience in the hospital setting or on a field EMS unit. Clinical experience will correlate with subject matter covered in EMSP 105. Pre-requisite EMSP 102. Co-requisite EMSP 105. Permission from the EMS Coordinator is required to register for this course.

EMSP 107 EMT-Intermediate II (6)
This is the third course in the EMT-Intermediate sequence and subject material covered will include the U.S. Department of Transportation's National Standard Curriculum for EMT-Intermediate. This course is not a part of the EMS Associate Degree Program and will not substitute for any of the EMS courses required in the degree program. Pre-requisite EMSP 102, 105 and 106. Co-requisite EMSP 108. Permission from the EMS Coordinator is required to register for this course.

EMSP 108 EMT-I Practicum II (1-10)
This is the fourth and final course in the EMT-Intermediate sequence. Students will participate in fifty (50) hours of clinical experience in the hospital setting or on a field EMS unit. Clinical experience will correlate with subject matter covered in EMSP 107. Pre-requisite EMSP 102, 105 and 106. Co-requisite EMSP 107. Permission from the EMS Coordinator is required to register for this course.

EMSP 110 Fundamentals of EMS Management (3)
This is an entry-level course for students interested in the field of EMS management. The Focus of the course will be to provide a global overview of EMS System's design and development, administration and finance of

EMS Operations, risk management and quality improvement programs, and personnel development and management.

EMSP 111 EMS Management Internship I (2)
In this course, the student will work as an apprentice in an EMS setting under the supervision of EMS management professionals. The focus of Internship I will be learning about EMS systems design and development at the local, regional, and state levels. NOTE: EMSP 102 is a pre-requisite and CAHS 120, 121, 122 & 123 (two semesters of Human Anatomy & Physiology with Labs) is Co- prerequisite to taking any EMS Program course in the 201-210 series.

EMSP 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

EMSP 201 Advanced Airway Management and Patient Assessment (3)
This course provides a comprehensive understanding of the respiratory system and respiratory emergencies. Covered is an advanced approach to managing simply as well as difficult airways. The course includes advanced patient assessment skills and techniques for the paramedic to use while establishing their appropriate treatment modalities. Required prequisites; EMSP 101, 102, 103, 104, and 104L. Corequisites include; CAHS 122 & 123, EMSP 204, 204L.

EMSP 202 Pathophysiology of Shock & Trauma Resuscitation (3)
This course provides a comprehensive understanding of the pathophysiology of shock, the different types of shock followed by appropriate treatment. The course also will give you an in depth look at all of the types of trauma and how our bodies react to absorbing energy. Our course will follow up with time management and treat modalities for trauma care. Required prequisites; CAHS 122 & 123, EMSP 201, 203 204, and 204L. Corequisites include; EMSP 206, 206L.

EMSP 203 Pre-hospital Pharmacology (4)
This course provides topics to include pharmacokinetics, pharmacodynamics, drug calculations, and drug administration. This will be followed by an comprehesive look at over 90 diferent medications the paramedic will interact with. The course provides the cognitive understanding such skills as introvenous cannulation, intraosseous infussion, intramuscular injection, and subcutaneous injection to mention a few. of Required prequisites; EMSP 101, 102, 103, 104, and 104L. Corequisites include; CAHS 122 & 123, EMSP 204, 204L.

EMSP 204 EMS Practicum II (2)
This course provides the opportunity to observe and apply the skills learned in EMSP 201, 202, and 203 in a supervised clinical setting including a local hospital emergency department, respiratory therapy department, and operating room and on a field EMS unit. A minimum of one hundred clinical hours are required and will be scheduled by the student on an individual basis through the EMS Coordinator. Co- or prerequisite EMSP 201, 202 & 203.

EMSP 204L EMS Lab II (1)
This course affords the student the opportunity to apply and reinforce the skills that they have learned in the EMS program to this point in a laboratory setting, concentrating on EMSP 201 and EMSP 203. The student will participate in both scenario based training as well as skill specific review. Pre-requisite/ Co-requisite: Completion of EMSP 102 or possession of NREMT or state EMT-B certification, Current enrollment in EMSP 204, EMSP 201 and EMSP 203.

EMSP 205 Medical Emergencies I (4)
This course provides a comprehensive review of the pathophysiology of the cardiovascular system. This will include assessment and treat for cardiovascular emergencies. Within this course you will become fluent with Electro Cardio Grams (ECG) and there interpretations. The course will conclude with a complete 12 Lead understanding and interpretation. Required prequisites; CAHS 122 & 123, EMSP 201, 203 204, and 204L. Corequisites include; EMSP 206, 206L.

EMSP 206 EMS Practicum III (2)
This course provides the opportunity to observe and apply the skills learned in EMSP 205 in a supervised clinical setting including a local hospital emergency department, respiratory therapy, cardiac service, and cardiac care unit and on a field EMS unit. A minimum of one hundred clinical hours are required and will be scheduled by the student on an individual basis through the EMS Coordinator. Co- or prerequisite EMSP 205.

EMSP 206L EMS Lab III (1)
This course affords the student the opportunity to apply and reinforce the skills that they have learned in the EMS program to this point in a laboratory setting, concentrating on EMSP 205 and EMSP 206. The student will participate in both scenario based training as well as skill specific review. Pre-requisite/ Co-requisite: Completion of EMSP 102 or possession of NREMT or state EMT-B certification, Current enrollment in EMSP 202, EMSP 205 and EMSP 206.

EMSP 207 Medical Emergencies II (4)
This course reviews pathophysiology, assessment and management of medical patients with neuralogical and endocrinological emergencies, allergies, and anaphylaxis, gastroenterological, urological, toxicological, hematological, and environmental emergencies, infectious and communicable deseases, behavioral, gynecological, and obstectrical emergencies. Required prequisites; EMSP 202, 205, 206, and 206L. Corequisites include; EMSP 209, 209L.

EMSP 208 Special Patients & Situations (3)
This course takes an in depth look at the approach to patients with special needs such as neonatal, pediatric and geriatric patients, patients with mental or physical impairments, or patients with high technology medical devices in the out-of-hospital setting. Required prequisites; EMSP 202, 205, 206, and 206L. Corequisites include; EMSP 209, 209L.

EMSP 209 EMS Practicum IV (2)
This course provides the opportunity to observe and apply the skills learned in EMSP 207 and 208 in a supervised clinical setting including a local hospital emergency department, pediatric unit, obstetrical unit, psychiatric unit and on a field EMS unit. A minimum of one hundred clinical hours are required and will be scheduled by the student on an individual basis through the EMS Coordinator. Co- or prerequisite EMSP 207 & 208.

EMSP 209I EMS Internship (1)
This course is an internship which takes place in the final weeks at the completion of the EMSP program. The student will be assigned an internship mentor and field unit with whom they will do a minimum of 48 hours, prior to graduation. This internship will give the student a chance to "put it all together" in real to life situations.

EMSP 209L EMS Lab IV (1)
This course affords the student the opportunity to apply and reinforce the skills that they have learned in the EMS program to this point, in a laboratory setting, concentrating on EMSP 207 and EMSP 208. The student will participate in both scenario based training as well as skill specific review. Pre-requisite/ Co-requisite: Completion of EMSP 102 or possession of NREMT or state EMT-B certification, Current enrollment in EMSP 207, EMSP 208 and EMSP 209.

EMSP 210 Assessment Based Management (1)
This course serves as the cumulative review and remedial application of what the student has learned in EMSP 201-209. The course will focus on providing summative evaluation of the student's performance in simulated situations or scenarios. Successful completion of this course is required to obtain recommendation to sit for the National Registry Examination for EMT-Paramedic. NOTE: EMSP 101-104, 201-210 and CAHS 120-123 are required for the student to complete the National Standard curriculum for EMT-Paramedic and be eligible to sit for the National Registry examination for EMT-Paramedic.

EMSP 211 Field Research and Evaluation (2)
This course encourages the student to analytically evaluate EMS operations and pre-hospital medical care and to become an advocate for change within the EMS System. A focus of this course is on conducting and evaluating a group and an independent field research project as well as presentation of research results in both written and oral formats.

EMSP 212 EMS Budgets and Fiscal Policy (3)
This course focuses on budget development, oversight, and the management of fiscal resources in EMS organizations. The advantages and limitations of a variety of EMS funding mechanisms including subscription or membership programs, tax-based systems and fee-for-service systems will be reviewed. Specific concentration will be provided on billing and collection procedures in fee-for-service EMS Systems. Fiscal policy and investment strategies for developing long-term fiscal stability will also be explored.

EMSP 213 EMS Management Internship II (2)
In this course, the student will continue to work as an apprentice in an EMS Setting under the supervision of EMS management professionals. The focus of Internship II will be learning about EMS budget and fiscal operations in municipal, county, or regional based EMS organizations under fire-service, third service, and private EMS models.

EMSP 214 EMS Resources Management (3)
This course explores the management of human and physical resources in an EMS organization. Human resource management will be reviewed from the paid and volunteer EMS system perspective, with a focus on the special considerations of human resources management in an organization with both paid and volunteer personnel. The physical resource management of this course will review fleet, facilities and inventory management strategies.

EMSP 215 EMS Management Internship III (2)
In this course, the student will continue to work as an apprentice in an EMS setting under the supervision of EMS Management professionals. The focus of the Internship III will be learning about management of human and physical resources in municipal, county, or regional based EMS organizations under fire-service, third service, and private EMS models.

EMSP 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

ENGLISH

ENGL 100 ESL Transition (2)
This is a course designed to assist students whose first language is not ENGLISH. English grammar, usage, and mechanics are emphasized, as well as academic writing. ENGL 100 is designed to provide a foundation for ESL students as they transition into college level writing coursework. The course examines each student's writing process, discusses knowledge and understanding of culture, and explores the rhetorical purpose of personal narrative and cultural response. Teaching strategies include individualized, conference-based instruction, peer tutorials, grammar and usage review, and academic and computer training.

ENGL 101 Written English (3)
This course is an introduction to college writing. The class is designed to develop a student's ability to read a passage, analyze its meaning, and write an intelligent response which shows not only an understanding of the passage but also a working knowledge of the writing and rhetorical strategies.

ENGL 102 Writing for Arts and Humanities (3)
The goals for Written English II are to develop students' critical reading, thinking, and writing skills as they discuss and write about a variety of literary genres: fiction, poetry, and drama. The readings for this course includes American and world literature selections that reflect a range of ethnic and cultural diversity,

and a thematic approach may be utilized as long as characteristics of the genres and close reading skills and textural analysis are taught. To help achieve these goals, writing is approached as a process, requiring multiple drafts and revisions of each student paper. Students also receive instruction in research techniques and in writing the research paper. In additional, students become familiar with and cultivate an appreciation for stylistic characteristics of each genre and the timeless insights into the human condition provided through reading and study of literature. Prerequisite: ENGL 101.

ENGL 110 Technical Writing & Communication (3)
Students explore techniques for improving the effectiveness of writing and communication common to the business world. Students in the courses have the opportunity to improve their ability to write and communicate through critical thinking, writing, revising, and editing.

ENGL 150 Play Production (3)
This course will entail producing a play from the ground up, at a theatre, before live audiences. It will include the following activities: (1) reading a variety of plays, and from those readings, selecting the play we will do; (2) making arrangements with a local theatre for the terms and dates of production; (3) announcing and holding open auditions; (4) casting the play as well as assigning other functions to individuals or teams, e.g. stage manager(s), set designer(s), set construction (tear down), costume, props, make-up, publicity, lights, sounds, etc., each student in the class taking a role, on stage or behind the scenes, in the production; (5) rehearsing the play, which will entail lessons in acting and all other facets of play production; (6) performing the play; (7) discussing and critiquing the experience; and (8) writing an essay on some facet of the production.

ENGL 199 Special Topics
Special Topics courses vary in content with each offering. When offered, a Special Topics course title includes a subtitle describing that course's specific content. Courses offered have included ENGL 199–ST: Creative Writing.

ENGL 204 Survey of American Literature (3)
This course is designed to familiarize students with the rich variety of literature produced in American—from the Colonial through the Modern periods. Students are exposed to a range of writers and traditions that constitute the diverse and multicultural American experience, through discussion and through critical thinking and writing about significant literary works. In addition to tests and quizzes, students are required to write and revise at least two formal, critical essays or equivalent writing (1,000-word computer drafted minimum); however, instructors are encouraged to assign significant amounts of writing beyond the required minimum in order to facilitate students' continued acquisition of critical thinking, reading, and writing skills.

ENGL 208 Survey of World Literature I (3)
This course is designed to familiarize students with great works of world literature—both Western and Eastern traditions—representing Classical, Medieval, and Renaissance periods or non-Western chronological equivalents. Students are exposed to diverse literary traditions through discussion and through critical thinking and writing about significant literary works. In addition to essay tests and quizzes, students are required to write at least one formal, critical essay (1,000 –word computer drafted minimum); however, instructors are encouraged to assign significant amounts of writing beyond the required minimum in order to continue to develop students' critical thinking, reading, and writing skills.

ENGL 210 Creative Writing (3)
This course will entail both reading and writing in the four literary genres. Students will read text materials in the techniques in and the practice of creative writing and will build a portfolio of their own work, which will contain samples from each other four genres,: poetry, fiction, drams, and literary non-fiction.

ENGL 299 Special Topics (1-3)
Special Topics courses vary in content with each offering. When offered, a Special Topics course title includes a subtitle describing that course's specific content. Courses offered have included ENGL 299–ST: Creative Writing.

ENTREPRENEURSHIP

ENTR 100 Intro to Entrepreneurship (3)
This course is an overview of what is involved in developing a business venture opportunity into a viable business. This course includes how to organize, manage, market, and finance, plus the importance of planning.

ENTR 110 Funding Your Venture (1)
This course examines methods of funding small business including loans, grants, angel and venture capital. Topics include loan packaging; grants: fact or fiction; Small Business Administration guaranteed loans, traditional bank loans, and micro-lending; credit, capital and collateral; and the advantages and disadvantages of each.

ENTR 115 Presenting Your Venture (2)
This course will provide techniques and methods for presenting a business venture to a lender, partners, potential funders, and customers. Students will explore how to market ideas to all possible resource partners including branding your business image.

ENTR 120 Business Plan Development (4)
This course will provide students with necessary skills to plan develop and expansion of a small business. This course will review business plan as a blueprint for business development and growth.

ENTR 125 Entrepreneurship Decisions (1)
This course places special importance on decision making for the entrepreneurs. Students will examine methods and techniques of critical thinking, as unique to entrepreneurs.

ENTR 130 Opportunities Analysis (2)
This course prepares students to critically and realistically analyze business ideas for successful implementation. Topics include business research, business planning and financial planning, market demand, cost benefit analysis, knowledge and experience vs business idea.

ENTR 198 Mentorship (1)
This course provides students with a one-on-one nurturing and supportive relationship with a cooperating professional in an entrepreneurial-based setting for the purpose of developing specific competencies, insight, self-awareness, wisdom and skills in a way that is unique to needs, personality, learning styles, expectations, and experiences of the people involved. Emphasis will be on developing potential skills and competencies. Sites will vary dependant on emphasis chosen.

ENTR 200 Red Carpet Customer Service (3)
This course is designed for anyone who wants to bring their business's internal and external customer service to the level of star treatment. Based on the unique ways celebrities are treated, learn techniques you can use to treat your customers to a red-carpet experience, guaranteeing repeat business and stellar word of mouth.

ENTR 292 Entrepreneurship Capstone (3)
This capstone course brings together all the student has learned into a functional retail operation where knowledge, skills, abilities, and behaviors are tested.

FIRE SCIENCE

FSCI 102 Introduction to Fire Prevention (3)
A survey of basic fire prevention practices including the history of fire prevention efforts, hazard recognition and abatement, legal aspects of code enforcement, public education program development, research and development of fire safety standards and administration of fire prevention efforts.

FSCI 110 Firefighter I (3)
A introduction to basic firefighting skills and techniques. Equivalent to Firefighter Section 1 training requirements of the West Virginia State Fire Commission.

FSCI 111 Firefighter II (3)
A continuation of FSCI 110 Introduction to Fire Service I, equivalent to Firefighter Section II training requirements of the West Virginia State Fire Commission.

FSCI 112 Hazardous Materials I & II (3)
This course provides the basic skills required to properly identify hazardous materials and respond in a defensive fashion to contain or control releases of hazardous substances. This course satisfies the OSHA training requirements of 29 CFR 1910.120 for First Responder Awareness and Operations. Prerequisite: FSCI 110 & 111.

FSCI 113 Hazardous Materials III (3)
This course provides the basic skills required to properly contain and control releases of hazardous materials. This course satisfies the OSHA training requirements of 29 CFR 1910.120 for First Responder Operations. Prerequisite: FSCI 112

FSCI 114 Fire Officer I (3)
This course is designed to provide the first-line officer the basic administrative and emergency operation skills needed for effective management of day-to-day department operations. Topics include fire department structure, leadership, legal aspects, safety, labor relations, budgeting and information management. Equivalent to Officer I training requirements of the West Virginia State Fire Commission.

FSCI 115 Life Safety Code (3)
This course is designed to familiarize students with life safety standards established for various types of buildings. Topics covered include building use and occupancy, calculating occupant load, means of egress requirements, construction type, interior finish materials, and fire protection system requirements.

FSCI 116 Fire Instructor I (3)
Upon successful completion of this course, the student will be able to understand techniques related to teaching.

FSCI 117 Fire Instructor II (3)
Upon successful completion of this course, the student will be able to develop performance objectives, lesson plans, instructional aides, evaluations systems, references and records, and reports.

FSCI 118 Fire Officer II (3)
Upon successful completion of this course the student will be able to find ways to effectively manage human resources, community/public relations, fire department organization and administration including budgets, reports, and planning, fire inspection, investigation, and public education, emergency service delivery, and safety.

FSCI 119 Rapid Intervention (3)
Upon successful completion of this course, the student will be able to breach walls, lift collapsed structural elements, perform hot SCBA changes, and perform valuable self rescue procedures.

FSCI 120 Principles of Extrication (3)
Upon successful completion of this course, the student will be able to identity and safely use vehicle extrication tools on many different types of vehicles.

FSCI 121 Driver Operator-Pumper (3)
Upon successful completion of this course the student will be able to determine how much water is flowing, give the nozzles in service the available

pressure and available hose lines, and calculate pressures needed for a supply pumper, relay pumper, and attack pumper.

FSCI 160 Blueprint Reading And Plans Review (3)
This course enables students to read and understand blueprints used for the design and construction of buildings and fire protection/safety systems in various industrial applications. Also covered are plans review techniques and procedures utilized for verifying compliance with various codes and standards.

FSCI 190 Fireground Strategy And Tactics (3)
This course examines the various tactics and strategies utilized during fireground operations. Emphasis is placed on incident command and control, safety, personnel and resource utilization, accountability and communications.

FSCI 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

FSCI 201 Structural Design & Building Codes (3)
This course covers the fundamentals of structural design and the application of building code requirements to various types of buildings. Included is a review of building code requirements as related to occupancy type, construction type, height and area limitations, fire protection system requirements, and use of fire resistive materials.

FSCI 202 Flammable and Explosive Materials (3)
A introduction to the properties of flammable and explosive materials with emphasis on proper storage, handling, and use. Also included are special considerations for mitigation of flammable and explosive material hazards under emergency conditions.

FSCI 203 Emergency and Rescue Operations (3)
This course provides students a fundamental knowledge of operational procedures, personnel requirements, and specialized equipment and resources required for various emergency and rescue operations.

FSCI 204 Fire Inspection/Code Enforcement (3)
A basic understanding of fire and life safety codes, principles and protocol for conducting fire inspections and reporting and abating identified deficiencies.

FSCI 212 Toxic, Corrosive, Radioactive Material (3)
An introduction to the properties of toxic, corrosive, and radioactive materials with emphasis on proper storage, handling, and use. Also included are special considerations for mitigation of toxic, corrosive, and radioactive material hazards under emergency conditions.

FSCI 230 Fire Investigation (3)
This course provides the basic skills needed to conduct fire investigations. Topics covered include fire behavior, fire cause determination, fire scene investigation procedures and techniques, evidence collection and legal aspects. Upon completion of the course, students will be able to identify the origin and cause of a fire by using current fire investigation techniques and conduct a fire investigation in accordance with applicable legal requirements.

FSCI 242 Fire Department Administration (3)
This course is designed to provide a fundamental knowledge of fire department administrative practices. Topics covered include personnel and resource management, financial management, legal aspects, organizational analysis, supervisory practice and strategic planning.

FSCI 251 Fire Service Occupational Safety & Health (3)
This course is designed to provide students with the skills necessary for development, implementation, and evaluation of a comprehensive fire department occupational safety and health program. Topics include program administration, safety training and education, emergency operations safety, protective clothing and equipment, apparatus safety, medical and physical fitness requirements, and facility safety.

FSCI 270 Fireground Organization And Command (3)
This course provides an in-depth study of the model incident command system utilized for management of large scale and complex emergency incidents. Included is a review of operations at natural and manmade disasters requiring interagency and/or interjurisdictional coordination. Emphasis is placed on the relationship between the operational function and preparedness, effective response, mitigation and recovery.

FSCI 280 Directed Study (1–6)
This variable credit course allows students to pursue a Fire Science research project of particular interest. Students registering for this course must have prior approval from the Program Coordinator for Fire Science.

FSCI 292 Internship In Fire Science (3)
This course involves practical experience in fire service organizations in which the student engages in on-the-site activities of a practical nature. Interns learn how to translate classroom theory and methods into professional skills. Activities are under the supervision of trained personnel. Application for the internship must be made to the fire science program advisor.

FSCI 293 Fire Science On-the-Job-Training (1–13)
This course is designed to award credit to those persons who have participated in a supervised on-the-job training program in fire science. Credit is awarded upon receipt of a letter from the on-site supervisory stating successful completion of on-the-job training assignments and the total number of actual hours involved in the training. (Credit hours earned for On-the-Job Training are calculated as 1 credit hour = 150 actual hours. Therefore, a student must work 1950 actual hours to receive 13 credit hours.)

FSCI 295 Fire Science Degree Evaluation (2)
This capstone course is designed to "put it all together" for the student who is about to graduate with an A.S. in Fire Science. This course will evaluate the student's knowledge of the program, including but not limited to: chemistry, industrial fire protection, emergency management, basic fire suppression, strategies and tactics, fire investigation, and management practices.

FSCI 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

FRENCH

FREN 101 Elementary French (3)
This is a basic, culturally-oriented course in conversational French designed for beginning students who wish to develop skills in speaking, writing, and comprehending the French language. Emphasis is placed on oral communication through dialogue and guided compositions.

FREN 102 Elementary French II (3)
A continuation of FREN 101, this course allows students to strengthen their comprehension and speaking proficiency in French by providing extensive practice in oral and written communication and self-expression and through discussions and oral presentations of readings in French and Canadian culture. Prerequisite: FREN 101.

GENERAL EDUCATION

CGEN 100 First Year Experience (3)
This course will focus on crucial components for the first year of higher education: reading skills, study skills, critical thinking, and good habits for success. This course will provide the student with systematic exposure to successful study skills and will emphasize adaptation to individual learning styles. In addition, students will be required to apply critical reading and thinking skills to a variety of activities drawn from academic disciplines, contemporary issues, and individual life experiences.

CGEN 101 Career Transition (3)
This course will provide a foundation of career development skills and exploration of life planning issues. Components will include self-assessment, academic exploration, study of career fields, and information interviewing. Job search areas of the course would include networking, resume and correspondence, writing interview preparation, job search etiquette, decision-making, work transition, and using the Internet in your search.

CGEN 110 Portfolio Development I (2)
The Portfolio Development course is designed to assist adult students with the development of a comprehensive portfolio documenting knowledge acquired through life/work experiences and other formal or informal learning experiences. Students are guided through a series of group sessions on learning style, college level learning, skill identification, goal setting, adult development and career changes and the portfolio development process. This is a Pass/Fall course and will not affect the GPA; however, two credit hours are earned upon passing this course. Prerequisite: Grade of C or better ENGL 101.

CGEN 111 Portfolio Development II (1)
This is the second half of a two-course series. In this course, the student is responsible for the development of a written portfolio, which provides the description, analysis, and documentation of learning experiences appropriate for his/her own educational program of study. There is a $300 Portfolio fee attached to this class. This is a Pass/Fall course and will not affect the GPA; however, one credit hour is earned upon passing this course. Prerequisite: CGEN 100.

CGEN 115 Technology Orientation (1)
Technology Orientation will train students to easily identify and use online content, which has a high priority for higher education institutions today. The course will focus on technology-enhanced educational methodologies to provide students with the skills they must develop to be successful in the academic environment. They will also develop familiarity with an online learning environment and online resources.

CGEN 116 Developing Computer Fluency (3)
Developing Computer Fluency helps students develop skills necessary to work with computers at home, at school, and in the workplace. This course will introduce the student to computer terminology and help develop the skills necessary to succeed in the academic environment and workplace. Students will be introduced to word processing, spreadsheets, databases, and presentation software. It will train students to easily identify and use online content, which is a high priority for higher education institutions today. Students will also develop a familiarity with an online environment and online resources.

CGEN 120 Student Government Association
This course provides students with hands-on experience on being a leader, working together, on a team, being responsible, serving as a liaison, and representing a large group of individuals and their views on specific issues. The student will also receive encouragement to grow personally and academically.

CGEN 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

CGEN 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

CMTC 156 Real Estate (6)
This class will include the major aspects of real estate from broad perspectives through "fine print" detail. Acquire a ready understanding of legal and technical concepts, documents, and successful procedures. This course includes and satisfies the state requirement of 90 mandatory hours classroom study in real estate.

CMTC 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

CMTC 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

GENERAL PHYSICAL EDUCATION

GSPE 147 Women's Self-Defense (1–2)
This class is a beginner-level women's self defense class that is tailored to suit the needs of the students. Students will use exercise activities to gain awareness of their surroundings, increase self-confidence, identify danger areas, develop poise, and achieve a positive state-of-mind. The skills gained in this class can be applied to everyday life. Principles of self defense will be learned in a controlled simulated environment with cool down exercises to relieve stress through partner stretching. Loose fitting clothing is recommended.

GSPE 197 Beginning Yoga (1–2)
This class is a beginner-level hatha yoga class is based on teachings by B.K.S. Iyengar that uses yoga to unite the movement of the body with the rhythm of the breath through continuous exploration of pranayama/mantras, sun salutations, standing and balancing postures, back and forward bends, twists, hip openers, inversions, and meditation. A yoga mat and yoga block are required. A yoga strap and wool blanket are recommended.

GSPE 198 Intermediate Yoga (1–2)
This class is a intermediate hatha yoga class is based on teachings by B.K.S. Iyengar that uses yoga to unite the movement of the body with the rhythm of the breath through continuous exploration of pranayama/mantras, sun salutations, standing and balancing postures, back and forward bends, twists, hip openers, inversions, and meditation. A yoga mat and yoga block are required. A yoga strap and wool blanket are recommended.

GSPE 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

GSPE 210 Fitness for Life (2)
This course is designed to assist participants in developing a healthier lifestyle through appropriate exercise programs and behaviors that contribute to optimal health and wellness.

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

HVAC 111 Fundamentals of HVAC (4)
In this course, the groundwork will be laid for the rest of the course. Beginning with the basic refrigeration cycle, investigation of the basis for the refrigeration effect by mastering the pressure/temperature relationship. Building upon these disciplines that define the industry the student will then explore typical systems, their components, and specific operational characteristics of each including the heart of the system, the compressor.

HVAC 112 Refrigerant & Electrical Controls & Motor Controls (4)
This course enters the discipline of systems control, both refrigerant side and electrical control applications. We will define system sequence of operation, which is very specific for different applications, design and operational characteristics and the type of control needed in specific applications. Students will also explore electrical applications used to control everything from refrigerant system operation, building air quality, system monitoring and

control through digital based systems, common household type controls to system safety concerns. Students will master a myriad of electric motors, their operating characteristics, applications, and service and maintenance.

HVAC 113 Refrigerants & Small System Service (4)
In this course, the student will learn the differences and similarities of the lifeblood of all refrigeration systems, "refrigerants". Due to the ill-effects they can and do produce on our environment, we are mandated by federal law and international treaties to handle these substances under specific rules, laws and good faith efforts so as to minimize the effects and protect the environment. Students will prepare and test for this certification, which is mandated and controlled by federal statue in the US through the EPA. All students are required to achieve the "Universal Technician" level for graduation. Students will also investigate domestic refrigeration systems and small system service.

HVAC 114 Systems Service, Installation, Applications, & Design (4)
This course explores the system service and installation areas of this discipline at the application level. Students will also enter into the area of system design.

HVAC 115 Special Applications & Introduction to Air Conditioning (4)
This course begins with the Absorption system and special refrigeration systems applications and then quickly move into basic air conditioning systems laying the groundwork for future HVAC courses.

HVAC 116 Complete Air Conditioning Systems (4)
In this course, the true meaning of "Complete Air Conditioning" systems are uncovered. It includes heating, humidification, dehumidification, air movement and measurement, indoor air quality, particulate management, and hydronic and electric radiant heat.

HVAC 117 Systems Controls and Load Calculation (4)
This course visits solar energy-based systems and then moves to the technician's responsibilities of complete system control systems, electrical digital, pneumatic and electronic monitoring and management systems.

HVAC 118 Automotive Air Conditioning (4)
This course enables the student to master the discipline of the automotive air conditioning system, the concerns that apply to the EPA Section 609 which is offered to those interested but not required for graduation.

HVAC 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

HVAC 293 HVAC On-the-Job-Training (1–13)
This course is designed to award credit to those persons who have been participating in a supervised on-the-job training program within the heating, ventilation, air conditioning, or refrigeration industry. Credit is awarded upon receipt of a letter from the student's supervisor stating successful completion of on-the-job training assignments and the total number of actual hours involved in the training. (Credit hours earned for On-the-Job Training are calculated as 1 credit hour = 150 actual hours. Therefore, a student must work 1950 actual hours to receive 13 credit hours.)

HISTORY

HIST 101 World History to 1500: Early Man Through the Renaissance (3)
This course is a survey of World History covering the development on ancient civilizations and cultures to the year 1500, beginning with prehistoric humans and the rise of the first civilizations, including Ancient Mesopotamia, Egypt, the Indus River Valley, and Early China. Continuing with the Classical Era, the survey encompasses the Greek and Roman, Indian, Japanese, and Saharan African Civilizations. The course then examines World Civilizations in the Middle Ages, including the Middle East, Europe, Asia, the Americas, and Africa, before concluding with the European Renaissance. The course compares the development and philosophical foundations of all the major

world religions including Judaism, Hinduism, Buddhism, Christianity, and Islam, as well as the major political, economic, social, and cultural systems to the year 1500.

HIST 102 World History Since 1500: The Renaissance Through the Present (3)
This course is a survey of World History from the European Renaissance to the present. At the beginning of the course, developments in the Western World between 1500 and 1800 received special attention, including the Renaissance, Reformation, Scientific Revolutions, Age of Exploration, Enlightenment, colonization of the Americas, and the transition from mercantilism to capitalism. Having identified the dramatic transition taking place in the West, the course then looks at the impact of those changes around the globe through the trans-Atlantic Save Trade, political revolutions in the Americas, and Europe, industrialization, 19th century imperialism, world wars I and II, communist revolutions, the rise of fascism, the Cold War, and the 19th and 20th century decolonization efforts in India, Africa, Southeast Asia, and the Middle East. The course closes with a review of economic and political globalization since the 1970s. Thematically, the course explores the nature of political, economic, and technological power and the relationship of that power to issues or race, class, gender, religion, and environment.

HIST 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

INDUSTRIAL MAINTENANCE

INDM 120 General Industrial Maintenance/ Mechanics (3)
This course is a comprehensive introduction to fundamentals of industrial mechanical concepts, principles, and equipment. The class covers topics such as rigging and lifting, ladders and scaffolds, hydraulics and pneumatics, lubrication, bearing, flexible belts, and mechanical drives, vibration, and alignment. Classroom lectures and hands-on labs will enable the student to gain familiarity and experience.

INDM 140 National Electrical Code (3)
The primary objective of the NEC course is terminology and familiarization with NEC, which is written in semi-legal terms.

INDM 160 Welding Technology (3)
This course provides basic understanding and entry-level skills. It covers safety and use of basic Shielded metal arc welding and Oxy-fuel flame cutting. Classroom demonstrations and hands-on labs will augment lectures to enable the student to gain familiarity and experience.

INFORMATION TECHNOLOGY

CTIS 150 Forensic Computer Examiner (1–13)
The online Forensic Computer Examiner program prepares individuals for a career as a forensic computer examiner. Student will learn to retrieve evidence and prepare reports, based on that evidence, which will stand up in a court of law. This program is an authorized Certified Computer Examiner (CCE) training course and thoroughly prepares students to take the CCE exam.

CTIS 151 Help Desk Specialist (1–13)
The Help Desk Specialist online program will prepare students for a challenging technical support role. Upon completing the Help Desk Specialist course work, students will be qualified to assist customers, troubleshoot hardware and software problems, and document solutions. The Help Desk Specialist training class will facilitate a higher level of understanding of the vital communication skills necessary for conflict management and effective user training as well as provide students with strong technical foundations.

CTIS 152 Web Database Developer (1–13)
The Web Database Developer online program will provide students with intermediate and advanced knowledge and skills utilizing and leveraging databases on the Internet. Students will be able to incorporate database design, development, and deployment into e-commerce sites, dynamic web sites, and business-to-business data collections.

CTIS 153 Web Master (1–13)
This online Webmaster program begins by teaching simple web page development and progresses by introducing new concepts by involving you in active web page implementation using HTML and Dynamic HTML.

CTIS 154 Certified Database Administrator (MCDBA) (1–13)
The online MCDBA program will prepare students for Microsoft's national MCDBA certification exam. Being a certified MCDBA in internationally recognized and is the designation awarded to professionals who design, implement, and administer Microsoft SQL Server databases.

CTIS 155 3ds max Program (1–13)
This online program will teach students how to use both 3ds max and Character Studio to design, develop, and animate 3d video game characters. This program includes an internship opportunity for an additional fee. Internships are either three or six months and are performed remotely from your current location.

CTIS 156 Cisco CCNA (10)
This online program is comprised of two sections. The first section "Introduction to Network Engineering," is an ideal first step into the world of network engineering. Students learn the fundamentals of data network theory and the technologies that make the network tick. Students apply this knowledge by performing hands-on networking engineering work on Cisco network devices in a simulated network environment. The second session, "Practical Network Engineering" covers some of the most powerful networking technologies and prepares students to achieve Cisco CCNA certification. This program involves extensive hands-on work on Cisco routers, switches, and firewalls in a simulated network environment.

CTIS 157 AutoCAD (10)
The course takes a step by step approach to learning AutoCAD, starting with a few basic tools to let students create and edit a simple drawing, and then gradually introducing tools that are more advanced. Examples and practice exercises are taken from a variety of fields where AutoCAD is used. This program begins by focusing on 2D drawing and editing tools, objects on layers, text, and basic dimensions. After mastering the basic skill, students will move on to explore efficiency tools, complex objects, using external references/image files, advanced plotting, enhancing productivity with simple customization to express basic ideas. Non-verbal and pantomime use in language emphasized.

CTIS 158 Linux + I (13)
The course measures vendor-neutral Linux+ knowledge and skills for an individual with at least six month practical experience (Network+ or A+ background). Students taking this program will learn the fundamentals of the Linux operating system including how to configure Linux system services, how to manage a Linux system in a networked environment, and finally how to manage the servers a Linux system provides.

CTIS 159 Linux+ II (12)
This is the second half of the Linux+ course of study. Students taking this program will learn the fundamentals of the Linux operating system including how to configure Linux system services, how to manage a Linux system in a networked environment, and finally how to manage the servers a Linux system provides.

CTIS 160 Video Game Design (13)
In this online program, students will learn the core programming and mathematics skill necessary for game developers and receive an introduction to 3D graphics pipeline programming. This program will fully prepare the students for more advanced training in the game technology field. No assumptions about prior game or graphics programming experiences are made although a reasonable familiarity with computers and background in high school level mathematics are required.

CTIS 161 Video Game Development (13)
This is the second half of the Video Game Design and Development Program. In this online program, students will learn the core programming and mathematics skill necessary for game developers and receive an introduction to 3D graphics pipeline programming. This program will fully prepare the students for more advanced training in the game technology field. No assumptions about prior game or graphics programming experiences are made although a reasonable familiarity with computers and background in high school level mathematics are required.

IT 101 Principles of Information Technology (3)
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.

IT 105 Computer Ethics (3)
This course is designed to educate existing and future Information Technology professionals on the tremendous impact ethical issues have on the use of information technology in the modern business world. The topics covered include; an overview of Ethics, Ethics for IT professionals and IT users. Computer Internet and Crime, Privacy, Freedom of Expression, Intellectual Property, Software Development, Employer/Employee Issues, and individual case examinations to more closely represent real-life examples of each of these topics.

IT 153 Desktop Support Technician I (3)
This course provides students with the knowledge and skills to troubleshoot and escalate or repair problems with Windows desktop operating systems by reacting to incident requests from end users. This course will provide the basic knowledge of system architecture and security needed to provide the students with the requisite skills required to support end users and adhere to ITIL/MOF foundational operations.

IT 154 Desktop Support Technician II (3)
This course provides content on troubleshooting and escalating or repairing problems with Windows desktop operating systems by reacting to incident requests from end users. Students will be able to resolve operating system issues by telephone, by connecting to an end user's system remotely, or by visiting an end user's desktop. The student will have a working knowledge of operating in a workgroup or Active Directory domain environment and how end users are affected by each environment.

IT 180 PC Repair and Troubleshooting (4)
This hands-on course is designed to show students how to upgrade and troubleshoot PCs on their own. Topics include setting up motherboards and hard drives; identifying and installing memory; modifying CMOS settings; configuring sound cards and modems; troubleshooting; and installing basic operating systems. Students will also learn to install, configure and troubleshoot PC Operating Systems. Students will receive experience working with a wide variety of operating systems.

IT 185 Introduction to Linux (3)
This course will prepare students to work with the Linux operating and help them prepare for the Linux+ CompTIA certification exams. Students will install three different Linux operating systems and complete many hands-on lab exercises.

IT 188 Introduction to Programming Logic (3)
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.

IT 190 Introduction to Programming in C++ (3)
This course covers the fundamentals of the Microsoft® Foundation Class (MFC) libraries. This course will familiarize programmers with the Microsoft Developer Studio™ visual development system and teach them how to create single document interface (SDI) applications using MFC and the Visual C++ development system.

IT 192 Introduction to Programming in Visual Basic (3)
This course familiarizes the student with the Visual Studio environment using Visual Basic. Students will use Foundation Class libraries to develop simple applications.

IT 194 Introduction to Programming Java (3)
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. This course is part of the WV Statewide IT Program. An additional fee of $150 is attached to this class.

IT 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

IT 200 Network+ (3)
This custom-designed course begins with a brief review of hardware, operating systems, and other principles helpful to networking students. It then moves on to comprehensive networking skill sets, all of which prepare the IT 200 student to complete their CompTIA Network + exam. Throughout the course, students are introduced to invaluable study techniques and industry resources, all of which are geared toward laying the foundation for efficient adult IT learning.

IT 204 Windows Fundamentals (3)
This course will introduce students to the fundamentals of Windows desktop operating systems in a networked environment. Students will learn about system imaging, windows deployment, unattended installations, TCP/IP from the Microsoft® perspective, fundamental networking skills, file and folder permissions, file and print services, hyper-v, and VMware® virtualization. This course will prepare students to enter the Microsoft® networking courses leading towards the MCITP certification.

IT 205 Developing & Implementing Web Applications w/MS Visual Basic .NET & Visual Studio .NET (4)
This instructor-led course teaches Microsoft Visual Basic® programmers and beginning web developers the fundamentals of web application site implementation by using Microsoft ASP.NET and Microsoft Visual Basic .NET. This course focuses on using the Microsoft Visual Studio® .NET environment and the Microsoft .NET platform to create an ASP.NET web application that delivers dynamic content to a website.

IT 208 Administering SQL Server (3)
This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft® SQL Server.

IT 209 Designing and Implementing Databases with SQL Server (3)
This course provides students with the technical skills required to program a database solution by using Microsoft® SQL Server. Prerequisite: IT 208.

IT 240 Home Technology Integration (3)
This course is to prepare students for the CompTIA HTI+ certification. It is based on a set of standards designed to measure the mastery of core competencies regarding the installation, integration, and trouble shooting of the following automated home sub-systems: Home Security, Audio/Video, Computer Networks, Electrical Wiring, HVAC (Heating/Air Conditioning Systems), Cable/Satellite, Broadband, Telecommunications and Structured Wiring.

IT 252 Distributed Applications with Visual C++ (3)
This course teaches developers who use the Microsoft® Visual C++® development system how to create component object model (COM) objects using Visual C++ and the Active Template Library (ATL). Prerequisite: IT 253.

IT 253 Desktop Applications with Visual C++ (3)
This course teaches C++ programmers how to develop applications by using Microsoft® Foundation Class (MFC) Library and the Microsoft Visual C++® 6 development environment. Prerequisites: IT 190.

IT 254 Distributed Applications with Visual Basic (3)
Students apply the Microsoft Solution Framework to a multi-tier environment, creating a user interface, COM DLLs, and Active X data objects using Visual Basic. Prerequisites: IT 255.

IT 255 Desktop Applications with Visual Basic (3)
This course introduces user interface design, including control arrays, menu basics and data validation. Students use VB classes to model business objects. COM objects and Active X basics are introduced. Prerequisite: IT 192 and IT 251.

IT 260 Introduction to Oracle (3)
This course offers students an extensive introduction to data server technology. The class covers the concepts of relational databases and the powerful SQL and PL/SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Demonstrations and hands-on practice reinforce the fundamental concepts.

IT 261 Oracle Forms I (3)
In this course, participants build and test interactive applications consisting of one or more Oracle forms modules. Working in a graphical user interface (GUI) development environment, participants will build a complete forms application. In the process, participants learn how to customize forms with graphical user input items, such as check boxes, list items, and radio groups. They also learn how to modify data access by creating event-related triggers. Prerequisite: IT 263.

IT 262 Oracle Reports (3)
In this course, participants learn to develop a variety of standard and custom reports using Oracle Reports in a client/server environment. Class exercises guide participants in retrieving, displaying, and formatting data in numerous reporting styles such as tabular, break, master/detail, matrix, and form letter reports. Participants will also customize their reports by combining text and graphics with quantitative data to meet specific business requirements. Prerequisite: IT 264.

IT 263 Oracle Program Units (2)
This course enables participants to learn how to write PL/SQL procedures, functions, and packages. Working in both the Procedure Builder and the SQL*Plus environments, participants will learn how to create and manage PL/SQL program units and database triggers. Participants will also learn how to use some of the Oracle-supplied packages. Prerequisite: IT 260.

IT 264 Oracle Forms II (2)
This course instructs technical professionals on how to broaden their skills with Oracle Forms. The course makes extensive use of complex Oracle Forms concepts. Prerequisite: IT 261.

IT 269 Project Management (3)
This comprehensive course examines the various models used to develop and control the Work Breakdown Structure (WBS), Schedule, and Cost. Additionally, the class will perform analysis on the time, cost models, and evaluate the outcome. There will be case problems and labs utilizing MS Project as the project management process tool.

IT 270 Installing, Configuring, & Administering Windows Desktop Operating Systems (3)
This course will prepare students to install, configure, and administer Windows Vista. The student will possess the knowledge and skills to configure Windows Vista for optimal performance on the desktop, including installing, managing, and configuring the new security, network, and application features in Windows Vista. Pre-Req IT 204.

IT 276 Security+ (3)
This course is designed to provide students with the fundamentals of security, and to help prepare for the CompTIA Security+ exam. It covers material related to general security concepts, communications security, infrastructure security, basics of cryptography, and operational/organizational security.

IT 289 Planning and Maintaining a MS Windows Server Infrastructure (3)
The goal of this course is to provide students with the knowledge and skills necessary to plan and maintain a Windows® Server network infrastructure.

IT 290 Managing & Maintaining a Microsoft Windows Server (3)
This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server™ environment.

IT 291 Implementing, Managing, and Maintaining a MS Windows Server Network Infrastructure (3)
This course provides students with the knowledge and skills to implement, manage, and maintain a Microsoft Windows Server™ network infrastructure. The course is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing, and maintaining server networking technologies.

IT 292 Internship in Information Technology (3)
This is a capstone course. A student participates in an intensive internship, externship, or cooperative with an appropriate agency, company, or organization. Students will also develop resume building skills, portfolio development skills, job interview skills, job search skills, and certification preparation. Students are required to participate in mandatory love meetings that are announced prior to the start of the semester.

IT 294 Planning, Implementing, & Maintaining a MS Windows Server Active Directory Infrastructure (3)
This course includes self-paced and instructor-facilitated components. It provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Server™ Active Directory® directory service infrastructure. The course focuses on a Windows Server service environment, including forest and domain structure, Domain Name System (DNS), site typology and replication, organization unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies.

IT 298 Designing Security for a MS Windows Server Network (3)
This course provides the student with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. The course encourages decision-making skills through an interactive tool that stimulates real-life scenarios that the target audience may encounter. The student is given the task of collecting the information and sorting through the details to resolve the given security requirement. The goal of this course is to provide students with the knowledge and skills necessary to plan and maintain a Windows® Server network infrastructure. (Moved from IT 299)

IT 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

LANGUAGE

CLAN 101 Sign Language I (3)
In this course, students develop communicative capabilities utilizing American Sign Language (ASL). In addition to learning about Deaf culture, students will acquire functional sign phonology, vocabulary, and grammatical skills adequate to receive and convey information and ideas in professional and social situations.

CLAN 102 Sign Language II (3)
Continued sign vocabulary growth, with introduction to idiomatic phrases. Emphasis on use of classifiers, expression, body postures, and the signing space.

CLAN 103 Elementary Japanese I (3)
Elementary Japanese I is the first step in the series of Japanese courses. The elementary course introduces students to everyday Japanese through the four major language learning skills: listening, speaking, reading, and writing. This learning chain of skills will be followed specifically in the previously described order to produce a realistic, natural approach to successful language learning.

CLAN 104 Elementary Japanese II (3)
Elementary Japanese II is the second in the series of Japanese courses. The elementary course introduces students to everyday Japanese through the four major language learning skills: listening, speaking, reading, and writing. This learning chain of skills will be followed specifically in the previously described order to produce a realistic, natural approach to successful language learning.

CLAN 105 American Sign Language (3)
American Sign Language is a course designed to focus on the development of beginning expressive and receptive sign language. Students will increase their signed vocabulary and continue 'fine tuning' their basic vocabulary and finger spelling; focusing on speed, clarity, and smoothness. Class time will include practice.

CLAN 199 Special Topics
Special Topics courses vary in content with each offering. When offered, a Special Topics course title includes a subtitle describing that course's specific content. Courses offered have included CLAN 199–ST: Sign Language III.

CLAN 201 Intermediate Japanese I (3)
Elementary Japanese III is the second step in the series of Japanese courses offered. The elementary courses introduce students to everyday Japanese through the four major language learning skills: listening, speaking, reading, and writing. This learning chain of skills will be followed specifically in the previously described order to produce a realistic, natural approach to successful language learning.

CLAN 202 Intermediate Japanese II (3)
Elementary Japanese II is the last half of the second step in the series of Japanese courses offered. The elementary courses introduce students to everyday Japanese through the four major language learning skills: listening, speaking, reading, and writing. This learning chain of skills will be followed specifically in the previously described order to produce a realistic, natural approach to successful language learning.

CLAN 203 Advance Japanese I (3)
Advanced Japanese I is the third step in the series of Japanese courses offered. It is highly recommended that only students who have taken both elementary and intermediate Japanese courses or those who have had at least two years of previous Japanese experience take this course. The advanced course continues to push students through both formal and informal Japanese thorough the four major language learning skills: listening, speaking, reading, and writing. This leaning chain of skills will be followed specifically in the previously prescribed order to produce a realistic, natural approach to successful language learning. Third and fourth year Japanese students are expected to perform a great deal of outside preparation in order to be ready for this class.

CLAN 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

LEGAL ASSISTING

LGST 101 Legal Research & Writing I (3)
Legal Research and Writing 1 examines basic legal research, sources, and methods, as well as techniques of legal analysis with emphasis on specific cases and issues. An introduction to legal writing, use of law library, and legal terminology is also covered.

LGST 102 Legal Research & Writing II (3)
Legal Research and Writing 2 will examine advanced research methods and analysis, and writing methods including computerized research, writing briefs and memoranda, use of state and federal codes, and legal correspondence and documents other than pleadings. Prerequisite: LGST 101.

LGST 110 Legal Assisting (3)
Legal Assisting provides an overview of various roles of the paralegal including interviewing and investigation, courts and legislatures, the legal profession, career options, and ethics.

LGST 200 Legal Ethics (3)
Legal Ethics provides an examination of contemporary ethical issues and conduct relevant to the legal profession. This course will discuss ethics from a variety of viewpoints including law enforcement, corrections, and courtroom personnel.

LGST 210 Laws of Domestic Relations (3)
This course examines domestic relations law including case preparation and the rules and procedures of the family court system. Topics covered include child custody, divorce procedures, and dispute resolution options such as mediation and arbitration.

LGST 220 Civil Litigation (3)
This course provides an overview of the civil litigation process from initial interview through trial procedures including the preparation of pleadings and trial documents. Topics covered include civil procedure, discovery, and statutes relevant to the civil litigation process.

LGST 230 Criminal Law and Procedure (3)
This course provides an overview of criminal law beginning with the arrest and investigation through the trial process. Case studies and historical cases in criminal law will be reviewed and analyzed. Other topics covered include legal terminology, rights of criminal defendants, and courtroom activities.

LGST 240 Administrative Law (3)
This course introduces the body of law created by administrative agencies to implement their power and duties. Procedures and application of administrative rules, regulations, orders, and decisions will be examined.

LGST 272 Real Estate & Property Law (3)
This course introduces students to the role of the paralegal in real estate and property law. Topics covered include basic concepts concerning titles to property, rights that attach to real property, care with respect to property, real estate closings, and rental property procedures.

LGST 275 Wills, Trusts, & Estates (3)
This course introduces students to the role of legal assistants in estate and planning practice. Topics covered include the rules governing control and disposition of property, forms of property ownership, wills, trusts, estate succession, and federal gift and estate taxes.

LGST 292 Internship (1-6)
Cooperative education allows students to acquire essential, practical skills by being exposed to the reality of the work environment beyond the boundaries of campus. Students will be required to complete a minimum of 100 hours working in the field, and a required 1 credit hour live course. The live course component will prepare all paralegal students to complete the Certified Legal Assistant Exam. Minimum 2.0 GPA required. See Academic Advisor.

MANUFACTURING TECHNOLOGY

MTEC 104 Just-in-Time/Total Quality Management (2)
This course defines the concept of JIT including implementation and principles and discusses the concept of TQM. Topics covered include continuous improvement methodologies and techniques; root cause analysis; the importance of using statistical methods for control processes (SPC); how to perform a process capability analysis; layout and workplace organization; and the importance of involvement and empowerment of employees for JIT and TQM to be successful.

MTEC 101 Master Planning of Resources (2)
This course explains the principles and processes of master planning of resources; describes the techniques and methods of demand management, sales and operations planning, and master scheduling; examines the development of operations plans in differing operational environments; and explains the process for developing, validating, and evaluating performance at all levels of master planning of resources.

MTEC 102 Basic Supply Chain Management (2)
This course will define the role, objectives and responsibilities of materials management. The course will describe and compare basic forecasting techniques; explain the materials requirements planning (MRP) process; describe the objectives of capacity management and its relation to priority planning; review the function of inventories and the objectives of inventory management; identify the costs of quality; explain the importance of purchasing, its objectives, and the steps in the purchasing process; define JIT; and show how TQM can reduce lead-times, lot size, and work in process.

MTEC 103 Execution & Control of Operations (2)
This course explains how to schedule production and process manufacturing plans relative to authorizing, releasing, prioritizing, and sequencing work; identifies the interfaces and data exchanges required to execute a plan; demonstrates how various facility layouts influence scheduling and workflow; explains bottleneck resource management and lead time control techniques; identifies reporting activities and collection techniques; identifies appropriate requirements for storage, location, and transportation; explains how to execute quality initiatives; and describes process capabilities, quantity audits and ways to assess supplier performance.

MTEC 105 Detailed Scheduling/Planning (2)
This course is designed to identify types of inventory and how they are assessed; describe order review methodologies and how to apply them in different types of inventory strategies; identify lot sizing techniques and the effects of order quantity constraints and modifiers; describe safety stock processes; explain how to calculate inventory performance; review MRP; define capacity measurement tools and how to use capacity data for decision making; and explain why and how to develop relationships with suppliers.

MTEC 106 Strategic Management of Resources (2)
This course teaches students how to recognize the need for integration of the manufacturing process with the company strategy. Students learn how to identify strategy components; understand the alignment of resources with strategic marketing objectives; review JIT and TQM; learn how forecast accuracy is measured; identify the elements of customer service; learn the concepts of supply chain management; identify the phases of project management; understand performance measurement systems; and learn the roles and responsibilities of change management.

MTEC 110 Brain Smart Management (2)
This course is designed to teach specific behaviors to alter a one's own behavior as the first and most important factor in influencing the behavior of others. The focus of the course is to change oneself in order to change corporate culture.

MTEC 111 Quality of Leadership (2)
This course introduces the student to the concepts of leadership including influence, characteristics, and dimensions of leadership. The course reviews

the situational leadership model and promotes exemplary leadership practices. The student learns the methods to challenge the process, inspire a shared vision, enable others to act, provide feedback, model the way for success, and encourage the heart. The student will leave the course with a personal action plan for further implementation.

MTEC 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

MTEC 292 Manufacturing Occupational Internship (1-6)
Students learn how to translate classroom theory and methods into professional skills and opportunities.

MTEC 293 Manufacturing On-the-Job Training (1-13)
This course is designed to award credit to those employees who have participating in a supervised on-the-job training program within the manufacturing facility. Credit is awarded upon receipt of a letter from the director of human resources stating successful completion of on-the-job training assignments and the total number of actual hours involved in the training. (Credit hours earned for On-the-Job Training are calculated as 1 credit hour = 150 actual hours. Therefore a student must work 1,950 actual hours to receive 13 credit hours.)

MATHEMATICS

MATH 101 Introduction to Mathematics (3)
During this course topics to be covered are sets, mathematical logic, mathematical system, systematic counting, and probability. History of mathematics, critical thinking skills, problem solving, and use of technology will be incorporate throughout the course. Prerequisites: ACFN 085 or required placement scores.

MATH 105 Algebra (3)
Topics explored in this course include properties of the real numbers, radicals and rational exponents, operations on polynomials and rational expressions, solutions of linear and quadratic equations and inequalities, systems of linear equations and inequalities, functions including graphs and composite functions: properties of linear functions, polynomial and rational functions, exponential and logarithmic functions. Other topics included if time permitting concern conic sections, sequences, and counting/probability theory. Prerequisites: ACFN 085 or required placement scores.

MATH 106 Trigonometry (3)
A study of the trigonometric functions and identities, multiple angle formulas, inverse trigonometric functions, deMoivre's theorem and complex numbers, applications. Prerequisite: MATH 105 or satisfactory placement score.

MATH 107 Applied Algebra and Trigonometry (3)
Computational fluency and applied problem solving with the following topics will be stressed: Whole Numbers; Rational Numbers; Ratio, Percent, & Proportion; Estimation; Exponents & Roots; Scientific Notation; the Metric System; Length; Area; Volume; Mass; Electrical Formulas & Laws; Power; Basic Trigonometry; and Vectors. Pre-requisite: ACFN 085 or placement.

MATH 154 Finite Mathematics (3)
This course introduces students to selected topics from finite mathematics. Mathematical models for the analysis of decision-making problems are examined. Topics include the echelon method for solving linear equations, matrix manipulations, optimization by linear programming including the simplex method, risk decisions using probability, expected value, and statistics. Additional topics may be chosen from network models or game theory and students will explore the uses of mathematics. Prerequisites: ACFN 085 or satisfactory placement score.

MATH 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

MEDIA STUDIES

MDIA 101 Introduction to Media Studies (3)
This course introduces students to the concepts and theories of media and society and surveys their systems and roles in society. Emphasis is placed on media in the United States, including historic development and technological innovation of conventional print and electronic media.

MDIA 102 Intro to Adobe Photoshop (3)
This course will introduce students to working with photographs and drawings focusing on web site graphics. Basics of the digital image, photo collage, banner graphics and simple animation for web sites will also be covered. Topics to be covered include: file formats, scanning, digital retouching, image selections and masking, layering, vector graphics, creating symbols, working with a time line and creating an interactive file.

MDIA 103 Advanced Photoshop & Flash (3)
This project-based course will begin with a review of Photoshop basics and quickly move into intermediate and advanced concepts of layering, masks and channels. Students will move from basic photo correction techniques into enhanced tools and working with color correction across color spaces of RGB, CMYK, HSB and LAB. Students will work with the animation component of Photoshop® as well as Flash®. Team and Independent projects at both mid-term and finals will replace a traditional written exam.

MDIA 104 Web Page Design (3)
This is the foundation course for CIW (Certified Internet Webmaster) certification. Students learn how to code Web pages from scratch using HTML, XHTML, and XML incorporating Java Scripting. Students will explore basic and advanced tags by creating web pages utilizing tables, frames, audio, video, and java scripting.

MDIA 105 Internet Foundation (4)
This is the foundation course for CIW (Certified Internet Webmaster) certification. Students learn how to use key Internet technologies, such as Web browsers, e-mail, newsgroups, File Transfer Protocol (FTP), Telnet and search engines. Students will learn how to create simple Web pages containing text, graphics, hyperlinks, tables, forms and frames. Students also learn fundamental networking concepts and practices, including network architecture and standards, networking protocols, TPC/IP, Internet servers, server-side scripting and database connectivity, and security.

MDIA 106 Site Designer (3)
The course focuses on theory, design, and web construction; along with information architecture concepts, web site management, scenario development and performance evaluations. Students learn how to create and manage Web sites with GUI editor based software programs. Students will learn and implement the latest strategies to develop web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers.

MDIA 121 Intro to Digital Photography (3)
This course is an introduction to the use of digital photography techniques. This course will emphasize visualization, composition, and the aesthetics of digital photography. This course will also introduce the basic operations of the camera and electronic imaging as well as software applications to produce quality digital images.

MDIA 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

MDIA 202 Video Production (3)

Introduction to analog and digital video production and editing theories, effects, and techniques. Students will develop video products using analog and digital recording methods and computerized video editing systems and digital video effects programs and hardware and software issues relating to 3-dimensional graphics manipulation, video compression, and recording.

MDIA 299 Special Topics (1-4)

A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

MEDICAL ASSISTING

MAST 101 Introduction to Medical Assisting (3)

This course is a foundation course for all medical assisting programs (clinical and/or administrative). Topics include medical assisting and other allied health disciplines as a profession, health care settings, the history of medicine, communication skills, coping skills, topics in psychology, and medical law and ethics. Emphasis is also placed on professionalism topics including personal traits of the health care professional, work place dynamics and career planning and employment. Prerequisite: OFTC 100, ACFN 010, and ACFN 085or placement testing or concurrent registration.

MAST 102 Medical Terminology (3)

This course is an integral component in understanding the language of medicine. It is designed to give the student a foundation in the basic structure of medical terms, word building and definitions as well as the applications of medical terminology. A human body systems approach is utilized and topics covered in each system include anatomy and physiology overview, medical terms, symptoms and signs, diseases and disorders, treatments, procedures and devices.

MAST 103 Medical Office Management I (3)

This course is the first of two foundational courses in administrative medical assisting. Topics include the facility environment, computers in the ambulatory care setting, telecommunications, patient scheduling, medical records management, and written communications. Emphasis is placed on applications of electronic technology and fundamental writing skills as well as basic medical assisting clerical and operational functions. Prerequisite: MAST 101 and OFTC 103 or concurrent registration.

MAST 104 Medical Office Management II (3)

This course is the second of two foundational courses in administrative medical assisting. Topics include daily financial practices, introduction to medical coding, insurance, billing and collections. Also, topics in accounting practices and facility and equipment management are covered. Bookkeeping principles are stressed in this course. Prerequisite: MAST 103.

MAST 105 Insurance Billing & Coding (3)

The focus of this course is on the process of using source documents to apply diagnostic and procedural codes to patient records for the purpose of filing insurance claims. Topics covered include health insurance specialist as a career, introduction to health insurance, managed health care, life cycle of an insurance claim, legal and regulatory issues, ICD-9-CM coding, CPT coding, HCPCS coding, CMS reimbursement methodologies, coding for medical necessity and the essentials of CMS-1500 claim instructions. Also, insurance carriers such as Blue Cross and Blue Shield, Medicare, Medicaid and others are covered. Prerequisite: MAST 101 and OFTC 103.

MAST 106 Medical Office Management (5)

This course is a foundational course in administrative medical assisting. Topics include: the facility environment, computers in the ambulatory care setting, telecommunications, patient scheduling, medical records management, written communications, daily financial practices, introduction to medical coding, insurance, billing and collections, accounting practices, and facility and equipment management are covered. In addition, more advanced

topics are covered: management styles, risk management, importance of teamwork, supervising personnel, procedure manual, HIPAA implications, marketing functions, records and financial management, liability coverage, human resource management such as recruiting and hiring office personnel, dismissing employees, and complying with personnel laws are covered. Good record keeping principles are stressed in this course. Emphasis is placed on applications of electronic technology and fundamental writing skills as well as basic medical assisting clerical and operational functions. Prerequisite: MAST 101 & 102 or concurrent registration.

MAST 202 Clinical Medical Assistant I (3)

This course offers the medical assistant student the opportunity to learn basic clinical theory and skills that are utilized within medical practices. Areas covered include emergency/first aid procedures, infection control, and medical asepsis, sterilization, taking a medical history, patient charts and documentation, vital signs and measurements, physical examination and specialty examinations. Emphasis is placed on listening and observational skills, patient care and instruction, as well as sound fundamental diagnostic and treatment modalities. Prerequisite: CAHS 100 or concurrent registration. Corequisite: MAST 203.

MAST 203 Pharmacology for the MA (3)

Basics of pharmacology and administration of medications are the focus of this course. Included topics are medical uses of drugs, drug names, history and sources of drugs, drug regulations and legal classifications of drugs, drug reference and standards, classification of drugs, principal actions of drugs, drug routes, forms of drugs, storage and handling of medications, emergency drug supplies and drug abuse. Also, covered are legal and ethical implications, drug dosage, medication labels, calculation of drug dosages, medications measured in units, calculation of age specific drug dosages, administration of medication by various routes including parenteral, oral and inhalation, administration of allergenic extracts, and principles of IV therapy. Emphasis is placed on the "rights" of medication administration. Prerequisite: CAHS 100 or concurrent registration. Corequisite: MAST 202.

MAST 205 Diagnostic Lab Procedures (3)

This course is designed to give the student exposure to procedures conducted in a physician office laboratory setting. Topics covered include safety and regulatory guidelines, introduction to the medical laboratory, hematology tests, urinalysis, basic microbiology testing, and several CLIA waved tests such as blood glucose and cholesterol testing. Prerequisite: CAHS 100, MAST 202 and MAST 203. Corequisite: MAST 204 and MAST 206.

MAST-206 Clinical Medical Assistant II (5)

This course builds on topics covered in MAST 202 Clinical Medical Assistant I. Examinations and procedures of various body systems such as the urinary system and urinary catheterization and the digestive system and fecal occult blood testing are covered. In addition, assisting with office/ambulatory surgery, diagnostic imaging, rehabilitation and therapeutic modalities and nutrition in health and disease, safety and regulatory guidelines, introduction to the medical laboratory, hematology tests, urinalysis, basic microbiology testing, and several CLIA waved tests such as blood glucose and cholesterol testing are covered. Prerequisite: CAHS 100 & MAST 202. Corequisite: MAST 203 and PLBT 101.

MAST 208 Advanced Medical Office Management (3)

This course is designed for students who want to pursue a management position in a medical office. Topics covered include management styles, risk management, importance of teamwork, supervising personnel, procedure manual, HIPAA implications, marketing functions, records and financial management, and liability coverage. In addition, topics in human resource management such as recruiting and hiring office personnel, dismissing employees, and complying with personnel laws are covered. Prerequisite: MAST 216.

MAST 214 MA Review and Certification Prep (2)

This course provides the student with a review of all of the major administrative, clinical and general competencies covered in the medical

assistant programs. Upon successful completion of this course and all other program requirements, the medical assistant certificate and degree students are eligible to sit for national certification as a Registered Medical Assistant (RMA) through American Medical Technologists. Prerequisites: CAHS 100, MAST 104, MAST 105, MAST 202 and MAST 203.

MAST 216 Clinical & Administrative Externship (4)
This course provides the student with hands-on clinical and administrative experience in a medical office setting. The student will work for a total of one hundred sixty (160) uncompensated hours in a medical office. Clinical and administrative competencies will be evaluated by a medical office preceptor(s) and under the direction of a medical assistant instructor. The student needs to contact the medical assistant programs department upon registering for this course. Early registration is encouraged to allow time to make arrangements with a medical office site. Students must have received a grade of "C" or better in ALL MAST and PLB courses prior to registering for this course. In addition, students must provide proof of valid/current BLS for Healthcare Providers and First Aid certification to the medical assistant department prior to the start of the externship. Prerequisite: CAHS 100, OFTC 103, MAST 101, MAST 103, MAST 104, MAST 105, MAST 202, MAST 203, MAST 204, MAST 205, MAST 206, MAST 214 and PLBT 101.

MUSIC

MUSC 111 Introduction to Music (3)
This course provides training and experiences which will enable the student to acquire a historical-social-aesthetic perspective, to comprehend musical concepts, to discriminate quality levels, to select satisfying and stimulating musical experiences, and to empathize with the creators and performers of music.

MUSC 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

MUSC 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

NURSING

NURS 101 Foundations of Nursing Practice (4)
This is the initial course in nursing upon which all other nursing courses build and expand. It is designed to develop in the student a holistic awareness of persons. The student also begins to recognize health problems. The nursing process, critical thinking, therapeutic nursing interventions, communication, and service are introduced and emphasized throughout the course. Pre-requisites: CAHS 120/121, 122/123 and ENGL 101. Co-requisites: NURS 103 Pre- or Co-requisites CAHS 125, CAHS 125L, COMM 202.

NURS 103C Clinical Nursing (2)
This course assists the student in developing patient care skills in supervised clinical agencies.

NURS 103L Clinical Nursing Laboratory (2)
This course assists the student in developing patient care skills in a supervised laboratory setting.

NURS 105 Introduction to Professional Nursing (3)
This course is designed as an introduction to the concepts of professional nursing practice. Concepts of professional nursing practice including the nursing process, code of ethics, role of nurses, and the health care team and other topics required for entry into the nursing program are presented. Students will be exposed to the use of select electronics databases as

information sources, as well as in the techniques of professional writing. Pre or co-requisite: NURS105 Clock hours 9 hours/week.

NURS 108 Basic Nursing Skills (3)
The focus of this skill lab course is the development and acquisition of the technical/psychomotor skills required for nursing practice. Students will apply new and previously learned scientific principles to procedures required for the delivery of nursing care.

NURS 110 Adult Health Nursing I (3)
This course focuses on the practice of holistic nursing with persons experiencing common medical/surgical problems. Persons with diabetes, gastrointestinal disorders, integumentary problems, immunologic and infectious diseases, sensory deprivation, and cancer are examined. In addition, the students explore the art of self-care as it relates to caring for others. Pre-requisite NURS 101, 103. Pre- or Co- requisite: CAHS 210, PSYC 203.

NURS 112C Adult Health Nurse I Clinical (2)
This continues the development of nursing care skills in a variety of clinical agencies. Patient situations are correlated to lecture content in NURS 110.

NURS 112L Adult Health Nurse I Lab (1)
This continues the development of nursing care skills in a supervised laboratory setting. Specific skills are correlated to lecture content in NURS 110.

NURS 114 Family Health Nursing I (2)
This course focuses on the care of families during the reproductive years utilizing the nursing process with emphasis on health promotion and maintenance. Pre-requisites NURS 101, 103. Co-requisite: NURS 116. Pre- or Co- requisite CAHS 210, PSYC 203.

NURS 116 Family Health Nursing Clinical I (2)
This course provides students with the opportunity to care for antepartal, intrapartal, and postpartal families in acute care and community settings. Co-requisite: NURS 114.

NURS 118 Health & Wellness (2)
This course will focus on concepts of health screening, patient education, complementary therapies and environmental safety needs in a variety of client settings and among a variety of age groups. Pre or co-requisites: CAHS 120, 121, 122, 123

NURS 124 Medical Management II (3)
This theory course will include pathophysiology, system specific assessments, diagnostic and lab values, complications of diagnostic tests, therapeutic procedures, potential and actual complications of procedures, unexpected results of procedures, and emergency situations related to: Urinary and renal: urinary diversions, renal failure, UTI, calculi, nephritis, enuresis Immune and HIV: autoimmune diseases, LE, allergy and anaphylaxis, hives Hematological: anemia, sickle cell, ITP, hemophilia, splenic disease and injury Cancer including leukemia & radiation therapy.

NURS 150 Health Assessment (3)
This course provides theory and practice in comprehensive health assessment. Health history taking methods, physical examination skills, health promotion techniques, clinical assessment tools, and the use of age related data instruments will be the content foci for lectures and clinical experiences. This course has a lab component. Pre-requisites: NURS105 and 108 2 hours classroom, 3 hours clinical practice/week.

NURS 155 Family Health Nursing (3)
This course provides theory related to nursing care, health, and illness needs of the clients throughout the life span. Issues related to family structure and wellbeing are incorporated into the content. Pre-requisites: NURS 105, 118 Co-requisite: NURS 108

NURS 160 Clinical Nursing I (2)
This clinical course will provide opportunities for direct nursing care to clients in a variety of settings, including long term care, acute care, and community

agencies where students may apply content from all theory courses to date and specifically Health Assessment and Family Health Nursing. Clock hours: 6 hours/week. Pre-requisites: NURS 105, 108 Co-requisites: NURS 150, 155

NURS 165 Pharmacology & Pathophysiology for Nurses (4)

This course combines two related science fields essential to nursing. Basic principles of pharmacology including pharmakinetics, pharmaceutics and pharmacodynamics are presented; as well as emphasis on selected disease processes including inflammation, immunity, vascular control mechanisms and basic genomics. Pre-requisites: CAHS 220, 221, NURS 105, 108 Co-requisites: NURS 150

NURS 180 LPN-to-RN Role Transition (5)

For LPN to RN articulation students only. This course will assist the student who has met the eligibility requirements for the LPN-to-RN articulation to make the transition from the LPN role to the Registered Professional Nurse role. An emphasis will be placed on advancing into professional nursing practice through a combination of lecture seminar and clinical experiences Successful completion of this course allows the student to be exempt from NURS 101 and NURS 103 and receive three additional credits for degree. Prerequisites: ENGL 101, CAHS 120/121, 122/123, Pre-or Co-requisites CAHS 125/125L, COMM 202.

NURS 201 Mental Health Nursing (2)

This course focuses on the practice of nursing with persons experiencing mental disorders. Neurobiological, psychological, and sociological theories are explored. Emphasis is placed on the continued development of therapeutic communication skills. Pre-requisites: NURS 110, 112, 114, 116 Co-requisite: NURS 202, 203, 204, Pre-or Co-requisites CAHS 220/221, SOCI 203.

NURS 202 Adult Health Nursing II (3)

This course focuses on utilizing the nursing process in providing holistic care for persons that are experiencing complex health disorders. Emphasis is placed on individuals experiencing disorders of the cardiovascular, respiratory, endocrine, and musculoskeletal systems. Pre-requisites: NURS 110, 112, 114, 116 Co-requisite: NURS 201, 203, 204, Pre or Co-requisites CAHS 220/221, SOCI 203.

NURS 203 Mental Health Clinical Nursing (2)

This course assists students in establishing, maintaining, and terminating effective interactions with individuals and groups of people exhibiting psychosocial problems across the continuum of care. Co-requisite: NURS 201.

NURS 204C Adult Health Nurse II Clinical (2)

This continues the development of nursing care skills in a variety of clinical agencies. Patient situation are correlated to lecture content in NURS 202.

NURS 204L Adult Health Nurse II Lab (1)

This continues the development of nursing care skills in s supervised laboratory setting. Specific skills are correlated to lecture content in NURS 202.

NURS 205 Adult Nursing Care I (5)

This course focuses on the knowledge, skills and values necessary for the delivery of comprehensive nursing care of the patient in the acute care setting. An integrated biological, psychological, socio-cultural, environmental and spiritual approach to the care of the patient and his family will be employed. A systems approach is used to organize content. Pre-requisites: All nursing courses to this point Co-requisite: NURS 210, 214

NURS 206 Adult Health Nursing III (3)

This course continues to focus on the practice of holistic nursing with persons experiencing common medical surgical problems. Emphasis is placed on individuals with alterations in genitourinary, hematological, neurological function and with burn injuries. In addition, the student explores the relationship of environment to health. Pre-requisites: NURS 201, 202, 203, 204 Co-requisites: NURS 208, 222.

NURS 208C Adult Health Nurse III Clinical (2)

This continues the development of nursing care skills in a variety of clinical agencies. Patient situations are correlated to lecture content in NURS 208

NURS 208L Adult Health Nurse III Lab (1)

This continues the development of nursing care skills in a supervised laboratory setting. Specific skills are correlated to lecture content in NURS 206.

NURS 210 Mental Health Nursing (3)

This course provides theory of nursing care of clients with mental health needs. Using an integrative approach, course content is based on the biological, psychological, and socio-cultural aspects of behavioral disorders. Pre-requisites: NURS 105, 108, 150, 160, 165

NURS 211 Family Health Nursing II (2)

This course focuses on families with children emphasizing normal growth and development, health promotion, and maintenance through anticipatory guidance and continues developing the use of the nursing process. Select deviations from normal and restorative measures are discussed. Pre-requisites: NURS 110, 112, 114, 116, 201, 202, 203, 204. Co-requisite: NURS 213.

NURS 213 Family Health Nursing Clinical II (2)

This course provides the student with the opportunity to care for children and families in a variety of settings. Co-requisite: NURS 211.

NURS 214 Clinical Nursing II (4)

This clinical course will provide opportunity for the student to provide direct patient care to a variety of clients and in a variety of clinical agencies. Specific clinical foci will include inpatient and outpatient care of the adult patient with physical and mental health problems. Content and skills gained in previous nursing courses will be integrated in this course. Clock hours 12 hours/week Co-requisites: NURS 205, 214

NURS 222 Contemporary Nursing (3)

This course assists the student in examining a variety of issues involved in the practice of nursing within a changing society and health care environment. Topics explored include ethics, legal aspects, professional behaviors, lifelong learning, and patterns of health care delivery. This course must be taken in the students' final semester. Pre-requisites: NURS 201, 202, 203, 204. Co-requisite: NURS 206, 208, 211, 213.

NURS 235 Adult Nursing Care II (5)

This course continues the content from Adult Nursing Care I. A systems approach is used to organize content, but the complexity of the patient problems is greater. Pre-requisites: All nursing courses to this point Co-requisites NURS 236, 238

NURS 236 Clinical Nursing III (5)

This clinical course incorporates all theory and skills accumulated from previous nursing courses and enable the student to provide nursing care to multiple patients and /or complex patients in a primarily acute inpatient setting. A one on one preceptorship with an RN in a selected clinical area is included in this clinical. Clock hours 15 hours/week. Co-requisites: NURS 235, 238

NURS 238 Transition to Professional Nursing (2)

Pre-requisites: All nursing courses to this point. This course is intended to be taken during the final semester of the program.

NURS 299 Special Topics (1-4)

A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

ORIENTATION

ORIE 101 Orientation to College (3)

A course designed to help the student bridge the transition to the college environment.

ORIE 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

PARALEGAL STUDIES

PARA 120 General Law (3)
This course discusses various kinds of law: constitutional, civil, criminal, administrative, trends in legal practice, including specializations, hot topics and explores views of representing individuals who may be accused of certain types of crime, i.e., murder, rape, child molestation/abuse.

PARA 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

PARA 235 Torts/Causes of Action (3)
This course defines what a tort is and examines elements, proof, identification of different causes of action and remedies.

PARA 270 Real Estate/Wills and Estates (3)
This course examines real estate laws and drafting deeds, leases, contracts of sale, closing documents, and title searches. It serves as an overview of laws of probate, will drafting, and probate of estates. Prerequisites: PARA 101 and PARA 102.

PARA 293 Paralegal On-the-Job-Training (1–13)
This course is designed to award credit to those persons who have participated in a supervised on-the-job training program in criminal justice. Credit is awarded upon receipt of a letter from the on-site supervisor stating successful completion of on-the-job training assignments and the total number of actual hours involved in the training. (Credit hours earned for On-the-Job Training are calculated as 1 credit hour = 150 actual hours. Therefore a student must work 1950 actual hours to receive 13 credit hours.)

PARA 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

PHILOSOPHY

PHIL 101 Introduction to Philosophy (3)
This course introduces students to the major fields, problems, theories, and personalities of philosophy through the biographies and writing of leading thinkers.

PHLEBOTOMY

PLBT-101 Phlebotomy (3)
This course prepares students with the fundamentals of phlebotomy. Both theory and hands-on experience are provided. Course content includes the history of phlebotomy, basic anatomy and physiology, infection control, specimen collection, various venipuncture techniques, dermal punctures, venipuncture complications, point-of-care testing, legal issues, and special non-blood specimen collection techniques. Prerequisite: CAHS 100 and MAST 202. Corequisite: MAST 206.

PLBT-102 Phlebotomy Clinical Externship (3)
This course allows students to work in a CLIA approved laboratory setting and function under direct supervision of a phlebotomist. The externship is one hundred (100) uncompensated hours in length. Students are expected to perform a minimum of 100 successful blood collection procedures including venipunctures and dermal punctures. Phlebotomy competencies will be evaluated by a phlebotomy preceptor(s) and under the direction of a medical assistant instructor. The student needs to contact the medical assisting program department upon registering for this course. Early registration is encouraged to allow time to make arrangements for the externship experience. The student is expected to follow all policies and procedures of their designated externship site. Prerequisite: PLBT 101 or CAHS 153.

PHYSICAL THERAPY ASSISTANT

PTA 101 Intro to Physical Therapy (2)
History of the physical therapy profession and survey of general physical therapy services. Legal and ethical requirements for the physical therapist assistant are introduced. The Americans with Disabilities Act and architectural barriers are studied.

PTA 102 Patient & Professional Relationship (2)
Recognition of the reactions of the health care worker, patient, and family to illness and disability is discussed. The influence of race, class, age, ethnic origin, and gender on the physical therapist assistant and patient relationship is explored. The stages of adjustment to disability and death and dying are described. Communication skills between PTA, patient, family and other health care providers are developed.

PTA 103 Intro to Patient Care (3)
An introduction to basic patient care procedures such as positioning, transferring, ambulating, dressing, fitting ambulation aids, and taking vital signs. Universal Precautions, isolation, and aseptic principles will be presented. Skills in basic note writing will be developed.

PTA 104 Physical Agents (4)
This course includes the lecture and lab study of thermal agents, compression, and massage. Skills in surface anatomy and goniometry are developed. Topics include electrical stimulation, traction, and manual muscle testing. Upon completion, students are able to correctly and safely apply these techniques in a laboratory setting while assessing the physiologic response and observing indications and contraindications. Also, students can write appropriate progress notes, and demonstrate knowledge of the physiological principles involved.

PTA 105 Kinesiology (3)
This course provides a study of human movement and related mechanical principles. Topics include detailed musculoskeletal anatomy and physiology. Upon completion, student will be able to analyze a functional task and identify component joint motions and muscle actions.

PTA 106 Clinical Education I (1)
Initial clinical experience for students. Forty hours spaced throughout the semester introduces the various settings of a physical therapy practice - acute care, transitional care, out-patient clinic, home health, skilled nursing facility, rehabilitation unit, and the school system. The student may participate in the clinic's activities only if their skills have been checked-off in the course laboratory setting.

PTA 107 Clinical Education II (3)
A concentrated fifteen day, 120 hour clinical experience dedicated to modality application and the study of goniometry and manual muscle testing. The student will be assigned to a clinical setting that utilizes the modalities studied. The student will begin to assess patient response to treatment and be prepared to adjust the therapeutic intervention accordingly.

PTA 109 Physics for PTA (1)
This is an introductory physics course for students wishing to enter the PTA certification program. Students will be introduced to the following concepts: Newton's Laws of Motion, Linear Motion, Circular Motion, Gravity, Work and Energy, Momentum, Vectors, Rotational Motion, Energy, Waves and Sound, Heat, and Heat Transfer.

PTA 199 Special Topics (1-4)
A special topics course will have a different course description for each course offered under this special topics code. The division will keep a record of every special topics course offered with this subject code, including course description.

PTA 201 Therapeutic Exercise (4)
The principles and techniques of therapeutic exercise will be introduced. Topics also include gait analysis, posture assessment, and chest physical therapy. Upon completion the student will plan, implement, and assess the response to an exercise plan in a laboratory setting.

PTA 202 Orthopedics (4)
The dysfunctions caused by and intervention strategies for musculoskeletal disorders, amputations, wounds, and burns will be examined. Upon completion, the student will be able to combine previously and newly learned procedures and strategies to carry out an orthopedic care plan in a laboratory setting.

PTA 203 Neurology (4)
The dysfunctions caused by and intervention strategies for peripheral and nervous system disorders will be examined. Upon completion the student will be able to combine previously and newly learned procedures and strategies to carry out a neurologic care plan in a laboratory setting.

PTA 204 Clinical Education III (5)
This rotation consists of two hundred hours over a five week period that will allow the student to begin the process of working within the physical therapy Plan of Care. The emphasis will be to implement, develop, and progress a therapeutic exercise program for the patient to address the impairments of decreased range of motion, decreased strength, decreased endurance, or motor control deficit.

PTA 205 Capstone Seminar (1)
This intense five week seminar examines the expectations for an entry level physical therapist assistant and focuses on preparation for clinical rotations and entry into the profession. Previously learned and new material relating to safety, plan of care, communication, professional behavior, and knowledge are tied to the role of the PTA.

PTA 206 Clinical Education IV (5)
This five week, 200 hour clinical assignment allows the student to apply all previously learned theory and skills to patient care in a clinical setting. Each student is assigned to a clinical center to perform physical therapy modalities and procedures on a variety of patients.

PTA 299 Special Topics (1-4)
A special topics course will have a different course description for each course offered under this special topics code. The division will keep a record of every special topics course offered with this subject code, including course description.

POLITICAL SCIENCE

PSCI 100 Introduction to Political Ideology (3)
This course provides an overview of major political ideologies that shaped the historical political landscape of the world and the United States and will hive shape to the 21st century. An examination of democracy, liberalism, conservatism, socialism, and fascism (along with many other 'isms') provide the student with a sense of history and structure.

PSCI 101 American Federal Government (3)
This course involves the study of the functions and administration of government in the United States.

PSCI 102 State & Local Government (3)
This survey course covers the history and operations of state and local government. Some of the topics include state & local politics, state constitutions, state legislation, state governors, the justice system, and financing of state and local government.

PSCI 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

PSCI 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

PRINT TECHNOLOGY

PRNT 101 Introduction to Print (2)
This course introduces students to a variety of printing and binding processes used in the graphic communications industry. Emphasis will be placed on those processes used In the areas of web offset, sheet-fed, gravure, and flexography printing. Topics will be covered by professionals working in the field and will be supported by tours of facilities utilizing the process.

PRNT 103 Optimizing Workflow (3)
This two-day seminar is presented by GATF instructors. The main topic of this session is how to successfully create color on press consistently in order to satisfy customers and eliminate the cost of remakes. Students will learn how to critically analyze the production operation they are using to isolate the problem areas and then begin a plan to correct.

PRNT 104 Introduction to Desktop Publication (3)
Basic Mac skills and intro levels to Adobe Photoshop 6.0, Adobe Illustrator 9.0, QuarkXPress 4.04, and Adobe Acrobat will be taught. Students will receive 12 hours of lab time to complete lessons in all instructed applications. An emphasis will be placed on skills needed to open and process third party files following standardized manufacturing techniques.

PRNT 105 Certified Printing Service Specialist (3)
Students will work as a study group in preparation for a national certification exam administered by the Society for Service Professionals in Printing. During the 13 weeks of class, students will be responsible for reading a two-volume handbook covering all aspects of the graphic communications industry. Weekly "mini-exams" are administered to further prepare the class for the exam at the conclusion of the class. Students will travel within 5 counties of WV, VA and MD to tour printing facilities supporting classroom instruction. If successful in passing the certification test - the student will become a Certified Printing Service Specialist.

PRNT 107 Leading and Facilitating Process Improvement Teams (1)
This two-day course provides team leaders and facilitators with a fundamental understanding of how to effectively guide their teams to goal achievement. Topics to be covered: the role of team members, team development, launching a team, facilitating and evaluating the team's experience.

PRNT 108 Managing Your Department (1)
Topics to be explored: effectively managing a meeting, using participatory decision making and problem solving styles, communicating for positive results, running your department like an entrepreneurial enterprise. The class is designed to be participatory and will incorporate actual work situations. The attendees will leave the course with a plan for implementing workshop suggestions into their own environment.

PRNT 109 Introduction to Color Theory and Measurement (1)
The basics of color theory will be covered in this course. Students will gain an understanding of the additive and subtractive primary colors and how this theory applies to the graphic arts industry. Additionally, students will be exposed to the tools of color measurement: spectrophotometer, densitometer, and colorimeters. An objective for the class will be to gain understanding about what is realistic and possible when attempting to satisfy a customers' color expectations.

PRNT 110 Introduction to QuarkXPress (1)
Students will be exposed to and work in a variety of page creation features such as type, type flows, runaround, creating master templates, creating new documents, picture usage and print styles. Class projects will support instructor lecture.

PRNT 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

PRNT 201 Inter/Advance Photoshop (3)
Intermediate and advanced levels of Photoshop 6.0 will be taught. Students will receive 45 hours of lab and class time to complete lessons. A quick review of the basics and understanding the work area will precede working with: layers, paint and editing, masks and channels, photo retouching, pen tools techniques, creating special effects, combining Illustrator graphics, Photoshop Images and producing and printing consistent color.

PRNT 202 Advanced QuarkXPress (1)
Students will receive instruction and lab instruction to work with building pages, master pages, type and typography, copy flow printing and color management.

PRNT 203 Advanced Photoshop (1)
In a condensed 2-day course, students will cover: working with layers, paint and editing, masks and channels, photo re-touching, pen tool techniques, creating special effects, and combining Illustrator graphics.

PRNT 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

PSYCHOLOGY

PSYC 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

PSYC 203 Introduction to Psychology (3)
This survey course introduces the core areas of psychology, including neuropsychology, learning and memory, intelligence, developmental psychology, stress and health, personality, abnormal psychology, psychotherapy, and social psychology.

PSYC 205 Abnormal Psychology (3)
This course introduces students to both the science and the personal aspects of abnormal psychology through developing an understanding that abnormal psychology is about understanding individual in society. This course will emphasize the use of case studies to present the most cutting edge information on abnormal psychology by covering methods and treatment in context. Material presented will integrate the biological, psychological, and social perspectives associated with abnormal psychological study.

PSYC 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

SAFETY TECHNOLOGY

SAFT 113 General Physical Science for Safety Technology (3)
A fundamental survey of physics and chemistry with special emphasis on practical application in fire prevention, fire hazards, and fire suppression.

SAFT 151 Fundamentals of OSHA (3)
This course provides a detailed review of various Occupational Safety and Health Administration (OSHA) regulations including: Hazard Communication, Confined Space, Lockout/Tagout, Personal Protective Equipment, Hazardous Waste Operations and Emergency Response, Emergency Action and Fire Prevention Plans and Respiratory Protection.

SAFT 180 Hospital Security Management (3)
An introduction to hospital security management practices, this course covers program development, implementation and management, budgeting, personnel staffing, identification of security vulnerabilities, investigation techniques, and information management practices applicable to healthcare facility security.

SAFT 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

SAFT 205 Building Code and Inspection (3)
This course gives the student an understanding of blueprint reading, plans review, code enforcement and compliance and understanding of various building codes and how they related to today's society.

SAFT 209 Industrial Hygiene (3)
This course examines the principles of industrial hygiene applicable to various industries. Topics covered include the recognition of chemical, physical, biological, and environmental hazards, methods of hazard control and mitigation and use of various environmental testing and monitoring equipment.

SAFT 210 Introduction to Emergency Management (3)
This course gives the basic principles of emergency management. This course discusses prevention, mitigation, response and recovery to human environmental, natural, and radiological hazards. This course is designed to give a starting point in developing a hazard vulnerability analysis, which will prioritize hazards and attempt to reduce the impact of the hazard through preparation.

SAFT 211 Introduction to Environmental Management (3)
This course provides the basics in understanding environmental laws, and regulation in relation to the workplace and will give the safety professional a starting point to evaluate environmental issues in the workplace and strategies how to deal with those issues.

SAFT 220 Safety Management I (3)
Students learn to analyze hazard problems, to evaluate alternative solutions, and to design the required hardware, devices, and methods needed to eliminate hazards in a variety of industrial applications. Industrial and accident prevention laws pertaining to industrial safety and health, including workers' compensation laws, OSHA regulations, and industrial property protection laws, are examined.

SAFT 221 Safety Management II (3)
A continuation of SAFT 220 Safety Management I, this course introduces the more advanced techniques and principles of safety program management. Using real-life scenarios as study models, the course overviews the elements or a viable safety program. Prerequisite: SAFT 220.

SAFT 232 Hospital Safety I (3)
An introduction to hospital safety management practices, this course covers program development, implementation and management, job safety analysis, hazard recognition, safety inspections, safety committees, fire safety and industrial hygiene practices applicable to healthcare facilities.

SAFT 233 Hospital Safety II (3)
A continuation of SAFT 232, this course provides an in-depth review of safety and environmental compliance issues applicable to healthcare facilities. Topics Include blood borne pathogens, radiation safety, laser safety, biological, and hazardous waste management.

SAFT 234 Security Management (3)
This course looks at personnel, loss control, electronic and other various means of facility security. This course will look at the management of resources, purchasing of equipment of the cost/benefit in investing in various security practices and systems.

SAFT 235 Construction Safety (3)
This course is designed to give the student an understanding and basics of construction safety. This course will review CFR 1926 standards and how they apply to construction. The course is for the safety manager who works with construction on-site or managing safety for a construction company or contractor.

SAFT 240 Industrial Fire Protection (3)
This course emphasizes principles of industrial fire protection systems, including alarms, detection, and sprinkler protection. The course also provides information on employee response to emergencies in the work setting, following CFR 1910.38, CFR 1910.156, and NFPA 600 standards.

SAFT 241 Accident Investigation (3)
This course assists the safety manager to conduct thorough and complete investigations for incidents or events in a systematic approach. This benefits the safety manager by giving proper information and procedure needed to complete accurate incident reports.

SAFT 242 Loss Control and Recovery (3)
This course evaluates eliminating and reducing losses to the business environment through evaluation of injuries, near-misses, and property damage. This course evaluates environmental controls, personal protective equipment, and elimination/substation to work with a variety of workplace hazards. This course also looks at injury reports, workers compensation statistics and other loss contributors to the workplace.

SAFT 280 Directed Study Safety Technology (1–6)
This variable credit course allows students to pursue a Safety Technology research project of particular interest. Students registering for this course must have prior approval from the Program Coordinator for Safety Technology.

SAFT 292 Internship In Safety Technology (3)
This course involves practical experience in fire service organizations in which the student engages in on-the-site activities of a practical nature. Interns learn how to translate classroom theory and methods into professional skills. Activities are under the supervision of trained personnel. Application for the internship must be made to the fire science program advisor.

SAFT 293 Safety On-the-Job-Training (1–13)
This course is designed to award credit to those persons who have participated in a supervised on-the-job training program in safety technology. Credit is awarded upon receipt of a letter from the on-site supervisory stating successful completion of on-the-job training assignments and the total number of actual hours involved in the training. (Credit hours earned for On-the-Job Training are calculated as 1 credit hour = 150 actual hours. Therefore, a student must work 1950 actual hours to receive 13 credit hours.)

SAFT 295 Safety Degree Evaluation (2)
This capstone course is designed to "put it all together" for the student who is about to graduate with an A.S. in Safety Technology. This course evaluates the student's knowledge of the program, including but not limited to chemistry, industrial fire protection, emergency management, basic fire suppression, strategies and tactics, fire investigation, and management practices.

SAFT 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

SOCIOLOGY

SOCI 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

SOCI 203 General Sociology (3)
This course introduces the student to the concepts and theories that pertain to social relationships and social organization. The course covers topics that range from micro interpersonal relationship to macro social structures.

SOCI 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

SPANISH

SPAN 101 Spanish I (3)
Spanish 101 is an introductory course designed to expose beginning students to basic language skills. In this course, students develop the fundamentals of communication, listening, and comprehension, speaking and reading Spanish. Elementary knowledge of Hispanic culture will be implemented in this course as well as composition writing.

SPAN 102 Spanish II (3)
Spanish 102 builds upon the basic grammatical structures introduced in Spanish 101 and continues to develop skills such as pronunciation practice, listening comprehension, and "guided" composition. Correct speaking is emphasized. An elementary knowledge of Hispanic countries continues to be implemented in the class.

SPAN 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

SPAN 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

SURGICAL TECHNOLOGY

SURG 101 Introduction to Surgical Technology (4)
This course introduces the student to the broad field of surgical technology and incorporates professional responsibilities from an ethical, legal, and historical aspect of the surgical environment.

SURG 105 Surgical Techniques/LAB (5)
This course acquaints the student with the skills necessary to function as a beginning technologist. A satisfactory performance is required in the activities. Emphasis is placed on the surgical scrub, gowning, and gloving, establishing a sterile field, draping materials, needles, suture, basic instrumentation, preparation and sterilization of supplies. The laboratory will allow the student to develop his/her skills in positioning and transporting of patients as well as developing proficiency as a beginning Surgical Technologist.

SURG 107 Surgical Tech Medical Terminology (1)
This course begins with an introduction of basic elements and then progresses to building medical words. The student will cover medical words that apply to the individual body systems.

SURG 110 Surgical Anatomy & Physiology I (3)
This first-semester course will introduce students to basic anatomy and

physiology in preparation for surgical procedures. Topics include the organization of the human body and the structure and function of the integumentary, skeletal, muscular, nervous, lymphatic, and digestive systems. The study of cells, tissues, and organs is also included in this course.

SURG 120 Surgical Procedures I (3)
This course is a review of anatomy, pathology, diagnostic procedures and surgical interventions for surgical procedures in the following areas: general surgery, OB/GYN surgery, minor orthopedic surgery and urology. Laparoscopic and endoscopic procedures are integrated in this course.

SURG 140 Introduction to Microbiology for Surg Techs (2)
This course is designed to place an emphasis on the foundations of aseptic technique, including infection control, the immune process, wound healing, and the handling of tissue samples in relationship to the surgical environment.

SURG 202 Pharmacology for Surgical Tech (3)
This course introduces pharmacology as it relates to surgical intervention in the operating room. Topics of study include medication calculations, measurements, administration, terminology, and handling and reviewing of certain drug classifications as they relate to surgical patients.

SURG 206 Ethics and Standards (2)
This course will help prepare the surgical tech for employment. Students are introduced to employment agencies, learn job search skills, learn interview techniques, write a resume, and build a portfolio. Personal and professional growth is developed by emphasizing continuing education, professional membership, and acquisition of certification.

SURG 210 Surgical Anatomy & Physiology II (3)
This second-semester course will stress the structure and functional aspects of the special senses, circulatory, respiratory, urinary, reproductive, and endocrine systems.

SURG 225 Surgical Procedures II (3)
This is a continuation of Surgical Procedures I. A review of anatomy, pathology, diagnostic procedures and surgical interventions for surgical procedures in the following area: Ophthalmic, oral and maxillofacial, plastic and reconstructive, cardiothoracic, peripheral vascular, and neurosurgery.

SURG 250 Biomedical Science (2)
This course will introduce students to the technological sciences for the operating room, including basic computer knowledge, electricity, physics, and robotics.

SURG 292 Surgical Tech Clinicals (10)
This course covers equipment, instruments, sutures, drains, and dressings required for surgeries in various surgical specialties. Additionally, proper handling of syringes and hypodermic needles as well as division duties when establishing a sterile field will be covered. Students will participate as a member of the surgical team under the supervision of a clinical instructor or an affiliate hospital staff member in an aseptic environment.

TRI-COUNTY EDUCATION WORKSHOPS

EDTR 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

EDTR 299 Special Topics (1-4)
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WORKFORCE DEVELOPMENT

GAME 100 Introduction to Table Games (1)
This course covers the general responsibilities of the dealer and is a prerequisite for other table games training courses. Emphasis is placed on correct chip handling techniques, identifying the value of each color chip, learning to read the total value of a bet, and pit procedures.

GAME 101 Blackjack (2)
This course covers the fundamentals of dealing Blackjack. Emphasis is placed on card totaling, chip handling and cutting, card shuffling and card placement. Attention is given to game and accounting procedures, accuracy, and speed.

GAME 102 Midi Baccarat (2)
This course is designed to train students in all aspects of dealing Midi Baccarat. Students will learn about the equipment used, the rules and object of the game, check handling and odds. Extensive hands on training is used to assist students in mastering all aspects of this exciting game.

GAME 103 Poker (2)
This course covers the fundamentals of dealing Poker. Instruction is provided in the fundamentals of rake/antes/blind bets, game rules and regulations, dealer's responsibilities and game security.

GAME 104 Roulette (2)
This course covers the fundamentals of dealing Roulette. Emphasis is placed on chip handling, table layout, accurate and quick mental multiplication, and accuracy in clearing the table.

GAME 105 Craps (4)
This course covers the fundamentals of dealing craps. Emphasis is placed on the knowledge of the procedures on a variety of bets, accurate and quick mental multiplication and chip handling. Special attention is given to game procedures, accounting procedures, accuracy and speed.

GAME 106 Novelty (2)
Novelty Game training focus' on a group of highly popular games including Let It Ride, Three Card Poker, Four Card Poker, Texas Hold Em Bonus, and the Big Six. Students will learn skills such as card delivery, rule sets, and payout structures for all five games.

GAME 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

GAME 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

WORK 101 Workplace Readiness (1–4)
This workforce-based course enhances employees' outcomes and duties at their current positions.

WORK 102 Microsoft Office (1–4)
This workforce-based course enhances employees' computer efficiency in the workplace.

WORK 199 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

WORK 299 Special Topics (1-4)
A special topic (ST) has a different course description for each course offered under the ST code. The division will keep a record of every special topics course offered with this subject code, including the course description.

Blue Ridge Community and Technical College Faculty

Dr. Peter G. Checkovich (1987)
President
Professor of Education
B.A. University of Virginia (1971)
M.Ed. (1975) Ed.S. (1979) Ed.D. (1985)

ECONOMIC AND WORKFORCE DEVELOPMENT

Dr. Ann Shipway (2002)
Vice President of Economic and Workforce Development
Associate Professor of Workforce Development
A.A.S., A.A Allegany College of Maryland (1986)
B.A. College of Notre Dame of Maryland (1988)
M.A. College of Notre Dame of Maryland (1993)
Ed.D. West Virginia University (2009)

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Curriculum Development and Technical Writing Instructor
B.A. Shepherd University (2008)

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Coordinator/Assistant Professor of Mathematics
A.A. Garrett College (2001)
B.S. Shepherd College (2003)
M.Ed. Frostburg State University (2007)

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A.A.S. Baltimore's International Culinary Art Institute (2004)

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Director of Workforce and Engineering Technologies
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Assistant Professor
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A.A.S. Shepherd College (1999)
R.B.A. (2000)
M.A. West Virginia University (2004)

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AAS Academy of Culinary Arts (1991)
Bachelor of Arts in Secondary Education (2010)

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A.A.S. Baltimore's International Culinary Art Institute (1988)

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M.S. Ed. Western Kentucky University (1980)

HEALTH SCIENCES

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Vice President of Instruction
B.A. West Virginia Wesleyan College (1982)
M.Ed. (1990)
Ed.D. West Virginia University (2004)

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M.Ed. Kent State University (1981)

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Assistant Professor of Nursing
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B.S. University of Maryland (1997)
M.S.N. University of Phoenix (2006)

Dr. Nancy Kelly (2007)
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A.N.D. Fairmont State College (1980)
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M.S.N. University of Virginia (2007)
D.N.P. University of Virginia (2011)

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M.S. University of Maryland (1977)

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D.P.T. Shenandoah University (2005)

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B.S. University of North Carolina (1989)
M.S. University of North Carolina (1992)

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M.S.N. Walden University (2008)

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M.S.N. (1993)

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Clinical Coordinator Physical Therapist Assistant
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A.S. Pennsylvania State University (1997)
B.A. Marshall University (2011)

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Chair of AHS/ MA Program Coordinator
B.A. Carson-Newman College (1986)
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John Westerfeld (2008)
Assistant Professor of Chemistry
B.S. Santa Clara University (1967)
M.S. Catholic University of America (1973)

DIVISION OF ARTS

Dr. Billie A. Unger (1987)
Dean of Division of Arts
Professor of Developmental English
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Ed.S. George Washington University (2005)

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James Ralston (1984)
Assistant Professor
B.A. Alma College (1966)
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Division of Business and Computer Technologies

R. Craig Miller (2005)
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B.S. Shepherd College (1998)
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Assistant Professor
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M.Ed. Waynesburg University (2006)

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A.A.S Blue Ridge Community and Technical College

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B.A. West Virginia University, 2007

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B.A. The University of the South, Sewanee (1996)
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B.A. American University (1991)
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B.S. King's College (1986)
M.B.A. Wilkes University (1991)

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M.B.A. Frostburg State University (2003)

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B.S. Bloomsburg University (1984)