PIERPONT COMMUNITY & TECHNICAL COLLEGE

ACADEMIC CATALOG

2013-2014
# Table of Contents

- Message from the President ................................................................. 7
- **2013-14 Academic Calendars** ............................................................... 8
  - 2013 Fall Semester ................................................................................. 8
  - 2014 Spring Semester ............................................................................ 8
  - 2014 Summer Term I ............................................................................. 8
  - 2014 Summer Term II ........................................................................... 8
- Pierpont History and Mission Statement .................................................. 9
  - Introduction .......................................................................................... 9
  - Brief History Timeline ........................................................................ 9
  - Mission Statement ............................................................................... 9-10
  - Philosophy & Objectives ..................................................................... 10-11
- **Strategic Priorities 2011-2015** ............................................................ 12
  - Legislated Purpose ............................................................................. 12
  - Strategic Vision, Guiding Principle and Campus Concept ................... 12
  - Goals .................................................................................................. 12
- **Policy and Compliance** ....................................................................... 13
  - Policy and Compliance ........................................................................ 13
  - Accident Policy ................................................................................... 13
  - Sexual Violence Policy ........................................................................ 13
- **Campus Support** .............................................................................. 14
  - Career Services .................................................................................. 14
  - Advising Center .................................................................................. 14
  - Tutoring Services ................................................................................ 14
  - Math/Writing Center .......................................................................... 14
  - Disability Services ............................................................................. 14
  - Libraries Introduction ......................................................................... 14
  - Library Services .................................................................................. 14
  - Interlibrary Loan ................................................................................ 14
  - Online Services .................................................................................. 14
- **Campus Resources** .......................................................................... 15
  - Fairmont/Locust Ave Campus Residence Halls & Apartments ............ 15
  - Parking ................................................................................................ 15
  - Falcon Center ...................................................................................... 15
  - Bookstore ............................................................................................ 15
  - Copy Center ........................................................................................ 15
  - Dining Hall ......................................................................................... 15
  - Food Court & Convenience Store ......................................................... 15
  - Starbucks at the Library ..................................................................... 15
  - Student Health Services ..................................................................... 15
  - Counseling Services ........................................................................... 15
- **Activities and Organizations** ............................................................... 16
  - Student Government ........................................................................... 16
  - Clubs, Honorees & Social Organizations ............................................ 16
  - Non-Traditional and Multi-Cultural Students .................................... 16-21
Intramural & Club Sports .............................................................. 22
Fine Arts – Music, Theater, Forensics ........................................... 22
Student Publications ................................................................. 22
Religious Organizations .............................................................. 23
Special Programs ........................................................................... 24
Adult Learning Center .................................................................. 24
Board of Governors Degree .......................................................... 25
EDGE (Earn a Degree Graduate Early) ........................................... 26
Laboratory Preschool .................................................................... 27
Community Education ................................................................... 28
Testing Center ............................................................................... 28
Pearson Vue® Authorized Testing Center ..................................... 28
College Board (CLEP) Testing ..................................................... 28
Microsoft Office Specialist Certification Testing.......................... 28
Vocational Career Projects .......................................................... 29
Weekend College .......................................................................... 30
Expenses and Financial Aid .......................................................... 31
Payment of Tuition and Fees ........................................................ 31
Tuition and Fees (2013-2014) ....................................................... 31
Special Fees (Non-Refundable) ..................................................... 32
Other Fees – Applied as Appropriate .......................................... 32
Special Fees – Program Specific ................................................... 32-33
Refund Policy for Tuition Fees .................................................... 34
Fall and Spring Semester Terms .................................................. 34
Summer Semester Terms ............................................................ 34
Room and Board Rates .............................................................. 34
Residence Hall Semester Rates 2013-2014 .................................. 35
Apartment Semester Rates 2013-2014 ........................................ 35
Food Service Semester Rates ...................................................... 35
Financial Aid ............................................................................... 35
Need-Based Aid .......................................................................... 35-36
Scholarship Aid ........................................................................... 36
Sources of Financial Aid ............................................................. 36
Definition of an Academic Year ................................................... 36
Procedures for Obtaining Financial Aid ....................................... 36
Standards of Satisfactory Academic Progress .............................. 37
Qualitative Progress ..................................................................... 37
Quantitative Progress ................................................................... 37
Failure to Meet SAP Standards ................................................... 37-38
Appeal Process ........................................................................... 38
Academic Amnesty Courses ........................................................ 38
Repeating a Course ..................................................................... 39
Nonstandard Courses ............................................................... 39
Title IV Financial Aid Return of Aid Policy .................................. 39
Withdrawal Example ..................................................................... 39
Example of Return of Title IV Calculation .................................. 39-40
Veteran’s Policies ......................................................................... 41
Class Attendance ......................................................................... 41
Midterm Review ........................................................................... 41
Final Grade for All Courses Attempted ......................................... 41
Suspension .................................................................................... 41
Summary ....................................................................................... 41
Procedure for Military Deployment ............................................. 41-42
Late Registration ................................................................. 57
Repeating a Course .............................................................. 57
Education as Follows ........................................................... 57-58
Schedule Changes ............................................................... 58
Semester Load ................................................................. 58
Summer School ............................................................... 58
Withdrawal from Pierpoint ............................................... 58
Academic Regulations ........................................................ 58
Academic Dishonesty ......................................................... 59
Academic Forgiveness Policy
(Approved by Faculty Assembly October 11, 2012) ........... 60-61
Probation/Suspension Policy ............................................... 61
Satisfactory Academic Standing ........................................ 61
Unsatisfactory Academic Standing ..................................... 61
Academic Probation .......................................................... 61
Academic Suspension ....................................................... 61-62
Graduation Information ...................................................... 62
Application for Graduation ............................................... 62
English Performance ........................................................ 62
GPA ................................................................................. 62
Graduation with Honors ..................................................... 62
Military Service Credit ........................................................ 62
Minimum Residence Requirements .................................... 62
Transient Credit .................................................................. 62
Transcripts ......................................................................... 63
Credit Hour Definition at
Pierpont Community & Technical College ....................... 63
Program Designations and Requirements ......................... 64-65
Degrees ............................................................................. 66
Associate in Arts Degree (AA) ............................................ 66
Associate in Science Degree (AS) ....................................... 66
Associate in Applied Science Degree (AAS) ....................... 66
Certificate in Applied Science Degree (ASA) ..................... 67
Other Programs, Advanced Skill Set & Skill Set .................. 67
Pierpont Quality Improvement Project ............................... 67
Pierpont General Education Statement .............................. 67-68
Graduate Outcomes & General Education Essentials .......... 68
WVCTCS Title 135 Procedural Rule Series 11 – Current
General Education Course Requirements .......................... 68-69
Graduation Assessments .................................................... 70
Programs of Study .............................................................. 71
Accounting Paraprofessional ............................................. 71
Administrative Assistant ................................................... 72-73
American Sign Language Communication .................... 74-75
Applied Design, Fashion Design ....................................... 76-79
Applied Design, Interior Design ......................................... 76-81
Aviation Maintenance Technology .................................... 82-85
Ballroom Dance ............................................................. 86-88
Board of Governors ......................................................... 89-90
Business Technology, Accounting .................................... 91-95
Business Technology, General .......................................... 91-95
CAD (Computer Aided Drafting) ....................................... 96-97
Classroom Teacher’s Aid .................................................. 98
<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Teaching Assistant</td>
<td>99-100</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>101-103</td>
</tr>
<tr>
<td>Drafting/Design Engineering Technology</td>
<td>104-106</td>
</tr>
<tr>
<td>Early Childhood</td>
<td>107-109</td>
</tr>
<tr>
<td>Early Childhood Teacher’s Aide</td>
<td>110</td>
</tr>
<tr>
<td>Early Childhood Teaching Assistant</td>
<td>111-112</td>
</tr>
<tr>
<td>Electric Utility Technician</td>
<td>113-115</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>116-119</td>
</tr>
<tr>
<td>Emergency Medical Services, Technician-Paramedic</td>
<td>120-121</td>
</tr>
<tr>
<td>Entrepreneurial Studies</td>
<td>122-123</td>
</tr>
<tr>
<td>Events Management</td>
<td>124-125</td>
</tr>
<tr>
<td>Food Service Management, Dietary Manager Specialization</td>
<td>126-129</td>
</tr>
<tr>
<td>Food Service Management, Culinary Arts Specialization</td>
<td>130-132</td>
</tr>
<tr>
<td>Food Service Management, Pastry &amp; Baking Arts</td>
<td>133-135</td>
</tr>
<tr>
<td>Food Service Management, Resort &amp; Hotel Management</td>
<td>136-138</td>
</tr>
<tr>
<td>Graphics Technology</td>
<td>139-141</td>
</tr>
<tr>
<td>Graphics Technology, Internet Publishing Concentration</td>
<td>139-141</td>
</tr>
<tr>
<td>Graphics Technology, Print Publishing Concentration</td>
<td>139-141</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>142-143</td>
</tr>
<tr>
<td>Homeland Security, Aviation Concentration</td>
<td>144-148</td>
</tr>
<tr>
<td>Homeland Security, Criminal Justice Concentration</td>
<td>144-148</td>
</tr>
<tr>
<td>Homeland Security, EMS Concentration</td>
<td>144-148</td>
</tr>
<tr>
<td>Information Systems Technology</td>
<td>149-151</td>
</tr>
<tr>
<td>Interpreter Training</td>
<td>152-154</td>
</tr>
<tr>
<td>Laboratory Assistant</td>
<td>155-157</td>
</tr>
<tr>
<td>Liberal Studies</td>
<td>158-159</td>
</tr>
<tr>
<td>Liberal Studies, Museum Work Studies Concentration</td>
<td>160-162</td>
</tr>
<tr>
<td>Liberal Studies, Social Work Concentration</td>
<td>163-166</td>
</tr>
<tr>
<td>Licensed Practical Nursing</td>
<td>167-169</td>
</tr>
<tr>
<td>Mechatronics Technology</td>
<td>170-172</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>173-175</td>
</tr>
<tr>
<td>Museum Studies</td>
<td>176-179</td>
</tr>
<tr>
<td>Occupational Development</td>
<td>178</td>
</tr>
<tr>
<td>Occupational Development, Early Childhood Practitioner</td>
<td>179-181</td>
</tr>
<tr>
<td>Office Management &amp; Technology, Administrative Office</td>
<td>182-186</td>
</tr>
<tr>
<td>Office Management &amp; Technology, Medical Office</td>
<td>182-186</td>
</tr>
<tr>
<td>Office Technology</td>
<td>187</td>
</tr>
<tr>
<td>Para-Education</td>
<td>188-190</td>
</tr>
<tr>
<td>Paraprofessional in Education</td>
<td>191-192</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>193-195</td>
</tr>
<tr>
<td>Paralegal Studies, Landwork Concentration</td>
<td>196-197</td>
</tr>
<tr>
<td>Petroleum Technology Certificate in Applied Science</td>
<td>198-200</td>
</tr>
<tr>
<td>Petroleum Technology Associate in Applied Science Degree</td>
<td>201-205</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>206-207</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>208-211</td>
</tr>
<tr>
<td>Power Plant Technology Certificate</td>
<td>212-213</td>
</tr>
<tr>
<td>Power Plant Technology Associate in Applied Science</td>
<td>214-216</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>217-221</td>
</tr>
</tbody>
</table>
ServSafe ........................................................................................................... 222
Technical Studies ................................................................................................. 223-225
Technical Studies, Radiologic Technology at United Hospital Center (UHC) ............................................................................. 226-229
Technical Studies, Radiologic Technology at West Virginia University Hospital (WVU) ....................................................... 226-229
Veterinary Technology .......................................................................................... 230-232
Pre-Health Careers Suggested Coursework ........................................................... 233-235
Courses of Instructions ......................................................................................... 236-340
Faculty .................................................................................................................... 341-347
Emeriti Faculty & Staff ............................................................................................ 348
Institutional Directory ............................................................................................... 349
Administration & Staff ............................................................................................ 350
Correspondence Directory ....................................................................................... 351
Career Development and Workforce Training Programs ...................................... 352-354
Non-academic-credit Certificate Programs Contact ............................................. 352
Continuing Education ............................................................................................... 352
HEAPS Grant Program .............................................................................................. 352
Other Business Services ......................................................................................... 352
Instructor-Led, Classroom-Format Training Program ............................................. 352
Floorhand Training for Oil and Gas Drilling ............................................................ 352
Apprentice Underground Miner Program ............................................................... 353
Federal Acquisition Management Program ........................................................... 353
Online Workforce Training Program ...................................................................... 353-354
Teacher Professional Development Courses ......................................................... 354
Message from the President

Welcome to Pierpont Community & Technical College.

Whether you are opening this catalog for the first time or the fifty-first time, I can promise you that Pierpont Community and Technical College will add to your catalog of skills, knowledge, and abilities.

Our college colors are coal black and vegas gold, representing the roots of West Virginia in natural resources and the bright future ahead of you as a Pierpont student and graduate.

A Pierpont education is practical - meaning that our programs result in skilled technicians and professional careers. A Pierpont education is possible - not only because of our affordable tuition and the availability of financial aid, but also because of the high levels of support you receive from our expert faculty, our caring classified staff, and the administration.

The title of the Alma Mater of Pierpont Community and Technical College is "Pierpont Pride." We are proud of our facilities, our programs, and our services and we are very proud of you, our student.

My best wishes for your success.

Dr. Doreen M. Larson, President
Pierpont Community & Technical College
2013-2014 Academic Calendar

2013 Fall Semester
Monday - Saturday, August 12-17
Professional Development Week
Friday, August 16 (Beginning at 2pm)
Residence Halls Open for New Students, Last day to register for classes
Friday - Sunday, August 16-18
Welcome Weekend
Saturday, August 17
Weekend Classes Begin
Monday, August 19
Other Classes Begin
Monday, September 2
Labor Day, No Classes
Friday, October 11
Mid Semester
Monday, Oct.21-Thursday, Nov. 14
Advanced Scheduling for Spring Semester
Monday-Friday, November 25-29
Thanksgiving Recess, No Classes
Friday, November 29
Graduation Deadline
Monday, December 2
Classes Resume, 8 A.M.
Friday, December 6
Last Day of Classes
Monday-Friday, December 9-13
Final Exams
Friday, December 13
Residence Halls Close
Saturday, December 14
Weekend College Finals

2014 Spring Semester
Friday, January 3
Last day for Spring Admission
Monday, January 6
Last day to submit Spring 2014 Academic Suspension Appeals
Monday-Friday, January 6-10
Professional Development Week
Friday, January 10
Residence Halls Open for New Students
Friday, January 10
Scheduling/Orientation
Saturday, January 11
Weekend Classes Begin
Monday, January 13
Other Classes Begin
Monday, January 20
Martin Luther King Day, No Classes
Friday, March 7
Mid Semester
Monday-Friday, March 10-14
Spring Break, No Classes
Monday, March 17
Classes Resume, 8 AM
Monday, March 17 -Thursday, April 17
Advanced Scheduling for Fall Semester
Friday, April 18
Good Friday, No Classes
Friday, May 2
Last Day of Classes, Graduation Deadline
Monday-Friday, May 5-9
Final Exams
Friday, May 9
Residence Halls Close
Friday, May 9
Commencement
Saturday, May 10
Weekend College Final Exams

2014 First Summer Term
Friday, May 16
Last day to submit Summer 2014 Academic Suspension Appeals
Monday, May 19
Scheduling/Fee Payment/Classes Begin
Friday, May 23
Applications for August 2014 Graduation Due
Monday June 9
Last day to submit Fall 2014 Academic Suspension Appeals
Monday, May 26
Memorial Day, No Classes
Thursday, June 19
First Summer Term Ends

2014 Second Summer Term
Monday, June 23
Scheduling/Fee Payment/Classes Begin
Friday, July 4
Independence Day, No Classes
Thursday, July 24
Second Summer Term Ends
Pierpont’s History and Mission

Introduction

Pierpont Community & Technical College is headquartered on a 120-acre campus in Fairmont, West Virginia, which it shares with its partner institution, Fairmont State University. With a population of about 19,000, Fairmont, located approximately 90 miles south of Pittsburgh, Pennsylvania, is the seat of government for Marion County. The mission of Pierpont is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.

Pierpont is part of the state’s growing high technology corridor with a metro area of about 50,000 residents. With an enrollment of more than 3000, Pierpont offers more than 40 associate degree programs, skill sets and one year certificates, as well as a variety of courses at more than 15 sites in North Central West Virginia, including the Braxton County Center in Flatwoods and the Lewis County Center in Weston. Through its Center for Workforce Education in downtown Fairmont, Pierpont provides workforce training and community education for its 13-county region. Pierpont operates the Robert C. Byrd National Aerospace Education Center in Bridgeport, which offers programs in flight and aviation maintenance. Pierpont also offers classes at a campus in Clarksburg, the Gaston Caperton Center.

Brief History of Pierpont Community & Technical College

1974 - The Community College was established at Fairmont State College.

1989 – Under the provisions of SB 420, governance for Fairmont State College and Fairmont State Community & Technical College was changed from the Board of Regents to the Board of Directors.

2000 – Fairmont State Community & Technical College established a campus compact under the provisions of SB 653 and began working toward the goal of independent accreditation.

2001 – Fairmont State College and Fairmont State Community & Technical College are appointed a shared Board of Governors.

2003 – Fairmont State Community & Technical College assumes responsibility for providing Community College education to five (5) of the counties formerly served by Glenville State College under the provisions of HB 2224.

2003 – Fairmont State Community & Technical College hosted a site visit from the North Central Association in the spring of 2003. The college received notification of receipt of 10 year accreditation from the North Central Association on August 8, 2003.

2004 – SB 448 reclassified Blair Montgomery as President of Pierpont Community & Technical College and established a Local Consortium District for the Community College.

2006 – SB 792 renames Fairmont State Community & Technical College as Pierpont Community & Technical College and remerged it as a division of Fairmont State University (FSU).

2007 – Higher Learning Commission returns for a Focused Visit to remerge the accreditation of Fairmont State University and Pierpont Community & Technical College.

2008 – HB 3215 requires separation of Pierpont Community & Technical College from Fairmont State University and provides the College with a separate Board of Governors (constituted in August 2008). Pierpont is again required to attain independent accreditation from FSU.

2008 – Higher Learning Commission holds a Focus Visit at Pierpont and recommends that the accreditation achieved in 2003 be reinstated for Pierpont Community & Technical College.

MISSION STATEMENT

The Mission of Pierpont Community & Technical College is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.

Pierpont Community & Technical College strives to enhance the quality of life for people of North Central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.

To fulfill this mission, Pierpont Community & Technical College will:

• Provide a comprehensive selection of career/technical educational opportunities at the certificate and associate degree levels developed through interaction with employers, employees, and college personnel
• Offer transfer education opportunities enabling students to acquire an affordable general education background before matriculating to the college or university of choice

• Provide opportunities for seamless transition from certificates to associate and baccalaureate degrees

• Make available developmental educational opportunities to students who need assistance in improving academic skills to be successful in higher education

• Develop and deliver continuing and community educational opportunities throughout North Central West Virginia such as lifelong learning opportunities, occupational recertification programs, and higher education opportunities for students enrolled in secondary schools

• Provide workforce training and economic development activities for the citizens of north-central West Virginia based on needs of the community and region

• Focus on development of cognitive, affective, and psychomotor skills to foster individual growth, career development, responsible citizenship, and commitment to lifelong learning

The College concentrates its energies and resources on its students, many of whom are the first generation of their families to attend college, adults returning to college or enrolling in higher education for the first time, and transfer students. The College, therefore, offers its diverse student body a wide range of programs, flexible scheduling, and support services, all designed to foster success. To strengthen intellectual development, all students pursuing a degree at Pierpont Community & Technical College are engaged in a general education program, a body of coursework designed to expand their knowledge of civilization, society, scientific inquiry, and artistic expression while preparing them to think about interrelationships among disciplines and prepare for a lifetime of learning.

The College is committed to student learning and focuses its resources on programs that prepare students for careers and advanced education in West Virginia and beyond. Pierpont Community & Technical College provides a broad spectrum of degree options in business and offers programs with specialized accreditation in engineering technology and health careers.

Pierpont Community & Technical College is closely identified with its communities. Partnerships with business and industry, public schools, government agencies, and other organizations contribute to economic development; the College fosters enlightened and productive citizenship in its immediate location, the region, and the world.

PHILOSOPHY AND OBJECTIVES

Pierpont Community & Technical College, an undergraduate institution operating under the authority of the Pierpont Board of Governors, is governed by its president with the aid and advice of its Board of Governors, administrators, Faculty Assembly, Classified Staff Council, and Student Government.

The College offers programs for career/technical education and grants Certificate of Applied Science Degree and the degrees of Associate in Arts, Associate in Science, or Associate in Applied Science after two years of study. Pierpont Community & Technical College considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twenty-first century. Accordingly, the College seeks to provide a suitable environment for free and responsible inquiry into the nature, sources, and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social, and personal development.

The College faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The College fully supports the idea of a well-educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The College follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Pierpont Community & Technical College degree represents a level of achievement respected throughout the nation.

Drawing many students from its immediate vicinity, the College welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return it participates actively in community projects, shares its programs and facilities with the public, and serves the community as a center of information and culture.

Specifically, the mission of Pierpont Community & Technical College is to provide programs needed by those in its geographic service area to the extent permitted by its financial and human resources and its assigned role in the State’s system of public higher education. This mission is accomplished by meeting these objectives:

• Providing a variety of career and technical center/occupational programs of two years duration or less.

• Providing opportunities for occupationally oriented study through expansion of existing industrial technology programs and the development of additional career-related curricula.

• Bringing selected college study opportunities into communities in the College’s service region through the use of the mass media, regional educational centers, external degree programs, and other forms of nontraditional study.
• Encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.

• Serving the greatest number of students by holding College costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.

• Relating the breadth of the curriculum to the availability of appropriate employment opportunities and the needs of business, industrial, and public service agencies in the College’s service area.

• Offering continuing education programs to provide career updating, cultural enrichment, and personal skill development.

• Providing advisory, counseling, and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.

• Offering a variety of cultural, recreational, and social activities to complement academic pursuits.
Legislated purpose for Pierpont Community and Technical College:

H. B. 3215 – establishing community colleges, 18B – 3C-8 Legislative findings and intent: The primary goal of the Legislature is to create a statewide network of independently accredited community and technical colleges that focus on technical education, workforce training, and lifelong learning for the Twenty-First Century. A necessary precedent to accomplishing the legislative goal is to change the way that leaders at all levels of education, including institutional governing boards, view community and technical colleges. Specifically, that the mission of technical colleges is different from that of traditional four-year colleges in what they accomplish and how they can achieve it effectively and that the state cannot compete successfully in today’s information-driven, technology-based economy if community and technical colleges continue to be viewed as add-ons or afterthoughts attached to baccalaureate institutions.”

Strategic Vision: Transform Pierpont from a well-kept secret to a best-known asset.

Guiding Principle: Act as a family; treat others as family

Campus Concept: Pierpont values its historic links with FSU and in particular, values the unique and diverse options provided for students on the shared Pierpont/FSU campus. Pierpont recognizes that limited educational resources cannot support isolated “stand alone” campus facilities but require a college to fully partner with the communities it plans to serve. The college intends to extend this foundational concept by developing facilities embedded within existing business and educational communities.

Goal - Position Pierpont as a year-round, flexible, responsive college
Strategic initiative: Modify our infrastructure to fulfill our mission
- Establish selected Pierpont student services staff and space for credit and non-credit students
- Investigate and evaluate tools for the assessment of readiness for online learning

Goal - Strengthen Pierpont’s engagement throughout our service area
Strategic Initiative: Pilot and assess county outreach projects
- Increase Regional Academic and CTE enrollment events
- Develop long range program plans for MTEC expansion facility & NCWV CTE/CTC Consortium

Goal - Commit Pierpont to a Culture of Completion
Strategic Initiative: Build retention resources and services
- Implement Degree Works auto-graduation, auto-program of study, and auto-progress systems.
- Launch a Pierpont advising center that integrates career and placement services

Goal – Complete a Pierpont Facility Master Plan
Strategic Initiative: Coordinate facility planning with FSU
- Complete final planning and funding for operation of ATC to begin in July 2015
  Develop a 10 year Master facilities plan

Goal - HLC Accreditation
Achieve reaccreditation and improve academic quality/consistent course content

Goal - Commit Pierpont to a Culture of Completion
Strategic Initiative: Build retention resources and services
- Establish a Testing Center for incoming Pierpont/FSU students.
- Secure continued funding for Math/Writing Center serving Pierpont/FSU students.
- Fund career counseling and financial aid staff at North Advanced Technology Center.
- Develop program options to reduce the number of students not declaring a major.
- Increase resources for faculty and staff professional development.
- Expand student internship opportunities and participation.
- Complete the Pioneer Pathways Quality Initiatives as required for accreditation by the Higher Learning Commission (HLC).
**ACCREDITATION**

Accreditation is the process whereby a professional association or nongovernmental agency grants recognition to a school or program the ability to meet predetermined established criteria or standards. Including approval of governance, curriculum, quality of its faculty, adequacy of facilities, library, equipment, laboratories, and assessment. To assure its stature and academic excellence, a college obtains accreditation from both regional and national agencies and professional organizations and joins certain accrediting organizations.

**College Accreditation Agency**

The Higher Commission of the North Central Association
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
(800) 621-7440
www.ncahlc.org

**Programs with Specialized Accreditation Agencies**

Drafting & Design (AAS), Graphics Technology (AAS)
Association of Technology, Management and Applied Engineering (ATMAE)
1390 Eisenhower Place
Ann Arbor, MI 48108
(734) 677-0720
www.ATMAE.org

Food Service Management (AAS)
American Culinary Federation Education Foundation’s Accrediting Commission
180 Center Place Way
St. Augustine, FL 32095
(800) 624-9458
www.acfchefs.org

Health Information Technology (AAS)
Commission on Accreditation for Health Informatics and Information Management Education
233 N. Michigan Ave.
21st Floor
Chicago, IL 60601-5800
www.cahiim.org

Medical Laboratory Technology (AAS)
National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Road, Suite 720
Rosemont, IL 60018-5119
(847) 939-3597
http://www.naacls.org

Physical Therapist Assistant at Pierpont CTC is accredited by the:
Commission on Accreditating in Physical Therapy Education (CAPTE)
1111 North Fairfax Street
Alexandria, Virginia 22314
(703) 706-3245
Email: accreditation.apta.org
Website: www.capte.online.org

Respiratory Care (AAS) Provisional
Commission on Accreditation for Respiratory Care (CoARC)
1248 Hardwood Road
Bedford, TX 76021-4244
(817) 283-2835
(817) 354-8519 Fax
www.coarc.com
Veterinary Technology (AAS)
American Veterinary Medical Association
1931 N. Meacham Road, Suite 100
Schaumburg, IL 60173-4361
(800) 248-2862
www.avma.org

Licensed Practical Nursing (CAS)  *Pre-accreditation inspection Spring 2014*
West Virginia Board of Examiners for Licensed Practical Nurses
101 Dee Drive
Charlestown, WV 25311
(877) 558-LPNS
www.lpnboard.state.wv.us/

Partnership Program
Technical Studies, Radiologic Technology accreditations held by WVU Hospital & United Hospital Center
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive
Suite 2850
Chicago, IL  60606-3182
(312) 704-5300
www.jrcert.org

CERTIFICATIONS

Federal Aviation Administration,
CFR 147, Code of Federal Regulations
800 Independence Way
Washington, DC 20591
www.faa.gov

MEMBERSHIPS

American Association of State Colleges and Universities
American Council on Education
American Library Association
West Virginia Library Association
American Association of Community Colleges
POLICY AND COMPLIANCE

CATALOG POLICY

It is the responsibility of students to be knowledgeable of official Pierpont policies and to meet all requirements in the Catalog. It provides the best possible current information on practices and intentions of the institution. Pierpont reserves the right to change provisions or requirements at any time to reflect curricular changes and administrative regulations and procedures. The Catalog is not considered a binding contract between the student and the institution. It is for informational purposes only.

Students should keep informed of current degree, curriculum, and course requirements. The academic advisors and appropriate administrative offices of Pierpont may be consulted for further information.

A student who enrolls at Pierpont shall follow the degree provisions of the catalog in use at the time of admission or any subsequent catalog, providing the entire subsequent catalog is adopted.

Students who have interrupted their schooling for more than one year will become subject to the degree provisions of the current catalog.

Note that academic policies can change each year and apply to all students regardless of when you begin your studies. Refer to the current catalog each year for academic policies.

EMAIL ACCOUNT POLICY

The Pierpont e-mail address assigned to a student will serve as the official email address used by the institution for all correspondence including invoices, financial aid notifications, and information from the Student Services Center. The Admissions Office will send an official admission letter informing students of their email account and Unified College Account (UCA) and how to activate the UCA. The Admissions Office will also formally notify students of the institution’s policies regarding the use of Pierpont email for all major institutional correspondence. No other email addresses will be included when emails are sent. The parent email address will be collected at Orientation for new students and the first invoice will be sent to those addresses in addition to the student’s address.

EQUAL OPPORTUNITY

AFFIRMATIVE ACTION

Pierpont Community & Technical College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the institution provides equal 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, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

Pierpont 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, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Director of Affirmative Action, Cynthia Curry, 324 Hardway Hall, (304) 367-4386.

SERVICES FOR STUDENTS WITH DISABILITIES

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for Services for Students with Disabilities, who is located in Turley Center, Room 316, if these services are desired. Documentation of the disability that is to be accommodated for is required. Documentation requirements are available on the web site. Priority scheduling procedures have been established for students with disabilities. Students should contact their advisor for priority class pre-registration. For additional information contact the Coordinator for Student Disability Services at (304) 367 4686 or consult the Disability Services web page at http://www.pierpont.edu/studentlife/disabilityservices_default.asp. Students must present each semester to the faculty their accommodations sheets and have them sign off on the form.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory and
to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. Students wishing to review their educational records must contact the campus official in charge of the office in which the records are located. Students may not inspect records to which they have waived their rights of inspection and review.

Within the Pierpont community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the offices of Admissions and Records, Student Services, Financial Aid, Business, academic colleges and schools, departments, and academic advisors.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities. Students may withhold directory information by notifying the Student Services Center in writing.

Pierpont may disclose academic information to parents of students by having parents establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152. Dependency status may be established by the presentation of a certified copy of the parents’ most recent federal income tax form listing the student as a dependent.

**DRUG-FREE AWARENESS PROGRAM**

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Pierpont has a Drug-Free Awareness Program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Further inquiries may be directed to the Assistant Vice President of Human Resources.

**COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT**

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

Learning takes place in many ways beyond the classroom experience. Pierpont Community & Technical College encourages students to take advantage of the wide variety of academic, cultural and social opportunities that are offered. Each semester, new students are offered a “Welcome Weekend” experience, specifically designed to orient new students to college life in general. It is open to all students, regardless of whether they reside in on-campus housing. Upperclassmen (Freshman Counselors) mentor the new students and encourage them to ask questions and get involved. The goal of Welcome Weekend is to let new students know they have mentors who can help them navigate issues and concerns that may arise, and help them become familiar with the campus environment.

ACADEMIC SUPPORT

CAREER SERVICES

The Career Services provides students and alumni with a variety of benefits, including career exploration, life planning, and job searching assistance. Students can utilize career counseling and online software to clarify their options. An extensive career resource library is also available. Career Services provides the following:

- Assistance in declaring a major
- Personalized career counseling
- Information on employment trends, outlooks, etc.
- Internship/practical experience opportunities
- Workshops, career/job fairs
- Full and part-time job opportunities
- Assistance with Resumes Cover letters, and Interviewing
- Practice interviews (videotaping is available)
- Career resources library
- Establishment of credential file

All students and alumni are encouraged to take advantage of these resources. Career Services is currently in transition. Contact the Associate Vice President for Student Services for more information (304)367-4503.

ADVISING CENTER

The purpose of the Academic Advising Center is to provide the Liberal Studies general student with comprehensive advising as well as interpersonal professional support. A concerted effort is made to address any academic concerns that may impede the student’s successful completion of degree requirements and to assist the student in the selection of an academic program.

- Formalized advisor-advisee conferences scheduled throughout the semester for undeclared students.
- Academic assistance and guidance on a drop-in basis for students with general advising concerns or questions.
- Summer advising of all new students, transfers, and readmitted students.
- Workshops sponsored by the Center relevant to maximizing academic success and to improving advising processes.
- Referral assistance to campus and community services.

Contact the Director of Advising, Assessment and Testing at (304)367-4990 or at advise@pierpont.edu.

TUTORING PROGRAM

TUTORIAL SERVICES PROGRAM

Peer tutoring is available on a "drop-in" basis to all Pierpont Community & Technical College/Fairmont State University students through the Tutorial Services Center. All full-time and part-time students are entitled to free tutoring. Students with documented disabilities may be eligible for additional support services. Students are encouraged to request tutoring for extra academic support and especially if they are in danger of failing a class. Each semester, peer tutoring is available for most basic required courses and for a variety of other courses. The center has individual tutoring areas equipped with dry boards, desks, and computers. Students in good academic standing (sophomores, juniors, seniors) who would like to serve as paid “peer tutors” must complete an application, take a free, one-hour tutor training practicum online course, complete other required training, and meet established criteria and standards to qualify as a tutor. The Peer Tutorial Services program is certified by the College Reading &
Learning Association (CRLA). For information, check the Peer Tutoring Schedule located on the Tutorial Services website page or contact the Director of Tutorial Services in the Library, 2nd Level at 304-367-4081.

MATH/WRITING CENTER

Professional tutors for Mathematics offer tutoring for all math courses and math related topics including study procedures, problem solving strategies, and overcoming math anxiety. Professional tutors for writing across the curriculum offer help with all writing assignments including essays, research papers, technical documents, and literary analysis. The services of the Math/Writing Center are free and available on a "drop-in" basis. For information, check the Professional Math Tutoring Schedule or the Professional Writing Tutoring Schedule on the website under Tutorial Services or contact the Director of Tutorial Services in the Library, 2nd Level at 304-367-4081.

Brainfuse is an online tutoring service available free to all currently enrolled students. To access Brainfuse, a student must log into Blackboard and select a course. Brainfuse is located under the “Tools” link. Brainfuse offers 24/7 live help for math, writing and reading. It also offers help in a variety of other subjects.

DISABILITY SERVICES

Pierpont is committed to providing educational opportunities for all students and assisting them in making their educational experience successful and positive. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Pierpont recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activities. Student Disability Services coordinates the provision of reasonable accommodations for students with disabilities. All reasonable accommodations are individualized, flexible and confidential, based on the nature of the disability and the academic environment. Individuals requesting accommodations must provide current documentation of their disability to the Office of Student Disability Services, located in Turley Center Room 316.

The Coordinator for Disability Services and the student will work on determining appropriate accommodations. The student will receive letters for the faculty explaining the accommodations. It is the student’s responsibility to provide faculty with this letter. Any faculty member who has not been provided with an accommodation letter is not required to accommodate a student’s disability. Accommodation letters must be obtained for each semester in which a student is enrolled.

Assistive technology and a number of related services are available to students registered with the Office of Disability Services, including psychological testing, priority registration, special assistive software and additional tutoring. For more information and documentation criteria, please contact the Coordinator of Disability Services at (304)367-4686.

LIBRARIES

Libraries may be used by all students, faculty and staff. The Ruth Ann Musick Library is located on the Fairmont Locust Avenue campus. An additional library is located at the National Aerospace Education Center (NAEC) at Bridgeport. These libraries function at the heart of the institution’s academic programs. Library staff members work closely with students and faculty to develop research skills and to provide a wide range of support services that enhance the learning experience. The libraries' print and electronic holdings are designed to support the curricular needs of the academic program of study offered at both institutions and to encourage intellectual and personal growth.

The libraries provide easy access to over 270,000 items including books, magazines, journals, newspapers, government documents, compact discs, videos, and other multimedia, and to over 170 electronic databases. Over 70,000 electronic books are available, full text and online, through the catalog. Subscriptions to over 50,000 journals, magazines, and newspapers are accessible through online databases. Over 250 print titles are also available.

The libraries have an online, web-based catalog of all holdings, MARLO, available at http://marlo.fairmontstate.edu. This catalog is searchable from any location in the world, through the use of a web browser, and also contains the holdings of the public school libraries, the public libraries of Marion County, and holdings of the Glendale State College Library.

LIBRARY SERVICES

The librarians offer instructional programs and training sessions, including orientation, that cover the use of the library's resources, methods of dealing critically with available information, and ways in which the library can provide information, both through traditional means and by the latest electronic methods. Training in the use of information gathering on the Internet and through other electronic information resources is available to all users.

The library on the Fairmont Locust Avenue campus is open over 110 hours a week during fall and spring semesters and over 65 hours a week during the summer sessions. At least one professional librarian is available or on call most hours that the library is open. The librarians provide individualized assistance with projects, research questions, and papers.

INTERLIBRARY LOAN

If students and faculty need research materials that are not available in one of the libraries, the items may be requested through Interlibrary Loan, either online or in person. Users may place requests online, using ILLIAD, and may track the progress of requests. Using a major
bibliographic database (OCLC), library staff members handle requests quickly and efficiently. Fax equipment, the posting of articles online to a secure website for borrowers, and ARIEL (Internet transfer of documents) are all used to improve response time. With another tool, Odyssey, any journal article that is electronically transmitted to the libraries can then be electronically transmitted to the student or faculty members desktop.

ONLINE SERVICES

The librarians at Musick library maintain the libraries’ web pages providing access to information resources that are available to all students and faculty online. Resources include electronic books, journal indexes, full text journals, videos, encyclopedias, general and specialized reference works, style manuals, newspapers, government documents, and bibliographic indexes in all areas of the sciences, social sciences, humanities, and technology. Specialized assistance in locating resources is available and students and faculty may phone or email questions for the librarians. Access to library assistance is available via chat, using IM (instant messaging). All online resources are available remotely from any location with Internet access, through the use of the UCA (Unified College Account username and password). For information on help, contact (304)367-4121 or 367-4733 or email: library@pierpont.edu.

CAMPUS RESOURCES

FAIRMONT LOCUST AVENUE CAMPUS-RESIDENCE HALLS AND APARTMENTS

FSU maintains four residence halls which accommodate approximately 900 students. Each residence hall provides a learning environment which is designed to enhance academic and social life. Contracts are for the entire academic year and prices vary by residence hall. For additional information, contact Residence Life at (304) 367-4216. Annually, Pierpont and Fairmont State will determine Pierpont Student requirements for housing.

College Park Apartments, which consist of 110 rental units, is also located on the campus. Apartment tenants are required to sign an 11.5-month lease and abide by all rules and regulations as described therein. Prices vary based on apartment type. For more information, contact Residence Life at (304) 367-4216.

1. For 2013-14, all freshman students are required to live in campus housing unless approved for an exemption to the residency policy. Approved exemption information is available on the Residence Life website. Admitted students can easily apply for housing or an exemption by using the secure online tool located in myCampus. All students must receive written confirmation of their release from the campus residency requirement before making housing arrangements off-campus. Students requesting exempt status from the residency policy must submit the request at least 30 days prior to the start of the semester indicated in the request.

2. Students must pay an application deposit in order to complete their application and reserve a room. Housing assignments are completed based upon the student’s date of completed application. All residence hall and apartment applications and assignments are made for the entire academic year.

3. At any time after the application is complete, students may request a release from their contract for the following conditions: Graduation, Withdrawal for the remainder of the academic year, Marriage, or a New Medical Condition that cannot be accommodated on campus. Financial aid is not considered during the release request process. Individuals must submit a written contract release request according to the approved conditions listed above. Release requests can be submitted at any time. The deposit refund deadline for the fall semester is May 31st. The deposit refund deadline for the spring semester is November 30th. The deposit is forfeited if there is no written cancellation or release request by the semester deadlines. The deposit, less any damages, will be returned at the end of the occupancy period.

4. All residence hall students and their parents or guardians are responsible for being familiar with the code of behavior and all other regulations that are listed and explained in the Student Handbook.

5. The institution reserves the right to limit the number of students in the residence halls under its control.

6. Students who live in the residence halls must purchase a Meal Plan for the Dining Hall.

7. Room and board fees must be paid in full for a semester before the first day of classes.

8. Break housing is available for an additional fee during Thanksgiving, winter and Spring break periods. Reservations must be completed at least two weeks before each break period. Late requests may not be considered. Contact the Residence Life Office for information if you are interested in break housing.

9. In cases where a preponderance of circumstantial evidence exists of policy violation or criminal action, the student’s room will be searched in accordance with the Student Handbook.

10. Any residence hall student who is suspended or expelled from the institution and/or a residence hall for disciplinary reasons will be responsible for paying for the remainder of the housing contract.

11. All residence halls are smoke-free.

12. Alcoholic beverages or illegal substances are not permitted in the residence halls or campus apartments.

13. Residence Life has developed a plan to manage overflow housing. Occasionally, demand for housing exceeds our capacity. In this case, double bedrooms in Bryant Place will be tripled temporarily in order to provide overflow housing. Temporary triples will be emptied as soon as possible. Students housed in temporary triples will receive a housing discount based upon the amount of time spent in the temporary housing assignment. Information regarding discounts is available through the Residence Life Office.
PARKING

The Fairmont Locust Avenue campus provides a 940 space parking garage for students as well as parking spaces in defined areas throughout the campus. Parking decals are required and are included in tuition; they can be picked up in the Turley Center. Students receive parking maps at the time of admission and they are also available from the Department of Public Safety. Visitor and/or day passes can be purchased from the Dept. of Public Safety. Additional information may be found in the Student Handbook.

FALCON CENTER

The student Falcon Center, centrally located on the Fairmont Locust Avenue campus, provides an environment where students and employees can comfortably interact with one another while enjoying a variety of fitness and wellness programs, eating areas and study lounges. The campus bookstore, copy center, convenience store, dining services, food court, smoothie bar and much more are available for both students and employees.

Included in the recreation/fitness areas are: 7,000 square feet of fitness equipment with cardio-theater; five multipurpose courts marked for basketball, volleyball, badminton and indoor soccer; multi-purpose rooms offering a variety of fitness classes; 25-yard fitness/lap pool, jacuzzi, sauna, and outdoor sunning deck; four-lane cushioned jogging/walking track and spacious locker rooms with lockers that may be rented. Throughout the year the Falcon Center offers special events such as health fairs, 5K run, weight lifting competition and many more. A complete intramural and sport club program is also offered to the students. Students enrolled at off-campus sites, or as virtual students may contact the Falcon Center desk to determine cost for use of the equipment.

BOOKSTORE

The bookstore on the Fairmont Locust Avenue campus is located on the second floor of the Falcon Center, carries all textbooks and school supplies needed for classes and a selection of Pierpont wearing apparel and gifts. Other items available include diploma frames, flash drives, graduation supplies, decorative frames, general reading books, reference and test prep books, blankets, blank note cards, school spirit items, plush animals, dorm room supplies, and much more. Computers and computer software at educational discounts are available www.efollett.com/software; students may charge their textbooks and supplies to their student account and may also order textbooks, clothing, and supplies online through our website: (go to www.pierpont.edu; click on Current Students and then Bookstore.)

COPY CENTER

The Copy Center, located on the third floor of the Falcon Center, is open from 8AM to 4PM Monday through Friday and offers copying and printing for faculty, staff, students and personal work. Basic services include copying and printing up to 11” x 17” in black & white or color. Black & white copies (8.5”x11”) are $.05 plus paper costs; color copies are $.12 plus paper costs. Finishing services include cutting, folding, padding, 3-hole punch, tape binding, vinyl coil binding and booklets. An assortment of copy, text, cover and index paper to complement your job is available.

FOOD SERVICES

DINING HALL

Marketplace-style breakfasts, lunches and dinners are served Monday through Friday in the Dining Hall, located on the third floor of the Falcon Center (the student activity center). Brunch and dinner meals are available on weekends and on some holidays. Students on meal plans are to attend meals at this location or may use their Flex Dollars to buy food or groceries at one of the retail venues on campus. Commuter students may also dine in the Cafeteria, as all menu offerings are priced a la carte, in addition to the one-price, all-you-care-to-eat option. Commuters have another option - purchasing a “block” of meals, available in blocks of 20, 30 or 50, to be redeemed as the student desires and valid throughout the semester. Every meal plan participant must present his/her student ID card to the cashier to show payment for a meal. To learn more about the dining options and to make suggestions, call the Dining Services office.

FOOD COURT AND CONVENIENCE STORE

The Nickel is located on the second level of the Falcon Center that provide additional dining options, especially for those in a hurry. Meal Plan participants may elect to use some of their Flex Dollars at any retail food outlet. The Main Street Market, located down the hall past the Nickel, beyond the big screen TV, carries a large inventory of grocery and sundry items, snacks and fountain and bottled beverages, along with a 100% fruit juice based Royale Smoothie Bar.

STARBUCKS AT THE LIBRARY

A Starbucks Café is located in the Musick Library. Operates during the Fall and Spring Semesters only.
STUDENT HEALTH SERVICES

The Student Health Services is located on the 3rd floor of the Falcon Center. The hours of operation are Monday through Friday from 8AM to 4PM. A Nurse Practitioner is available to care for students’ needs during those hours. The office can be reached by phoning (304)367-4155.

The service is available only to currently enrolled students. Students may visit the office for any reason that may cause them to seek treatment from their general health care provider at home. If Student Health Services is unable to provide the necessary care, the student will be referred to the appropriate facility.

COUNSELING SERVICE

The counselors in Student Affairs offer professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. Its staff consists of professionals trained in clinical practice and counseling who are experienced in dealing with issues common to college students. These services are available to all students in the belief that they often find significant benefit in counseling as a means of increasing self-awareness, maximizing potential and making the college experience more productive and meaningful. Contacts with the Counseling Services are held in strict confidence. Appointments may be made by calling (304)367-4792 or in person at 3rd Floor Turley Center.

ACTIVITIES AND ORGANIZATIONS

STUDENT GOVERNMENT

Student Government actively seeks to supplement the academic atmosphere with intellectual, cultural, and social activities. Student Government members are involved in all Pierpont Community & Technical College aspects of life on campus and work cooperatively with the college administration.

Every segment of the student body is represented in the Government. Members are elected each spring by the student body and receive special training for their positions. The association comprises a president, vice president, secretary, treasurer, parliamentarian, and representatives of the four classes Board of Governor’s Representative, House of Representatives, Board of Advisors Representative, Advising Council Representative and Residence Hall Representative. A faculty advisor is assigned by the Vice President for Student Affairs.

Student Government meets every Thursday at 12:30 p.m. in 128 Hardway Hall. All meetings are open and any student is welcome to attend.

CLUBS, HONORIES AND SOCIAL ORGANIZATIONS

Organized clubs and honorary organizations for the promotion of interests in various academic fields, the recognition of outstanding achievement in various campus activities, and for general social purposes are available for student participation. A list of currently active organizations can be found online at www.pierpont.edu.

NON-TRADITIONAL AND MULTI-CULTURAL STUDENTS

Historically students over the age of 25 have been characterized as “non-traditional”. Today more than 47% of college students fall under this non-traditional classification in U.S. higher education. However, non-traditional students or adult learners might be better defined as students who often exhibit one or more of the following seven characteristics:

- Have delayed enrollment into post-secondary education
- Attend part-time
- Are financially independent of parents
- Work full-time while enrolled
- Have dependents other than a spouse
- Are a single parent
- Lack a standard high school diploma

By using these criteria, the National Center for Education Statistics estimates that over 60 percent of students in higher education could be classified as non-traditional.

Enrollment of adult learners has grown in both absolute numbers and in proportion to total enrollment. With this increase, the college recognizes the need for a pro-active approach to meeting the non-traditional student’s individualistic and special needs. The unique circumstances
of the non-traditional student requires that the college offer special support services in order for these students to achieve academic success and to enhance the students’ capacities to become self-directed, lifelong learners.

INTRAMURAL AND CLUB SPORTS

The Intramural program offers a variety of recreational opportunities for students, faculty, and staff. Various activities are organized for competitive play among groups, individuals, and organizations. Events such as flag football, basketball, bowling, softball, golf, spades, soccer, volleyball, and foul shooting are some of the activities offered.

The philosophy of the Intramural program is to provide every student, faculty, and staff not engaged in varsity competition an opportunity to participate in a variety of competitive recreational sports in a safe environment; to facilitate the opportunity for camaraderie; and to create opportunities for healthy lifestyles and physical fitness. It is the goal of the department to foster sportsmanship, fair play and respect for competition through a diverse variety of organized sports and recreational activities.

FINE ARTS – MUSIC, THEATRE, FORENSICS

Performing organizations in the Department of Music are open for the participation of all interested and qualified students.

Instrumental organizations include the Fairmont State Marching Band, Wind Ensemble, Jazz Ensemble, and University-Community Symphony Orchestra. Other ensembles include Woodwind Ensemble, Guitar Ensemble, Percussion Ensemble, African Drum Ensemble, and Piano Ensemble and are organized on demand under faculty supervision.

Vocal ensembles include Collegiate Singers and the Chamber Choir. Additional ensembles are organized on occasion under faculty supervision.

All musical ensembles present concerts on and off campus during the school year. Students may receive up to 3 credit hours in the General Studies curriculum by performing in Marching Band, Wind Ensemble, Collegiate Singers, or Orchestra. Interested students should contact the Department of Music, in the School of Fine Arts, for additional information. Fairmont State University Fine Arts Department offers an active theatre program for the benefit of performers, technicians and theaegroers.

The Masquers, the official student theatrical organization since 1923, presents annually a season of plays, varied in style and period, usually in Wallman Hall during the fall and spring semesters. The plays are directed by the Communication and Theatre Arts faculty, and designed by faculty or students under faculty supervision. Acting roles and positions on the production crews are open to the student body on a voluntary or course-credit basis. Performances are open to the public. Membership in Masquers is open to the student body and is earned through participation with the theatrical productions.

Since 1960, the Masquers’ Town & Gown Players has also presented a season during the summer months. Students enrolled in summer theatre courses work along with the members of the Resident Company (selected students receiving a grant for full-time acting and technical work) and members of the community. The Players bring a season of light theatre fare (comedies, musicals, children’s plays) to Northern West Virginia theaegroers and provide a cultural, recreational, and educational outlet for all participants. The plays are directed, designed, and supervised by the professionally trained members of the Communication and Theatre Arts faculty and/or guest artists. Acting roles and positions on production crews are open to the public as well as to the students, faculty, and staff on a volunteer or course-credit basis.

The Studio Theatre presents student-directed and faculty-directed presentations in a studio/experimental setting in Room 314 Wallman Hall. Acting roles and positions on production crews are open to the student body. Students who have demonstrated scholastic and production excellence are offered membership in the Alpha cast of Alpha Psi Omega, the National Dramatic Honorary.

STUDENT PUBLICATIONS

Student publications include The Columns (student newspaper); The Mound, and Whetstone, the art and literary journal.

Staff positions are open to all interested students, with approval of the respective editor and advisor. Application forms are available in 311 Jaynes Hall. Students participating as staff members may also receive variable course credit for their work. Editors are responsible for staff assignments, and enrollment is by advisor permission (Dr. Sharon L. Bresco for The Columns and The Mound, and Dr. Suzanne Heagy for Whetstone).

Editor positions for the respective publications are competitive and chosen annually by the Student Publications Board, which governs all student publications.

Student publications allow students to hone their writing, editing, photographic, and graphic-design skills in professional settings, using advanced computer technology. Columns is published six times per semester and is distributed by noon the first Monday of each month. The Mound and Whetstone are published annually. Whetstone showcases student writing and art and accepts submissions on a rolling basis. Student publications are financed primarily by student fees.

Campus publications include Tracts, a journal of student scholarship. Published annually, Tracts is edited by faculty members who are assisted by student staff members. For information about staff positions or submissions, contact Professor Elizabeth Savage, or J. Robert Baker.
RELIGIOUS ORGANIZATIONS

Organized religious groups on campus include the Wesley Foundation, sponsored by the United Methodists and Presbyterians; Chi Alpha, related to the Assemblies of God; and the Baptist Campus Ministry, related to the American Baptist Church. Other recognized religious organizations are: Campus Light Ministries and Increasing Our Faith. A complete list of active organizations is available in the Turley Center.

The Roman Catholic Diocese of Wheeling-Charleston provides Campus Ministry for the Roman Catholic students, administrators, faculty, and staff at the Newman Center located at 1200 College Park, which is located directly across the street entrance to Bryant Place. Contact either Father Robert Perriello, Chaplain, at (304) 363-7437 or Robbiemuse@aol.com or our Campus Minister, Mara Vogel, at (304) 363-2300 or FSUNewman@gmail.com.
SPECIAL PROGRAMS

ADULT LEARNING CENTER

Kay Pitrolo
Musik Library 2nd Level/(304) 367-4873
Locust Avenue Campus
Janice.pitrolo@pierpont.edu

Pierpont Community & Technical College and Marion County Adult and Community Education are offering support services for the learning needs of all students. Our purpose is to assist students in finding solutions now to build skills for success. Students need strong basic skills and an ability to adapt to change.

Through the Adult Learning Center, students can receive support services in the following areas:

- Enhance skills in mathematics, oral and written communication, and reading to assist with WorkKeys Skills.
- Study for Civil Service Test Preparation and ACT Test Preparation.
- Study to pass the GED (high school equivalency diploma.)
- Gain skills to meet entrance requirements for vocational and other higher educational placement programs.
- Obtain computer skills needed in today’s information society.
- Complete career interest inventories and learning style inventories.
- Learn English as a second language.
- Testing for student grade levels in math, reading, and language.

The West Virginia Department of Education recognizes that today’s workplace presents numerous opportunities and challenges for adults in West Virginia. It is our aim to effectively serve the foundational learning needs of diverse groups and provide a learning system that is flexible and responsive to individual needs.
BOARD OF GOVERNORS DEGREE PROGRAM
(ASSOCIATE OF APPLIED SCIENCE DEGREE)

Nancy Parks, Advisor
201 Hardway Building / (304) 367-4990
Locust Avenue Campus
Nancy.Parks@pierpont.edu

The Board of Governors A.A.S. Degree offers busy adults an opportunity to complete a two year college degree with a technical or occupational focus. It is a flexible degree plan that can help adults achieve their educational goals and save students both dollars and hours by awarding college credit for documented work and life-learning experiences. The educational plan can be individualized and the pace of completion set by the student. There is no special fee for enrollment in this program but a special application form is required. Students will work closely with the Program Coordinator in planning and completing this special degree program.

Special Notes:
1) This program is available to students who have graduated from high school two or more years prior to enrollment. For those students who earned their GED certificate, it must be two years from the date their class would have graduated.
2) To fulfill residency requirements a minimum of 12 credit hours must be completed from a regionally accredited higher educational institution.
3) A minimum of 15 credit hours are required for an Area of Emphasis (optional). For more information on approved areas of emphasis, contact the Coordinator.
4) Students desiring to submit portfolio(s) for credit evaluation must meet with the Program Coordinator for direction and must be enrolled in the program. A $300.00 portfolio fee and $10.00 per credit hour acceptance fee is charged for each portfolio submitted and credit granted after evaluation.
5) Students seeking college credit for certifications/licenses/training approved by the State Board of Governors Degree Program must meet with the Program Coordinator and provide official copies of certifications/licenses/training.
6) The BOG degree will articulate with the WV Regents Bachelor of Arts Degree. See complete list of requirements for this degree in the College catalog section under “Programs of Study.”
EDGE

Linda L. Cronin, Transitional Studies Education Specialist
200 Hardway Building/ (304) 367-4094
Locust Avenue Campus
Linda.Cronin@pierpont.edu

EDGE (Earn a Degree Graduate Early), is an initiative of the West Virginia Community and Technical College System (Series 135-28-1).

The EDGE program is designed to award college credit for competencies students acquire by:

- Successfully completing a West Virginia Career Tech Pathway aligned with Pierpont’s program of study, and
- Passing WV Career and Technical Education Performance Assessment or
- Earning a recognized state or national certification or credential.

Edge courses are offered through WV public high schools and career technical centers. Credits are transcripted to Pierpont at no cost to the student or parent! Pierpont approved EDGE course credit is updated annually.

More information and an EDGE transcript request link may be found on Pierpont’s EDGE webpage: www.pierpont.edu/edge.
LABORATORY PRESCHOOL

Barbara Pavel-Alvarez, Early Childhood Program Coordinator
142 Education Building / (304) 367-4848
Locust Avenue Campus
barbara.pavel-alvarez@pierpont.edu

The Early Childhood Associate of Applied Science Program provides a half-day preschool program for children of students, faculty, staff and the community. The three year old children's class meets from 8:30 to 11:00 on Tuesday and Thursday. Parents may select one of two classes available on Monday, Wednesday and Friday for four-year-old children. The classes are 8:30 to 11:00 and 12:00 to 2:30. Classes are held in room 124 of the Education Building. The preschool is provided during fall and spring semesters when classes are in session.

The preschool is a licensed center and serves as a model early childhood program training facility. Financial assistance from the Department of Health and Human Resources may be available for families meeting eligibility requirements.
COMMUNITY EDUCATION
Community Education at Pierpont Community & Technical College is housed at the Center for Workforce Education located at Veteran’s Square in Downtown Fairmont, with programs offered throughout our service region. The mission of the Community Education department is to provide lifelong learning opportunities and expand the Pierpont learning community, through educational, cultural, economic, social and recreational activities.
Community Education programs consist of short term, non-credit classes that are open to all members of the community. Classes are designed to allow students to explore a wide variety of interests and to expand upon their talents and skills in an affordable, convenient and supportive learning environment - without tests or grades!
Examples of programs offered through Community Education include computer classes, language courses, painting, pottery, financial planning, photography, dancing, landscaping, music, floral design, aerobics, cooking, and much more. For more information, please call (304) 367-4920.

ACT® AUTHORIZED TESTING CENTER
Pierpont Community & Technical College is an authorized ACT Center. Pierpont’s ACT Center housed at the Center for Workforce Education is operated in Partnership with ACT Inc., is one of four authorized ACT Centers in the State of West Virginia and one of approximately two hundred and thirty ACT Centers nationwide.
The ACT Center is a “High Stakes” Testing Center for many professions including certification and licensure testing. The center also provides workplace assessment from ACT’s WorkKeys(tm) products. WorkKeys is a national system for documenting and improving workplace skills. There are two primary assessment categories: Foundational Skills and Personal Skills. Foundational skills assessments measure different applied job skills in the areas of communication, problem solving and interpersonal skills. Personal Skills primarily assess potential performance, talent and fit for the position. To learn more about how WorkKeys can help your business, please contact the Test Administrator.

PEARSON VUE® AUTHORIZED TESTING CENTER
Pierpont Community & Technical College is an authorized Pearson VUE® Testing Center. The college’s Pearson VUE® Testing Center is housed at the Center for Workforce Education. The Pearson VUE advanced computer-based testing system administers exams for the NREMT as well as leading IT certification programs such as Cisco Systems®, CompTIA, and others through a global network of quality test centers.

COLLEGE BOARD® (CLEP™)
The College-Level Examination Program (CLEP) allows students to demonstrate that they have acquired college-level mastery of course content in 34 different subject areas. Students who successfully complete a CLEP exam can: Enrich their degree programs with higher-level courses in the same discipline, expand their horizons by taking a wider array of electives and avoid the need to repeat material that they already know.
For students who are able to pursue their degrees only part-time, or who are struggling to meet the rising cost of higher education, CLEP offers an educationally sound, responsible way to shorten the path to a college degree. This benefit makes earning a degree more feasible - making it more likely those part-time or financially strapped students will continue working toward a degree.

MICROSOFT OFFICE SPECIALIST
CERTIFICATION TESTING
The center has the ability to deliver the Microsoft Office Specialist Certification exams titles in Microsoft Office 2007 and Microsoft Office 2010: Word, Excel®, PowerPoint®, Outlook®, Access™, and Windows Vista™ through a partnership with Certiport™. The MOS is recognized as a powerful indicator of office proficiency. For more information, please call (304) 367-4920.
VOCATIONAL CAREER PROJECTS

With the assistance of the Carl D. Perkins Vocational Education Act, Vocational Career Projects provides supplemental services and activities for adults. Various projects assist adults in different areas. These include workshops for those in need of training or retraining, programs for men and women entering nontraditional occupations, assistance for single parents or displaced homemakers enrolled in vocational education, and providing guidance to displaced workers subsidized by state and federal agencies.

The Vocational Career Projects program conducts precollege orientations designed to help adults who are in the process of beginning or returning to college and provides information on admissions and registration, financial aid, degree options, child care, and numerous other college procedures. (304) 367-4920
**WEEKEND COLLEGE**
Dr. Jeani Hawkins  
Dean, Regional Academics  
205 Minuteman Way, Weston, WV/ (304) 368-7256  
Jeani.Hawkins@Pierpont.edu

The Weekend College program is an alternative course delivery system specifically designed for adult learners who want to earn an Associate degree but find weekday or evening classes inconvenient or incompatible with career and family responsibilities. This accelerated program designed for mature, self-motivated learners meets on Saturdays at the Fairmont Locust Avenue Campus.

Courses are offered in consecutive 8-week terms. Two terms are offered during each of the Fall and Spring semesters. Students may enroll in the Weekend College program prior to the beginning of any 8-week term, provided they have completed the normal admissions process and meet any prerequisites for courses offered. Students attending the Weekend College program can complete an Associate degree in as little as eleven terms (approximately 2 1/2 years). Adding weekday, evening or distance learning classes can accelerate the completion of a degree program.

At this time, degree programs offered through the Weekend College Program include:
- Associate of Arts in Liberal Studies
- Associate of Applied Science in Business Technology with Specialization in General Business

The program is designed so that additional programs of study can be added depending on the needs of the service region. Contact Debbie Barker at (304) 368-7257 for more information on Weekend College including a complete list of courses, schedules or information on degree plans.
EXPENSES AND FINANCIAL AID

PAYMENT OF TUITION AND FEES

Students attending Pierpont are offered an alternative to payment in full at the time of registration. This payment plan is known as the Financial Installment Plan Service, or FIPS. This allows students to pay their balance in four equal payments. If payment is not received before the due date each month, a $25 late fee will be added to the account. The registration process is not complete until all fees, plus interest and/or any penalties, have been paid in full. Fees can be paid with Visa, MasterCard, American Express and Discover Card. Students receiving financial aid must apply 100 percent of their aid prior to FIPS payments.

Registration is not completed until payment of tuition and all applicable charges such as residence hall rent, board, and fees has cleared. A late payment charge of $50 will be assessed on the first day of class; a $15 charge will be assessed on each check returned for “insufficient funds” unless the student can obtain an admission of error on the part of the bank. The Office of Enrollment Services shall declare the fees unpaid and registration canceled until the check has been redeemed and the additional charge paid. Student records will not be released by the Office of Enrollment Services for any student who has a delinquent financial obligation.

All outstanding amounts resulting from nonpayment of tuition and fees are the responsibility of the student. Withdrawal from school, officially or unofficially, will not cancel any financial obligation already incurred. Additionally, failure to pay all financial obligations may result in debts being turned over to a collection agency. Collection costs, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student’s account balance.

NOTE: The term “resident” refers to classification for fee purposes only. See end of this section for resident classifications.

All fees subject to change. Please see our homepage for the most current tuition and fee information. From the main home page, select Enrollment Center, next select Tuition and Costs to locate this information.

Please remember that bills are no longer being sent via mail, billing information, reminders and important notices are sent to each student’s institutional e-mail address.

Tuition and Fees (2013-14)
Pierpont Community & Technical College
Tuition & Fees Per Semester

<table>
<thead>
<tr>
<th>Hours</th>
<th>On Campus WV Resident</th>
<th>On Campus Non-Resident</th>
<th>Off Campus WV Resident</th>
<th>Off Campus Non-Resident</th>
<th>Virtual WV Resident</th>
<th>Virtual Non-Resident</th>
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<td>3320</td>
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<td>1880</td>
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<td>2905</td>
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<td>415</td>
<td>166</td>
<td>402</td>
<td>135</td>
<td>235</td>
</tr>
</tbody>
</table>

NOTE: Tuition and fees per semester include a Facilities Fee (Safety & Parking) that is applied at $10 per credit hour for those courses taken on Fairmont Locust Avenue campus, the Caperton Center and the Robert C. Byrd National Aerospace Education Center, Veteran’s Square, Merchant Street, and the Atrium Building up to a maximum amount of $110.

NOTE: Registration in one credit hour on-campus will result in students being billed using On Campus tuition rates.
**SPECIAL FEES (NON-REFUNDABLE)**

**APPLICABLE TO ALL STUDENTS**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation Fee</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

**OTHER FEES – APPLIED AS APPROPRIATE**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Transcript Fee</td>
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</tr>
<tr>
<td>Special Examinations for course credit</td>
<td>$22.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$50.00</td>
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<tr>
<td>Competitive Programs Application Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Placement Credential Fee</td>
<td>$3.00</td>
</tr>
<tr>
<td>Credit for Life Experience Evaluation</td>
<td>$300.00</td>
</tr>
<tr>
<td>Credit Conversion Fee (per credit)</td>
<td>$22.00</td>
</tr>
<tr>
<td>Diploma Replacement</td>
<td>$50.00</td>
</tr>
<tr>
<td>Dual Enrollment Fee (per credit hour)</td>
<td>$84.00</td>
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<tr>
<td>Excess Course Withdrawal Fee (assessed per course after 4 courses)</td>
<td>$50.00</td>
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<tr>
<td>ID Card Replacement Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Occupational Develop/Tech Studies Degree Evaluation Fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>Off-Campus Instruction Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Board of Governor’s Degree Evaluation</td>
<td>$300.00</td>
</tr>
<tr>
<td>Senior Citizens Audit Fee (per credit hour)</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

**PROGRAM SPECIFIC FEES**

The following fees are course and/or program of study specific and only apply if the student is enrolled in a program of study or a course where the fee is appropriate.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culinary Arts Professional Tool Kit</td>
<td>$260.00</td>
</tr>
<tr>
<td>Culinary Arts Membership (per year)</td>
<td>$75.00</td>
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<tr>
<td>E-Learning Course Fee (per credit hour)</td>
<td>$25.00</td>
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<tr>
<td>Aviation Technology Course Fee (per credit hour)</td>
<td>$35.00</td>
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<tr>
<td>Course Fee (per credit hour)</td>
<td>$6.00</td>
</tr>
<tr>
<td>Fine Arts Course Fee - Pottery Materials (per credit hour)</td>
<td>$15.00</td>
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<tr>
<td>Fine Arts Course Fee - Painting/Drawing Materials (per credit hour)</td>
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<tr>
<td>Fine Arts Course Fee - Debate Materials Fee (per credit hour)</td>
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<tr>
<td>Fine Arts Course Fee - Music Lessons Fee (per credit hour)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Fine Arts Course Fee - Theatre Materials Fee (per credit hour)</td>
<td>$15.00</td>
</tr>
<tr>
<td>CTC Course Fee - Lab Fee (per credit hour)</td>
<td>$6.00</td>
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<tr>
<td>CTC Course Fee - Materials Fee (per course)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Course Fee Category</td>
<td>Fee</td>
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<tr>
<td>---------------------------------------------------------</td>
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<tr>
<td>Health Careers Course Fee – Med Lab Tech Fee</td>
<td>$13.00</td>
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<tr>
<td>Health Careers Course Fee – Phlebotomy Lab Fee</td>
<td>$20.00</td>
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<tr>
<td>Health Careers Course Fee – LPN Fee</td>
<td>$7.00</td>
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<tr>
<td>Health Careers Course Fee Respiratory Care Clinical</td>
<td>$25.00</td>
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<tr>
<td>Human Services Course Fee – Culinary Foods Lab Fee</td>
<td>$120.00</td>
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<tr>
<td>Human Services Course Fee – EMS Equipment Fee</td>
<td>$30.00</td>
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<tr>
<td>Human Services Course Fee – EMT Basic Exam Fee</td>
<td>$70.00</td>
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<tr>
<td>Human Services EMT- P (Paramedic) National Registry</td>
<td>$110.00</td>
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<tr>
<td>Human Services EMS FIDP (Field Internship Database Program) Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Human Services Equipment and Supplies Fee</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
REFUND POLICY FOR TUITION AND FEES

A student who withdraws from the institution may arrange for a refund of fees, excluding special fees, in accordance with the following schedule. Refunds are determined from the first day of the school term, which begins officially with Orientation Week. The student’s official withdrawal date is certified by the Office of Enrollment Services. Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

SEMESTER TERMS

Withdrawal During first and second weeks (beginning with Registration Day) 90% Refund
During third and fourth weeks 75%
Refund During fifth and sixth weeks 50%

SUMMER TERMS

Registration Day through the first three days of Class 90% Refund
Fourth through fifth day of classes 75%
Sixth through tenth day of classes 50%
Beginning with eleventh day of classes No Refund

ROOM AND BOARD RATES

Regular term payment of room and board must be paid before the first day of classes. Summer term payment of room and board must be paid in full before the first day of classes. Applicants for residence hall reservations must pay a deposit at the time the application is filed. (This amount is subject to change at any time). The deposit will be refunded at checkout pending any necessary damage repairs. All unmarried freshman and sophomore students are required to live on campus, excluding the summer term unless the student qualifies for an exemption to this policy.

For applicants deciding not to enroll, written notice of withdrawal for the fall semester must be received by the Residence Life Office by May 31st, and by November 30th for the spring semester. Failure to notify the Residence Life Office in writing by the deadline will result in the forfeiture of the deposit. (Exception: Should the applicant be denied admission to either institution, a full refund will be made without regard to dates.) Students paying on-campus tuition and fees are entitled to participate in all college activities and attend athletic events.

The housing contract is valid for the academic year. Students cannot cancel their housing application to avoid living on campus after the application is considered active. Students must submit a contract release request and be approved for a release in order to live off-campus after applying. Releases are not guaranteed. For students residing on campus in the fall semester, contract release requests must be submitted by the deadlines listed above in order to receive a deposit refund. Please contact the Residence Life office if you have any questions concerning this information.
RESIDENCE HALL SEMESTER RATES 2013-2014

Morrow, Pence, Prichard: $1,917.00 per semester
Bryant Place Double Room: $2,182.00 per semester
Bryant Place Single Room: $2,584.00 per semester

MOVE-IN COSTS

- Application/Damage Deposit: $200.00
- Meal plan: Varies (see below)

APARTMENT SEMESTER RATES 2013-2014

1 Bedroom (Unfurnished): $3,314.00 per semester
2 Bedroom (Unfurnished): $2,472.00 per semester
2 Bedroom (Furnished): $2,720.00 per semester
3 Bedroom (Unfurnished): $2,533.00 per semester

MOVE-IN COSTS

- Application/Damage Deposit: $200.00

FOOD SERVICE SEMESTER RATES 2013-2014

All residents of Morrow, Prichard, Pence, and Bryant Halls are required to purchase a meal plan for use in the cafeteria or snack bar located in the Falcon Center. Campus Dining Services offers several meal plans.

A. Falcon 19 Plan 7 Day Plan
   (19 meals, 7 days per week) $1,831.00 per semester ($75.00 Flex)

B. Falcon 15 7 Day Plan
   (15 meals, 7 days per week) $1,760.00 per semester ($150.00 Flex)

C. Falcon 15 5 Day Plan
   (15 meals, 5 days per week) $1,672.00 per semester ($65.00 Flex)

D. Falcon 12 5 Day Plan
   (12 meals, 5 days per week) $1,697.00 per semester ($225.00 Flex)

Commuter meal plans are available in the Enrollment Services Center.

FINANCIAL AID

Financial aid in the form of scholarships, grants, loans, and employment is available to students who need assistance in meeting their higher education expenses. All funds are administered by the Financial Aid and Scholarships Department in compliance with federal, state, and institutional guidelines.

NEED-BASED AID

Pierpont’s primary purpose in awarding financial aid is to assist those students who wish to attend college and need financial assistance to do so. A student’s need is determined by the Institutional Cost of Attendance (Budget) less the Expected Family Contribution (EFC) as determined by the Free Application for Federal Student Aid (FAFSA).
Students with the greatest need may be awarded Grants, Scholarships and self-help need such as Federal Work Study and Student Loans.

By using the available resources, Pierpont attempts to meet the financial need of all students. The total financial aid awarded to a student shall not exceed the Institutional Cost of Attendance (Budget) or the student’s need, as appropriate.

**SCHOLARSHIP AID**

It is the intent of Pierpont, as an institution of higher learning, to foster the highest degree of scholarship among its students. The institution actively recruits students who have excellent academic records and recognize and reward those who continue to excel.

The objective of the scholarship program is to promote the recruitment and retention of a diverse student body with special talents. To accomplish this objective, a variety of merit- and need-based scholarships have been developed with special criteria (ex.: institutional scholarships, program-specific scholarships, international student scholarships, etc.)

Pierpont is ultimately responsible for final approval of scholarship programs and related policies and procedures. Further, various offices or committees are responsible for segments of the scholarship programs. The Pierpont/Fairmont State Foundation, Inc., through the auspices of the Pierpont/Fairmont State Foundation’s Scholarship Committee, collaborates with the Offices of Admissions and Financial Aid and Scholarships to explore new areas of scholarship development and expansion, and assist those interested in establishing new merit-based scholarships or enhancing currently established scholarship programs for PIERPONT. New scholarship programs are reviewed for consistency with institutional recruitment and retention goals and the scholarship philosophy statement and must be reviewed and approved by the President.

Pierpont’s Office of Financial Aid and Scholarships also administers scholarship aid delivery for a wide range of externally funded and managed merit- and need-based scholarships received by PIERPONT students.

**SOURCES OF FINANCIAL AID**

The links for all sources and types of financial aid offered by Pierpont as well as other aid resources are available on the homepage at http://www.pierpont.edu/pierpontfinaid/.

**DEFINITION OF AN ACADEMIC YEAR**

For Pell Grant, Direct Loan processing, and other Federal Title IV aid, the academic year at PIERPONT begins with the fall, continues with the spring, and concludes with the summer term.

**PROCEDURES FOR OBTAINING FINANCIAL AID**

1. Students must complete and submit an application for admission to the Office of Admissions (new, transfer and readmitted students only).
2. For full consideration of aid based on need, students must complete and submit the Free Application for Federal Student Aid (FAFSA) to the federal processing center by March 1. The FAFSA can continue to be submitted through June 30, 2014 and must be submitted annually.
3. For consideration of eligibility for academic scholarships, students must apply for admission to Pierpont prior to February 1st and submit a scholarship application by December 15th of previous year for Admissions/Recruiting and Academic awards and prior to February 1 (for the upcoming year) for Financial Aid and Foundation Scholarships in addition to submitting a scholarship application by February 1st.
4. Students interested in aid for summer must complete a separate application, which is made available in March.
Federal regulations and institutional policy require that your academic progress be reviewed at the end of each enrollment period, including summer. All students enrolling for the first time at Pierpont Community & Technical College (Pierpont) (including transfers) will be considered to be meeting academic progress during the first semester of enrollment at Pierpont; subsequent reviews will include all course work (including transfer work) that is contained on Pierpont academic transcript.

To receive funds administered by the Office of Financial Aid and Scholarships at Pierpont Community & Technical College, students must be making measurable academic progress toward completion of an eligible degree. Federal regulations require evaluation of both qualitative and quantitative academic progress.

**QUALITATIVE PROGRESS**
This evaluation is based upon the cumulative “Grade Point Average (GPA)” as shown on your academic transcript.

Undergraduate students must meet the following Cumulative GPA:

- 01-24 total credit hours -- minimum cumulative GPA >= 1.5
- 25-48 total credit hours -- minimum cumulative GPA >= 1.8
- 49 total credit hours and above -- minimum cumulative GPA >= 2.0

**QUANTITATIVE PROGRESS**
This is based upon two areas of progress: “pace” and “maximum time frame”.

Pace is defined as the rate at which attempted academic credits are successfully completed. This is calculated by taking the cumulative number of hours successfully completed and dividing by the cumulative number of hours attempted. Grades of “W”, “F” and “I” count as attempted hours. Transfer hours that appear on your transcript are also included.

A student must be successfully completing 67% of all hours attempted. The calculation will be rounded to the closest whole number.

Maximum Time Frame allowed to complete your degree (including transfer hours) is 150% of the normal time frame. Repeated courses are counted against the maximum time frame.

- Certificate Program of 36 hours must be completed within 54 attempted hours.
- Associate program of 60 hours, students must complete within 90 attempted hours.

A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further additional federal student aid funds for that program.

Post-graduate work (credits taken after receiving first degree including a second associate’s or an associate’s degree after receiving a bachelor’s degree) must be completed within 60 hours of post-graduate work. Since all classes attempted will count toward the 60-hour limit, students should meet with their academic advisors to determine what classes are required for completion of the second degree.

** Students who receive academic forgiveness for previous course work will continue to have all attempted credit hours and all earned grades that are included on academic record considered as part of the evaluation of satisfactory academic progress for financial aid.**

**FAILURE TO MEET SAP STANDARDS**
Students who fail to meet the qualitative or quantitative standards defined above at the end of any enrollment period (including summer), will be placed on “warning” for the next semester. During this warning semester the student may continue to receive financial aid.
Students who are within 15 credit hours or less of the maximum time frame defined above will be placed on “warning” for the next semester. During this warning semester the student may continue to receive financial aid.

Failure to meet any of the above defined standards at the end of a “warning” semester will result in the loss of financial aid eligibility for future semesters.

Students will be notified by postal mail and e-mail of SAP status after grades are posted. As soon as the status is updated, it can be viewed on the student’s FELIX account.

APPEAL PROCESS
A student may appeal the loss of financial aid through the Office of Financial Aid and Scholarships. To appeal, the student must have experienced extenuating circumstances which have impacted academic progress. Examples of extenuating circumstances are death of immediate family member, injury or illness or other unusual circumstances evaluated by the Office of Financial Aid and Scholarships.

The appeal must include the following:

1. Why the student failed to make satisfactory academic progress;
2. What has now changed that will allow the student to make satisfactory academic progress at the end of the next semester (statements of good intent are not sufficient);
3. Student’s academic plan for meeting satisfactory academic progress; and
4. Documentation to verify extenuating circumstances.

If the appeal is granted, the student will be placed on financial aid probation for one semester and receive aid during that probation semester. At the end of the Probation Semester the student MUST meet the defined SAP standards or meet the academic plan that was developed for the appeal.

Appeals must be submitted by the Friday proceeding the week before classes begin. Deadline dates for 2013-14 are:

- Fall 2013: August 9, 2013
- Spring 2014: January 3, 2014
- Summer 2014: May 9, 2014

Any appeals submitted after the above dates will be considered late. Students who wish to enroll and submit the appeal after the deadline should make plans to pay all charges through personal means. If the appeal is subsequently reviewed and approved, any financial aid for which the student is eligible will be processed and any excess funds will be returned to the student.

Appeals will be reviewed by Financial Aid Counselors. If denied by the counselor, the student may request that the appeal be reviewed by Director of Financial Aid and Scholarships. If appeal is denied by Director of Financial Aid and Scholarships for Fall or Spring, it will automatically be referred to the Faculty Assembly Financial Aid Appeals Committee. This committee will meet one time during the week prior to the start of the Fall and Spring Semesters. Denial of appeals by the Financial Aid Director for Summer Semester is final and will not be forwarded to the Faculty Assembly Financial Appeals Committee.

Students are limited to two appeals while enrolled at Pierpont.

Financial Aid eligibility can be re-established once the student meets SAP standards. Students who continue enrollment before re-establishing eligibility are required to pay for charges through personal means.

ACADEMIC AMNESTY COURSES
Candidates for academic forgiveness may receive financial assistance during the readmission semester if under Financial Aid Warning, Probation and/or Academic Plan. If the student does not meet the financial aid standards of SAP or the requirements of their Academic Plan at the end of the readmission semester, student’s financial aid will suspend as dictated by the Financial Aid Satisfactory Academic Progress Policy. Candidates must have a signed, written request on file with the Registrar and with the Office of Financial Aid & Scholarships in order for financial assistance to be released during the readmission semester.
REPEATING A COURSE
Fairmont State University enforces Series 22 of the West Virginia Higher Education Policy Commission as follows:

If a student earns a grade of “D” or “F” (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student’s record. Courses passed with a grade of “C” or better may not be legally repeated. See current catalog for more information.

Students who repeat a previously passed class may have limitations on financial aid eligibility.

NONSTANDARD COURSES
Federal student aid cannot be awarded for courses that do not count toward a student’s program completion. Examples include non-credit courses, audited courses, and English-as-a-Second-Language courses that are not part of an ESL program.

TITLE IV FINANCIAL AID RETURN OF AID POLICY
Due to recently enacted Federal Regulations effective July 1, 2011, our Financial Aid Return of Aid Policy has changed. Effective Fall 2011:

If you withdraw from school whether officially (you complete the withdrawal form or drop all classes on the web) or unofficially (you stop attending classes) and have been awarded and/or paid Title IV Federal Aid, you are subject to a Return of Title IV Aid calculation. This calculation determines how much aid must be returned to the federal programs in the event of a complete official or unofficial withdrawal prior to completing 60% of the term (see example below).

The calculation determines the amount of federal aid that is considered to be earned and the amount that is to be returned to the Federal programs. State and/or Institutional Aid may also be subject to return based on withdrawal date. The earned/ unearned amounts are calculated based on the percent of the term completed. The length of the term is defined as the first day of all classes through the last day of all classes (not including a break of 5 days or more and finals week).

Students who have been awarded aid that has not disbursed will also be reviewed to determine if they are eligible for a post-withdrawal disbursement. Withdrawn students who have been selected for verification but have not provided the documents necessary for disbursement may be eligible for a post-withdrawal disbursement. Their account will be reviewed and they will be offered a post-withdrawal disbursement if eligible and given 14 – 30 days to return the requested documentation. Students will only be eligible for the percentage of “earned” aid at the time of withdrawal.

A student may be subject to a Return of Title IV Aid calculation if they are enrolled for the entire term and only complete one or more classes that end in the first eight (8) weeks.

WITHDRAWAL EXAMPLE
This example shows what happened when a student withdrew completely on the 21st day of a 108 day semester (70% Tuition refund period). The first table shows how the Return of Title IV calculation applies to this specific student’s situation. Please note that this is only an example; your specific situation may differ. If you are considering withdrawal, we strongly encourage you to consult with your academic advisor and a financial aid counselor prior to taking any official action.

EXAMPLE OF RETURN OF TITLE IV CALCULATION

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct Subsidized Loan.</td>
<td>$1750</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>$2675</td>
</tr>
<tr>
<td>Federal SMART Grant</td>
<td>$2000</td>
</tr>
</tbody>
</table>

1) Divide number of days attended by number of days in term:

Calculation: 21 days / 108 days =

Result: Percentage of term completed 19%
Greater than 60% - All aid is earned; no further steps
Less than 60% - Use percent of term completed

2) Subtract percentage completed from 100:
Calculation: 100 - 19 =
Result: Percent of term not completed 81%

3) Multiply total federal aid by percent of term not completed:
Calculation: 5425 x .81 =
Result: Amount of aid that is unearned $4394.25

4) Multiply total allowable institutional charges by 81% to get amount of unearned aid to be returned by PIERPONT:
Calculation: Total fees = 2900 x .81 =
Result: Amount of unearned aid to be returned by PIERPONT $2349
PIERPONT returns: $1750
Direct Subsidized Loan; $599 Pell Grant

5) Subtract unearned aid to be returned by PIERPONT from total unearned aid:
Calculation: 4394 - 2349 =
Result: Amount of unearned aid to be returned by student $2045
Student returns: $2045 Pell Grant

(All that is left to repay is the amount that PIERPONT had to repay. Student is not required to repay student portion of either grant program since the total in unearned grants is less than 50% of total federal grants.)

The federal regulations regarding Return to Title IV requires the following rules regarding return of federal aid to the programs:

Order of repayment to programs is as follows:
Federal Direct Unsubsidized Loans
Federal Direct Subsidized Loans
Federal Perkins Loan
Federal Direct PLUS Graduate Loan
Federal Direct Plus Parent Loan
Federal Pell
Academic Competitiveness Grant (not funded this year by Federal Budget)
National SMART Grant (not funded this year by Federal Budget)
Federal Supplemental Educational Opportunity Grant (FSEOG)

• Pierpont returns its portion first; then the student’s portion is returned
• Any loan amounts unearned from the student’s share are not required to be repaid immediately (will be repaid in the normal repayment process)
• For grants, only the portion of unearned grants due from the student that exceeds 50% of the total federal grants received is required to be returned

Please keep in mind this repayment policy is applied before the institution’s refund policy. The school’s refund policy may reduce the amount owed to the school by the student for aid returned. It is important to note, a student who withdraws from school could owe federal financial aid as well as repayment back to the West Virginia Higher Education Grant Program and/or Promise Scholarship Program.
VETERAN’S POLICIES
The following policies and procedures will be observed by PIERPONT for the purpose of determining satisfactory progress for all students receiving veterans’ benefits. The Veterans Administration will be notified of any veteran who is not maintaining satisfactory progress.

CLASS ATTENDANCE
If a student receiving veterans’ benefits withdraws from the College or an individual class and the Veterans Coordinator has no prior notice of irregular class attendance, the official withdrawal date on the withdrawal form completed in the Registrar’s Office will be assumed as the last date of class attendance.

The Veterans’ Certifying Official runs a report to identify these students and notify the Veterans Administration.

MIDTERM REVIEW
The Veterans Coordinator will review the midterm grade report for all students receiving veterans’ benefits and the Veterans Administration will be notified of any irregularities or indication of lack of progress on the midterm grade report.

FINAL GRADE FOR ALL COURSES ATTEMPTED
The final grade policy for all attempted courses applies to all students at Pierpont, including those receiving veterans’ benefits.

SUSPENSION
The Veterans Administration will be notified immediately at the end of the semester if a student receiving veterans’ benefits is suspended. The Office of the Registrar of Pierpont supplies the Veterans Coordinator with a list of students suspended. This list will serve as the basis for notification to the Veterans Administration.

SUMMARY
As indicated above, students receiving veterans’ benefits are subject to all institutional policies of grading, attendance, and withdrawal. It is the responsibility of the Veterans Coordinator to administer the procedures listed above and to notify the Veterans Administration, in every instance, indicating lack of satisfactory progress by the student receiving veterans’ benefits. There are no separate policies of attendance, withdrawal, or grade average calculation for students receiving veterans’ benefits. Evidence of unsatisfactory progress during a semester may result in loss of benefits back to the point at which satisfactory progress ceased (i.e., irregular withdrawal from class). It is the veteran’s responsibility to immediately notify the Veterans Coordinator of any changes in their enrollment status. If a change in enrollment status reduces amount of veteran’s benefits, the VA may request restitution from the student or the school. If requested, the school will return that portion of Veterans Assistance received. Student will then be billed for the balance. Collection of that balance will follow normal procedures.

PROCEDURE FOR MILITARY DEPLOYMENT
If you are called to active duty in the military while enrolled at Pierpont, you will be designated as being on a “Military Leave of Absence.” The following policies and procedures are designed to make your transition from active duty and your return as convenient as possible. Please read the information below and review your choice of options. If you receive any form of financial assistance, it is imperative that you meet with the Office of Financial Aid and Scholarships and Enrollment Services. You must provide Enrollment Services with a copy of your Deployment Papers no matter what option you select.

Option 1
When called to active duty during an academic semester, you may withdraw completely from the semester and receive a full tuition refund. You will also receive a prorated refund for campus housing, meal plan, and parking. After consultation with the Office of Financial Aid and Scholarships and Enrollment Services, your transcript for the semester may show enrolled with “W’s” or you may be completely deleted from that semester. If you choose to have all of your classes’ deleted, all financial aid received for the semester must be returned to the Federal, State, and/or Institutional Programs it was awarded from.
This in turn may leave a balance due the school if you have already received a refund check. This balance will be pursued through normal collection procedures.

**Option 2**

You may contact your individual instructors to determine if you have completed enough work for the semester to receive an incomplete or a final grade for the course. The decision rests solely with each faculty member. You should have completed at least three-fourths of the semester before a faculty awards a final grade for a course. If you wish to pursue this option, you will need to contact Enrollment Services. Enrollment Services will discuss the procedure with you and provide a form for Faculty members to sign. Each faculty member will sign the form to indicate that they will give you an incomplete or final grade for the course.

Upon return from active duty, you will have one year to make up your incompletes. At the end of the one-year period, the instructor must submit a final grade. If no change is made by the instructor, the grade “I” will be changed to an “F.”

You may also officially withdraw from specific courses that you do not wish to complete. You will receive a prorated refund based upon the number of credit hours you retain. Upon consultation with the Office of Financial Aid and Scholarships and Enrollment Services, your transcript for the semester may show “W’s” for courses in which you officially withdraw or you may be completely deleted from those courses. If you choose to have some of your classes’ deleted, all financial aid received for the semester for those classes must be returned to the Federal, State, and/or Institutional Programs it was awarded from.

This in turn may leave a balance due the school if you have already received a refund check. This balance will be pursued through normal collection procedures.

**RESIDENT CLASSIFICATIONS**

**GENERAL**

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or nonresident for admission, tuition and fee purposes by the institutional officer designated by the President. 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 are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and acted upon at least two weeks prior to registration and payment of tuition and fees. Students found to have made false or misleading statements concerning their residence shall be subject to disciplinary action and will be charged the nonresident fees for each session therefore attended.

**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 person to return to another state or country. West Virginia domicile may be established upon the completion of at least 12 months of continued residence within the State prior to the date of registration, provided that such residence is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than 12 months’ residence prior to the date of registration must be supported by proof of positive and unequivocal action, including but not limited to the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and/ or possessing a valid West Virginia driver’s license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within

Pierpont C&TC Catalog 2013-2014 Version 1.1
the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

MINORS
Minors are defined by the West Virginia Code —2-2-10 as persons less than 18 years of age. The residence of minors shall follow that of the parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of unmarried and unemancipated minors. If the father and the mother have separate places of residence, minors take the residence of the parent with whom they live or lived with last or to whom they have been assigned by court order. The parents of minors will be considered residents of West Virginia if their domicile is within the State.

Minor students who are properly admitted to an institution as resident students shall retain that classification as long as they enroll each successive semester.

EMANCIPATED MINORS
Emancipated minors may be considered as adults in determining residence, provided satisfactory evidence is presented that neither of their parents, if living, contributes to their support nor claims them as dependents for federal or State income tax purposes. Emancipated minors assume all of the responsibilities of adults to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

STUDENTS EIGHTEEN YEARS OF AGE OR OVER
Students 18 years of age or over may be classified as residents if (1) the parents were domiciled in the State at the time the students reached majority and such students have not acquired a domicile in another state, or (2) while adults, students have established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that students must not be in the State primarily to attend an educational institution and they must be in the State for purposes other than to attempt to qualify for resident status.

Nonresident students who reach the age of 18 years while students at any educational institution in West Virginia do not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

Students who are properly classified as residents at the time they reach the age of 18 shall continue to be classified as residents as long as they enroll each successive semester and do not establish a domicile, or legal residence, in another state.

STATE RESIDENTS 65 YEARS OF AGE OR OLDER
Residents of West Virginia who are at least 65 years of age may attend class for credit or no credit if space is available. Eligibility will be determined based on appropriate documents reflecting age and residency. Participants will be admitted two weeks after freshman registration begins each term. Registration dates and times and will be published in the Registrar’s Calendar for each term. Participants may register for either on or off-campus courses.

Eligible participants may elect one of two options for enrollment. Participants must identify themselves to Student Services and choose an option at the time of registration.

No Credit Option: Eligible participants will be assessed fifty dollars ($50) per course plus applicable fees (i.e. technology, laboratory, parking permits) when appropriate.

Credit Option: Participants electing to earn college credit will be granted a waiver of fifty percent (50%) of the normal tuition and fees for courses. Technology, laboratory, parking and other special fees will be charged at the regular student rate.
CHANGE OF RESIDENCE
Adult students who have been classified as out-of-state residents and who seek resident status in West Virginia must prove conclusively that they have established domicile in West Virginia with the intention of making their permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by persons’ statements but also by their actions. The designated institutional officer shall consider actions including but not limited to those described above in Section Two, “Residence Determined by Domicile.” Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that students are not self-supporting, that they are carried as dependents on their parents’ federal or state income tax returns or their parents’ health insurance policy, or that they customarily do not remain in the State when school is not in session.

Students may get the necessary paperwork for a change of residence from the Registrar’s Office.

MILITARY
Individuals who are on active military duty or employees of the federal government may be classified as residents for the purpose of payment of tuition and fees, provided that they established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and have at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes.

ALIENS
Aliens in the United States on a resident visa, or those who have filed a petition for naturalization in the naturalization court and who have established a bona fide domicile in West Virginia, may be eligible for resident classification provided they are in the State for purposes other than to attempt to qualify for residency status as students.

FORMER DOMICILE
A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an instate 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 regarding proof of domicile and intent to remain permanently in West Virginia.

APPEAL PROCESS
The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as determined necessary for the processing of appeals.

PIERPONT ADMISSIONS POLICY
The Pierpont Community & Technical College Admissions Policy follows the West Virginia Council for Community and Technical College Title 135 Procedural Rule, Series 23 “Basic Guidelines and Standards for Admissions at Community and Technical College”. The college is committed to providing an educational opportunity to all persons regardless of educational background or preparation.

Admission to Pierpont is open to any person age eighteen or older, able to benefit from study at the community college level.
GENERAL ADMISSION PROCEDURE

Students seeking admission to Pierpont Community & Technical College must file an application for admission and meet deadline dates.

The application and any supporting credentials must be on file at least two weeks prior to the opening of a semester or term. All credentials submitted in support of an application for admission become the property of the College and will not be returned to the student.

Any student admitted upon the basis of false credentials will be subject to immediate dismissal from the institution.

Students who fail to register during a semester or term for which they have been admitted must file another application in order to gain admission at a later date.

All Pierpont students seeking full time admission who do NOT have ACT/SAT scores within the past five years or do not meet all freshman placement standards must take the COMPASS test(s) for placement into English and Mathematics courses. Compass tests should be completed before scheduling classes. COMPASS scores are valid for 2 years from date of testing.

Students should schedule an Orientation session after completing COMPASS testing. Class scheduling will be completed during orientation.

Separate applications for residence halls must be submitted to the Office of Residence Life. Be sure to complete the housing exemption if you do not plan to live on campus during the academic year.

Those who possess a high school diploma or General Educational Development (GED) equivalency may enroll as Certificate in Applied Science or Associate degree-seeking students.

Without a high school diploma or GED, individuals may be conditionally admitted into the college and as a “Non-Degree Seeking” student can enroll in many of the Community and Technical College courses. Beginning July 1, 2012 ability to benefit students will not be eligible for financial aid. Students previously admitted as ability to benefit students will be eligible for financial aid if in good standing. Following each semester students will be evaluated, to determine whether college-level academic performance indicates an ability to continue. Upon conditional admission into the course, individuals will be directed to testing. Neither regular or conditional admission to the college ensure the entry into a specific program of study, nor imply eligibility to enroll in courses with established prerequisites, or entry into competitive programs with limited numbers of students and minimum entry requirements.

Several programs of study have competitive entry, are limited in the number of students admitted annually, and have specific deadline dates. Applicants to competitive programs should complete the ACT or SAT test early and have their high school transcripts forwarded to Student Services as soon as possible in the Fall for consideration into the competitive programs for the following Fall enrollment date. To insure proper consideration, students are asked to make early application to their program of choice with test scores and transcripts (note, some program consideration involves additional costs).

Early admissions standards for high school students enrolling in community colleges are subject to the requirements of the WVCTCS Section 135-19-6 of Title 135, Series 19, “Guidelines for College Courses for High School Students”. Entry into General English, Mathematics and Science courses may also require defined ACT, SAT or COMPASS scores. All students are advised to make an appointment for COMPASS testing for appropriate course placement and before their scheduling of courses. Incorrect and incomplete information will delay file completion and financial aid processing.
PLACEMENT TESTING
In order for students and their advisors to create a schedule that best meets their academic abilities and program requirements, students may be required to take placement tests in math, English, and or reading. Your test results may require that you enroll in one or more Developmental Skills courses. Students are strongly encouraged to complete all Developmental Skills requirements in their first 32 credit hours. There is no fee for placement testing. Developmental skills count toward a student’s full-time status but do not count toward graduation requirements. For more information regarding placement testing requirements and subsequent course placements, please contact the Director of Assessment & Testing, 367-4990.
ASSOCIATE AND CERTIFICATE OF APPLIED SCIENCE DEGREES

DEGREE SEEKING ADMISSIONS REQUIREMENTS

First-Time Freshman

A. Submit:
1) Application for Admission
2) Official High School Transcript (sent by high school), or official GED (sent by Department of Education)
3) ACT/SAT Scores, COMPASS or other approved placement scores
   Immunization Record – Measles, Mumps and Rubella (MMR) (if born after January 1, 1957).

B. Apply for financial aid (FAFSA code 040385)

C. When admission is approved:
   • Complete COMPASS Placement Tests if necessary (administered by Pierpont at no cost to the student)
   • Attend Orientation session

Transfer Students

Any applicant, who has attended another institution of collegiate rank wishing to transfer in credit, will be classified as a transfer student. The College will not, under any condition, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. Transfer students must meet the admission requirements of Pierpont Community & Technical College. Credits and grades earned at any public institution governed by the Higher Education Policy Commission, or WV Council for Community and Technical College Education shall be transferable to Pierpont Community & Technical College.

A. Submit:
1) Application for Admission
2) College Transcript (from accredited institution(s)) if transferring credits see “Transfer Students” and “Transferring Core Coursework” sections.
3) If transferring fewer than 15 earned credit hours, ACT, SAT, COMPASS, or other approved institutional test scores are also required. ACT/SAT with specific scores may be required test for entrance into specific programs; (please refer to the catalog for details.)
4) Immunization Record – Measles, Mumps and Rubella (MMR) (if born after January 1, 1957)

B. Apply for financial aid (FAFSA code 040385)

C. When admission is approved:
   • Complete COMPASS Placement Tests if necessary (administered by Pierpont at no cost to the student)
   • Attend Orientation session

TRANSFERRING CORE COURSEWORK

According to WVCTCS Series 17, Policy regarding the “Transferability of Credits and Grades at West Virginia Public Colleges and Universities”, students who transfer from one state college or university to another may transfer core
coursework that will count toward fulfillment of general studies requirements at the receiving institutions. Under the terms of the agreement, a student may transfer up to thirty-five credit hours of undergraduate coursework in the areas of English composition, communications and literature, fine arts appreciation, mathematics, natural science, and social science as general studies credits. Copies of the current agreement are available in the Student Services Center. Students who are currently on suspension from another institution may enroll at Pierpont. Pierpont cannot guarantee the home institution will accept credits earned while the student is on suspension.

**NON DEGREE-SEEKING ADMISSION** (Not financial aid eligible)

**REQUIREMENTS**

Admission is intended for students registering for occasional college courses with no degree objective. Non-degree seeking students may include transient students, high school students, high school or GED graduates wishing to take classes but not interested in attaining a degree, and students without high school or GED credentials.

**Transient Students**

**Submit:**

1) Application for Admission
2) College transcripts showing pre-requisite courses may be required to take some courses.
   After completion of 12 credit hours, transient students wishing to seek a degree must submit an application for admission as a degree seeking student.

**High School Students** (not financial aid eligible)

**Submit:**

1) Application for admission
2) High school transcript
3) Written permission from high school principal or counselor
4) Written parental permission

Outstanding high school students may be admitted as non-degree seeking students only, either in the summer following completion of the junior year in high school or during the senior year in high school. In addition, students must have a 3.0 cumulative grade point average. No more than 15 hours may be earned before admission as a regular student. Students must pay regular college fees as defined by the West Virginia Community and Technical College System (WVCTCS). High School students may not receive Financial Aid until the fall semester following graduation.

**Other Non-Degree Seeking Students**

**Submit:**

1) Application for admission
2) High school transcript or GED if applicable
ADDITIONAL INFORMATION FOR STUDENTS
ADMISSION POLICY FOR COMPETITIVE ENROLLMENT PROGRAMS

Competitive programs requiring separate applications are listed below. The program application, $20 nonrefundable application fee, high school transcript/GED scores, ACT/SAT/COMPASS scores (Physical Therapist Assistant and Radiologic Technology do not accept COMPASS), college transcript (if applicable), and any other required information must be on file by the deadline listed on the program application.

The credentials are collected by the Office of Admissions and are submitted to the appropriate selection committee for consideration. Any application received after that date will be considered only on a space-available basis. All applicants are notified by letter concerning their admission status to the program. Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. Strong mathematics and science background is highly recommended. Consideration will be given to students who have successfully completed college course work. Students with a college cumulative grade point average of less than 2.0 must remedy this situation before they can be eligible for admission to the programs. Students who have completed a GED must show evidence of successful completion of required prerequisite courses.

COMPETITIVE PROGRAMS

- Health Information Technology ............... Deadline March 1
- Medical Laboratory Technology ............. Deadline January 31
- *Physical Therapist Assistant ............... Deadline January 31
- *Radiologic Technology ...................... Deadline January 31
  (NOTE: This major is affiliated with United Hospital Center (UHC) and WVU Hospitals (WVUH). Students must attend interviews and respond to e-mails directly from UHC and WVUH Radiologic Technology program.)
- *Respiratory Care ............................. Deadline January 31
- Veterinary Technology ........................ Deadline March 1

*Programs that are starred “*” do not accept applications after the program application deadline.

For all other competitive programs preference will be given to those students who meet the deadline dates. However, applications will continue to be accepted until the class is filled. Application deadlines for each program are listed on the individual program application as well as on the general admissions application.

Each competitive program has a separate application and a $20 nonrefundable application fee. All documents must be on file by the deadline. All applications of persons interested in the specific programs will be given every consideration in the selection process.

See specific program requirements in the ‘Program of Study’ section of the catalog, or go to our website www.pierpont.edu or students should check with the coordinators of the programs for other specific requirements.
THE AMERICAN COLLEGE TEST/
SCHOLASTIC APTITUDE TEST
Some degree and certificate programs in Pierpont Community & Technical College require applicants to provide American College Test (ACT) or Scholastic Aptitude Test (SAT). All students are encouraged to take the ACT or SAT, because scores on the test are used in placing students in English and Mathematics, for scholarships and loans, and in the academic counseling program. High school students are urged to take the test during their junior year. Financial aid applicants should take the test either during the summer prior to the beginning of the senior year, or on the September or October dates.

For information concerning registration and test dates for the ACT National Exam, please visit the official ACT website, www.act.org.

CONTINUING EDUCATION UNITS (Center for Workforce Development)
Various activities of community interest are provided by the College with recognition as Continuing Education Units (CEU). Permanent records of CEU completions are kept on file. CEU credit is not accepted toward completion of degree requirements. Continuing Education classes receive the designation S (Satisfactory) or U (Unsatisfactory). A grade of S in the Continuing Education Teacher Professional Development courses, designated with the course prefix XEDU, is equivalent to a B or better.

ADVANCED PLACEMENT
Advanced placement and/or credit will be granted to entering freshmen who have qualified on the basis of the tests of the Advanced Placement Program of the College Entrance Examination Board. Scores of three, four, or five are required.

PHYSICAL EXAMINATION
Physical examinations are not required for admission to Pierpont Community & Technical College. All Health Careers students must have a physical examination prior to entering any Health Careers program; forms are available from Program Coordinators; completed forms should be submitted to Program Coordinators. All Early Childhood students must have a physical examination prior to entering the program; documentation of examination should be submitted to the Early Childhood Program Coordinator. STUDENTS ARE RESPONSIBLE FOR ANY COSTS INCURRED WITH PHYSICAL EXAMINATIONS, IMMUNIZATION, AND BACKGROUND CHECKS.

SCHEDULING CLASSES
At the beginning of each semester or term (and within the designated time frame), all students are expected to complete registration. Testing and Orientation programs are offered prior to each semester and all newly-admitted students are invited to attend. Late registration fees are assessed in accordance with the fee schedule cited under Special Fees.

MATHEMATICS AND ENGLISH COMPETENCY
The West Virginia Community and Technical College System has adopted the following requirements for students before they are permitted to enroll in college-level mathematics and English courses or courses with certain prerequisites.
ENGLISH
Students may not enroll in English 1005 or 1104 unless the minimum score prescribed below is earned on at least one of the following tests:

- A score of 18 or above on the English section of the ACT.
- A score of 450 or above on the critical reading portion of the SAT-1.
- A scaled score of 38 on the writing skills test of the ASSET.
- A score of 71 or above on the writing skills test of the COMPASS.
- A scaled score of 88 on the Sentence Skills test of the College Board’s ACCUPLACER Testing System.
- Satisfactory performance on a writing sample administered by each institution.

Students not meeting any one of the above standards must successfully complete ENGL 0097 before enrolling in ENGL 1005 or 1104.

MATHEMATICS
Students may not enroll in a mathematics course unless the minimum score prescribed below is earned on at least one of the following tests:

- A score of 19 or above on the mathematics section of the ACT.
- A score of 460 or above on the quantitative portion of the SAT.
- A scaled score of 40 on the numerical test and 38 on the elementary algebra test of the ASSET.
- A scaled score of 59 on the pre-algebra test and a scaled score of 36 on the algebra test of the COMPASS.
- A scaled score of 85 on the arithmetic test and 84 on the elementary algebra test of the College Board’s ACCUPLACER Testing System.

Students not meeting any one of the above standards must successfully complete MATH 0080 Series before enrolling in an introductory college credit math course. Students must complete:

- MATH 0081-0088 to enroll in MATH 1101 Technical Math 1.
- MATH 0081-0086 to enroll in all other beginning MATH courses numbered 1000 or greater.

Pierpont Community & Technical College offers placement testing by individual appointment on the Locust Avenue campus in Fairmont and at several satellite locations. All placement testing is free of charge; all testing is untimed. Students may take a COMPASS test up to two times for placement per semester. A COMPASS score is valid for up to two years. Students who do not have a high school diploma or GED should notify the placement testing administrator of this to ensure they are administered the appropriate tests. Beginning July 1, 2012, students without a high school diploma or GED will NOT be eligible for financial aid.

All developmental skills courses (those for math and English courses with course numbers below 1000) should be completed within a student’s first 32 credit hours earned.

For more information on placement testing policies and procedures, contact the Pierpont Community & Technical College Director of Assessment at (304)367-4990 or at Nancy.Parks@pierpont.edu.
AUDITING COURSES
Students may be permitted to attend classes as auditors if they obtain written permission from their advisor and instructors in the classes they want to audit. No student who enrolls in any class as an auditor may, in the same semester, be considered as enrolled in the class for the purpose of obtaining credit. Auditors are required to complete the regular registration forms and pay regular fees.

SPECIAL EXAMINATIONS FOR COURSE CREDIT
Students may earn course credit by special examination. To apply for permission for such an examination, applicants must be admitted to Pierpont Community & Technical College. Applicants must first schedule an interview with the program coordinator or an examiner designated by the Dean or Vice President of Academic Affairs, who will evaluate the student’s background, experience, and qualifications to establish eligibility and give permission to take the examination. In order to gain college credit by special examination, students must demonstrate better than average proficiency on the examination, as determined by the examiner. Examinations will not be given for college courses in which students have previously received a grade other than “W”. Applicants must pay a fee of $22.00 per semester credit hour for each special examination. A receipt for the payment of the fee must be obtained from the Student Services Center. No money will be refunded if any examination is failed. No examination may be repeated. The examination must be filed in the office of Academic Affairs.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
Course credit may be earned through the College Level Examination Program. Information about course credits, available examinations, and costs and procedures is available from the Center for Workforce Education at (304) 367-4920 or (304)368-7254.

ARTICULATION POLICY
Articulation between Pierpont Community & Technical College and regional high schools and career technical centers permits students to receive college credit for certain course competencies completed at the secondary level. Students are permitted to enter college at their level of competency and avoid duplication of course work. Students should contact their high school or Career & Technical Education Center counselor for specific information concerning the articulation process.

ACADEMIC 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 General Studies physical education and/or elective requirements. It is the student’s responsibility to request this credit and to verify military experience to the Registrar.

ADVANCED STANDING
Based on the high school record and performance on the ACT or SAT, the Registrar will determine eligibility for advanced standing and credit in English and foreign language as follows:
English: Students may receive three hours of college credit in ENGL 1104 and may enroll in ENGL 1108 if they present four units of high school English with no semester grade of less than a ‘B’ and a standard score of 25 or higher on the English section of the Enhanced ACT or 570 on the English part of the re-centered SAT.
Foreign Language: Students who present one or more units of high school FREN or SPAN may enroll in FREN 1102 or SPAN 1102. Students who present two or more units of high school French or Spanish may enroll in FREN 2201 or SPAN 2201.
French or Spanish minor and French major: Students electing a minor in French or Spanish or a major in French may satisfy the elementary level requirement, FREN 1101 and 1102, or SPAN 1101 and 1102, by presenting two or more units of high school French or Spanish. These hours will not be recorded as college credit but will fulfill the requirement for the first six hours of the major or minor.

In order to receive college credit, students must take the appropriate CLEP or in house exam.
REGIONAL ACADEMICS

Dr. Jeani Hawkins, Dean
205 Minuteman Way
Weston, WV 26452
(304) 368-7256
Jeani.Hawkins@pierpont.edu

The headquarters for Regional Academics is located at the Lewis County Center, 205 Minuteman Way, Weston, WV. Pierpont Community and Technical College offers a variety of courses each semester throughout the service area in North Central West Virginia which includes Barbour, Braxton, Calhoun, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor and Upshur Counties. Check www.pierpont.edu for directions to active location. General Education Courses are offered at all locations; however, students may complete certain Associate Degrees at the Lewis County Center in Weston and at MTEC in Morgantown. Coordination between full-time faculty and adjunct faculty who teach in the outlying counties assures consistency of quality. All classes are governed by the policies and procedures in effect at Pierpont Community & Technical College. Courses are currently offered at Braxton, Harrison, Lewis, Marion, Monongalia, Preston and Randolph Counties.

Non-traditional students seeking academic advising should contact Lisa Phillips at Lisa Phillips@pierpont.edu or (304) 333-3657 to schedule an appointment. Other student services available at Lewis County and MTEC include math and writing tutoring lab, personal counseling, academic advising and a computer lab to work on homework during the day. Computer hours may vary, so please check the “Tutorial Services” website.

GASTON CAPERTON CENTER
The Gaston Caperton Center is located in Harrison County. The center serves as a site for delivery of a wide variety of courses for students.

Students can complete the General Studies requirements and Associate Degrees in General Business/Accounting, Liberal Studies, Criminal Justice, and Physical Therapy Assistant. Many other course offerings allow students to make progress toward degree completion in several academic areas.

- The library is open and staffed during the operating hours of the facility.
- A Teaching and Learning Commons is on site at this center.
- Counseling and advising are offered at the Caperton Center.
- Financial aid sends counselors down at the beginning of the semester; other times the Center director is available for your assistance.
- Food Service is also available via vending machines on site.
ORIENTATION

After Admission into the college, students should schedule any necessary placement testing before orientation if possible. A New Student Orientation program is a comprehensive, one-day program intended for incoming freshmen, transfer and readmitted students, as well as parents and/or guardians. Special evening programs geared toward adult and veteran students are offered in addition to the day-time programs. All new students are expected to attend Orientation, a vital first step into collegiate life.

During Orientation, each incoming student will consult with an academic advisor, schedule and register for classes, activate his or her student Unified College Account (UCA) email account and secure a photo ID card. Orientation attendees will become familiar with the entire campus and all of its services, from residence halls to financial aid. New students and parents will learn about the institution’s important calendars, offices, policies and procedures and will also meet current students, faculty, staff, and administrators.

Orientation programs occur prior to each academic semester. Each newly admitted student will automatically receive an Orientation reservation by mail, which will offer instruction on how to RSVP for the appropriate program.

For more information, please visit the Orientation website by selecting “Orientation” from the “Admissions Checklist” link on the homepage or call (304) 367-4892 or (800) 641-5678.

ACADEMIC INFORMATION

ACADEMIC ADVISING SYSTEM

Students are assigned academic advisors shortly after enrollment at Pierpont Community and Technical College; those students who are not ready to select a major upon entrance will be assigned the major “Liberal Studies, General” and will be given an advisor for screening purposes. Students wanting to change their major fields of study must contact the Registrar’s Office; students will then be referred to their major departments to have a new advisor assigned. Students should discuss problems relating to degree requirements, pre-registration, registration, and withdrawals from class or college with their advisors. (See below)

Students each semester must meet with their advisor and obtain a pin number in order to schedule courses.

ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT

Pierpont Community & Technical College is committed to providing quality educational opportunities and experiences for every student, embracing a process of continuous improvement in teaching and learning, as promoted by the WV Higher Education Assessment Council, the Higher Learning Commission and the West Virginia Community & Technical College System. Our multifaceted assessment program includes electronic portfolio reviews, standardized testing at multiple levels, signature assessments and assignments, traditional course grades, capstone projects, clinical practice reviews and end of program testing. Students participate in ongoing, integrated assessment activities, such as Program Benchmark Testing, Graduation Tests, and Field Tests for their majors. Student participation in assessment activities helps to ensure the ongoing health and vitality of academic programs and improve the overall educational experience.
**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Students who wish to obtain credit by examination should check with the Center for Workforce Education for test availability by calling (304) 368-7254.

**GRADING SYSTEM**

The following system of grading is used at Pierpont:

- **A** - Superior. Given only to students for exceptional performance.
- **B** - Good. Given for performance distinctly above average in quality.
- **C** - Average. Given for performance of average quality.
- **D** - Lowest passing grade for most courses, performance of poor quality.
- **F** - Failure. Course must be repeated if credit is to be received.
- **I** - Incomplete, a temporary grade given only when students have completed 75% or more of the course, but are unable to conclude it because of unavoidable circumstance. Beginning with courses taken during the first semester, 1975-76, the letter “I” will be omitted from the calculation of the grade point average for a period of one year following the issuance of the “I”. For each letter “I”, in a grade report to the School Dean, the instructor must submit a brief description of the course requirements not completed by the student. At the end of the one-year period, the instructor must submit a final grade. If not grade is submitted the “I” will be changed to an “F”.

**CREDIT/NO CREDIT OPTION**

Any student who has completed 58 or more semester hours of credit may select one course per semester on a credit/no credit basis; such courses are to be considered part of the regularly scheduled load. A maximum of 18 semester hours may be completed with this option.

Students may not choose this option for the following courses:

- Major, Minor or Skill Set

Courses taken under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation. Selection of a course for credit/no credit must be made at registration with the approval of the student’s academic advisor, and may not be changed after the end of the add-drop period.

The grade of “CR” means “C” or better.

**PRESIDENT’S LIST**

Students who register and receive letter grades for 12 or more hours taken at Pierpont (excluding credit (CR) or audit marks) and attain a grade point average of 4.0 join a select group of individuals and are named to the President’s List.

**DEAN’S LIST**

Students who register and receive letter grades for 12 or more hours taken at Pierpont (excluding credit (CR) or audit marks) and receive a grade point average of 3.4 or better are considered honor students and are named to the Dean’s List.

**GRADE REPORTS**

Students can access four week, mid-term and final grades by logging into their online Pierpont account.
ACADEMIC PROCEDURES

Auditing Courses:
Students may be permitted to attend classes as auditors if they obtain written permission from their advisor and instructors in the classes they want to audit. A student who enrolls in any class as an auditor may not, in the same semester, be considered as enrolled in the class for the purpose of obtaining credit. Auditors are required to complete the regular registration process and pay regular fees. The decision to audit a course must be made during the add-drop period.

Classification of Students
Freshman 0-29 Credit Hours Earned
Sophomore 30 or more Credit Hours Earned

Declaring a Major:
All undeclared Pierpont students must declare a major upon reaching sophomore status (30 credit hours).

Dropping a Class(es):
Students may drop a course(s) with a “W” being recorded up to the Friday during the:
a) 10th Week of a Full Semester
b) 5th Week of the 1st 8 Week Session
c) 5th Week of the 2nd 8 Week Session
d) 5th Week of the Weekend College
e) 3rd Week of the 1st 5 Week Summer Session
f) 3rd Week of the 2nd 5 Week Summer Session
g) 8th Week of the 10 Week Summer Session

Students may drop a course by logging into their online Pierpont account.

Excessive Course Withdrawal Fee:
(Effective August, 2006) Students who withdraw from individual classes will be charged a $50.00 fee for each course from which they drop after the allowable maximum. Currently students may drop a total of four courses before the fee is charged.

Late Registration:
Late registration fees are assessed in accordance with the fee schedule cited under “Expenses and Financial Aid.” Late registrants often fail to obtain satisfactory schedules; the policy of the institution is to give priority to students who register on time.

Repeating a Course (Effective: August 2007):
Pierpont Community & Technical College enforces Series 22 of the West Virginia Council for Community & Technical Education as follows:

If a student earns a grade of “D” or “F” (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a degree, the original grade shall be disregarded and the grade

Pierpont C&TC Catalog 2013-2014  Version 1.1
earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student’s record. Courses passed with a grade of “C” or better may not be legally repeated. Grades for courses repeated more than once or repeats of courses attempted in semesters following the one in which the sixtieth hour was attempted will be used in determining grade point average.

Courses completed at Pierpont with a grade of “D” or “F” may be repeated at any West Virginia public institution, provided the course at the other institution is deemed an equivalent course by Pierpont and the above stipulations are met. Regularly enrolled students who complete work at another accredited institution must secure written permission from the registrar before attempting such coursework. The transfer grade policy will apply to these grades.

Courses taken at other West Virginia public institutions that are legally repeated at Pierpont will be a part of the repeat process, provided the course at the other institution is deemed an equivalent course by Pierpont and the above stipulations are met.

_Schedule Changes:_

Students may not add new classes to their schedules after registration has ended. However, within the first week of classes, students can drop and/or add classes. Classes that are dropped during this period do not appear on students’ transcripts.

_Semester Load:_

In order to be considered for permission to carry more than 18 hours in a given semester, a student must have an overall GPA of 3.0. In addition, the student must have a 3.0 GPA from the previous term OR be enrolled in the last semester prior to graduation. Student Credit Load Exception forms must be signed by the School Dean and the Provost if student is taking over 21 hours. Hours may not exceed 25 credit hours in any semester.

_Summer School:_

Pierpont offers summer sessions each year. Courses are offered at a wide variety of times and locations to accommodate both traditional and nontraditional schedules including both day and evening offerings at the Fairmont Locust Avenue Campus, the Caperton Center and other regional locations. Class terms may include but not limited to two 5-week sessions, a 10-week session and an 8-week Weekend College session. Virtual courses and intensive courses are also available.

The requirements for admission and the character of the work required are the same for the summer session as the regular academic year.

_Withdrawal from Pierpont:_

Students can withdraw from the institution with grades of “W” being recorded prior to the last week of classes. Students who fail to follow this procedure will receive grades of “F”. Students can withdraw by logging into their online Pierpont account. Students are urged to print a copy of the transaction for their records. Be sure to drop classes in semesters beyond the semester in which you have registered but have not yet occurred.

**ACADEMIC REGULATIONS**

The Student Handbook contains information concerning student rights and responsibilities, attendance, absences, and matters of academic dishonesty. Students are responsible for familiarizing themselves with these policies.
ACADEMIC DISHONESTY
All students and faculty members are urged to share in the responsibility for removing every situation which might permit or encourage academic dishonesty. Cheating in any form, including plagiarism, must be considered a matter of the gravest concern.

Cheating is defined here as the obtaining of information during an examination; the unauthorized use of books, notes, or other sources of information prior to or during an examination; the removal of faculty examination materials; the alteration of documents or records; or actions identifiable as occurring with the intent to defraud or use under false pretense.

Plagiarism is defined here as the submission of the ideas, words (written or oral), or artistic productions of another, falsely represented as one’s original effort or without giving due credit.
ACADEMIC FORGIVENESS POLICY (Approved by Faculty Assembly October 11, 2012)

The Academic Forgiveness Policy does not alter, change, or amend any other existing policies at Pierpont Community and Technical College and is formulated to be consistent with WV Title 135 Procedural Rule, Series 22 Sections 4 and 5 of the West Virginia Council for Community & Technical Education and supersedes all previous academic forgiveness policies at Pierpont Community and Technical College.

Academic forgiveness is intended for the student who is returning to college with a grade point deficiency and for the purpose of calculating a grade point average for graduation only.

Students seeking Academic Forgiveness must meet with an Administrative Officer to complete an Academic Forgiveness Request form. The completed form will be submitted to the Registrar. Contact the Office of the Provost/Vice President for Academic Affairs for additional information.

A student may be eligible for academic forgiveness under the following conditions:

- The student has not been enrolled on a full-time (12 credit hrs or more) or a part-time basis at any higher education institution (college/university) for a period of four (4) consecutive years immediately preceding admission into Pierpont, and has applied to and been admitted into Pierpont on probation.
- The student must meet all institutional degree requirements for the student's program of study.
- The policy covers only students who have not been awarded their first academic degree.
- Students must schedule and attend a meeting with an appropriate Administrative Officer to discuss grade exclusion prior to submitting the Academic Forgiveness Request form.
- The Administrative Officer will deliver the Academic Forgiveness Request form to the Registrar.
- Only D and F/FIW grades received prior to the four-year non-enrollment period may be disregarded for GPA calculation for graduation in certificate or associate programs.
- Students have the choice to disregard D and F/FIW grades or only F/FIW for calculation of GPA for graduation purposes only.
- The Academic Forgiveness Policy includes the examination of letter grades transferred in from other institutions that are on the official Pierpont transcript.
- Once grades have been excluded from the GPA calculation, if D grades are excluded it is with the understanding that the courses for which the D grades were earned cannot be used to satisfy any requirements for graduation and no credit will transfer over.
- When and if all prerequisite conditions have been met, academic forgiveness will be applied upon the successful completion of at least twelve credit hours of courses numbered 1000 or above with a minimum GPA of 2.0, earned at Pierpont Community and Technical College.

- The Registrar will officially calculate the student GPA disregarding D and F/FIW, or F/FIW grades earned before the return to college, however grades shall not be deleted from the student transcript. No grade will permanently be removed from the student record.
- Only currently enrolled students are eligible to apply for Academic Forgiveness.
- Academic forgiveness can only be granted once for any student.
- This policy pertains only to the GPA calculation for graduation and does not pertain to GPA necessary for special academic recognition, graduation with honors, financial aid standards of progress or admission requirements for certain programs of study.
• Academic forgiveness is institution specific. There is no guarantee that academic forgiveness granted by Pierpont will be honored at FSU or other institutions, and Pierpont is not bound by the decision of any other institution to disregard grades earned in college courses.

• The Board of Governor’s Degree Completion Program is governed by a different forgiveness policy.

PROBATION/SUSPENSION POLICY
(Approved by Faculty Assembly October 11, 2012)

Satisfactory Academic Standing
A student is deemed to be in Satisfactory Academic Standing when his/her cumulative grade point average, based upon coursework taken at Pierpont, is 2.0 or higher.

Unsatisfactory Academic Standing
A student is deemed to be in Unsatisfactory Academic Standing when his/her cumulative grade point average, based upon coursework taken at Pierpont, is below 2.0.

Academic Probation
1) The status of Academic Probation is automatically applied to a student when the cumulative grade point average, based upon coursework at Pierpont, falls below 2.0.
2) The status of Academic Probation will be removed only after the cumulative grade point average, based upon coursework taken at Pierpont, is 2.0 or higher.
3) A student who is placed on academic probation may continue to enroll on a full-time basis, but will be limited to 15 semester hours.

Academic Suspension
The academic records of students on probation will be reviewed at the end of each regular semester with regard to Academic Suspension. The following guidelines will be used in the review.

1) Academic Suspension occurs when a student’s cumulative grade point average, based upon coursework taken at Pierpont, falls below the minimum required GPA in relation to the overall attempted institutional and transfer hours (listed below).

<table>
<thead>
<tr>
<th>Credit Hours*</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-29</td>
<td>1.45</td>
</tr>
<tr>
<td>30-59</td>
<td>1.75</td>
</tr>
<tr>
<td>60+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*Attempted hours at Pierpont plus transfer credits.

2) The Suspension list will be compiled at the end of the fall and spring semesters.
3) Students will be placed on probation for one semester before they are subject to Academic suspension.
4) Students can be placed on suspension if they have been on probation in any previous semester.
5) No student with a current semester GPA of 2.0 or higher will be subject to academic suspension.
6) A student who is initially academically suspended from Pierpont will not be permitted to enroll in coursework at Pierpont for the following fall or spring full semester. One full fall or spring semester constitutes the required period of suspension.
7) A student who is academically suspended twice from Pierpont will not be permitted to enroll in coursework at Pierpont for a full academic year. One full fall, spring, and summer semester constitutes the required period of suspension.
8) **A Pierpont student may be eligible for readmission** after their first or second period of suspension is over, but must reapply through the Office of Admissions to have his/her Academic Suspension hold removed, and must schedule and meet with an academic advisor every two weeks to verify attendance and review course progress.

9) Students who have been suspended three times from Pierpont will **not be permitted to enroll in coursework at Pierpont for four full academic years (four fall, spring and summer semesters)**. Students may be eligible for readmission after the period of suspension is over but must reapply through the Office of Admissions to have his/her Academic Suspension hold removed, and must schedule and meet with an academic advisor every two weeks to verify attendance and review course progress.

10) Suspension decisions may be appealed in writing and brought before the Admissions and Credits Committee. Each decision made by the Admissions Committee will be handled on a case by case basis.

11) Pierpont will not accept credit for courses taken at an accredited higher education institution during the period in which a Pierpont student is suspended.

**GRADUATION INFORMATION**

*Application for Graduation:*
Candidates for graduation can obtain an application in the Office of the Registrar. Visit [www.pierpont.edu/admissions/registrar/GraduationInfo.asp](http://www.pierpont.edu/admissions/registrar/GraduationInfo.asp) for graduation deadlines.

*English Performance:*
All students who are candidates for degrees must attain a grade of “C” or above in required English courses for graduation. Required courses vary (ENGL 1005, 1104, 1108, 1109) depending on the program.

*GPA:*
All students must have a GPA of 2.0 or better to graduate.

*Graduation with Honors:*
Candidates for graduation with an associate’s degree who maintain a grade point average 3.4 or better will receive the designation of “With Honors” on their diplomas and “Honors” on the Commencement program.

*Military Service Credit:*
Students who have completed basic training in military service may be granted a maximum of four semester hours of credit, which may be used to satisfy 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.

*Minimum Residence Requirements:*
For an associate degree at least one semester’s work (at least 16 credit hours) and at least 8 of the last 16 hours in residence are required. For the certificate degree at least eight semester hours work in residence are required.

*Transient Credit:*
Regularly enrolled students who complete work at another accredited institution on a transient basis must secure written permission of the Registrar before attempting such course work. Transient credit completed without permission will not be accepted.
Transcripts:
Students are entitled to official transcripts of their record. Students who fail to meet their financial obligations to the institutions or to any of their departments will not be given transcripts.
A request for a transcript of credit should be made in writing and should include name, both maiden and married, the date of last attendance at Pierpont Community and Technical College and student identification number. All requests for transcripts should be sent directly to the Registrar. Students may access the transcript request form online at www.pierpont.edu. It takes 3-5 days to process requests. While there is no charge for transcripts, there is a limit of three requests per day. Rush service is available (limit 3 per day) at a charge of $9.00 per transcript and transcripts are mailed or available for pick up either the same day or next business day.

CREDIT HOUR DEFINITION AT PIERPONT COMMUNITY & TECHNICAL COLLEGE
Consistent with the U.S. Department of Education and the Carnegie Unit definition, a credit hour is minimally defined as “an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (or the equivalent amount of work)”.

For lecture courses 1 credit hour is no less than 1 contact hour and a minimum of 2 hours of out of class work per week for 15 weeks (or equivalent). For Laboratory courses 1 credit hour is no less than 2 contact hours and a minimum of one hour of out of class work each week for 15 weeks (or equivalent).

For on the job training no less than 160 - 200 hours are equivalent to 1 credit hour depending on the degree of study.
PROGRAM DESIGNATIONS & REQUIREMENTS

An Associate in Arts, Associate in Applied Science, or Associate in Fine Arts, and Associate in Science degree may be granted upon successful completion of at least 60 semester hours. A Certificate in Applied Science may be granted upon successful completion of at least 30 semester hours.

Degree Programs

Associate in Applied Science (AAS)
Applied Design
   Fashion Design
   Interior Design
Aviation Maintenance Technology
Board of Governors
Business Technology
   Accounting
   General Business
Criminal Justice
Drafting/Design Engineering Technology
Early Childhood
Electrical Utility Technology
Emergency Medical Services
Food Service Management
   Culinary Arts
   Dietary Manager
   Pastry & Baking Arts
   Resort & Hotel Management
Graphics Technology
   Internet Publishing
   Printing Publishing
Health Information Technology
Homeland Security
   Aviation
   Criminal Justice
   EMS
Information Systems Technology
Interpreter Training
Mechatronics Technology
Medical Laboratory Technology
Office Management Technology
   Administrative Office Management
   Medical Office Management
Occupational Development
   Early Childhood Practitioner
   Para-Education
Paralegal
  Paralegal
  Land Management
Petroleum Technology
Power Plant Technology
Physical Therapist Assistant
Respiratory Care
Technical Studies
  Applied Technology
  Radiologic Technology
Veterinary Technology

**Associate in Arts (AS)**
Liberal Studies
  Liberal Studies (general)
  Museum Concentration
  Social Work Concentration
Para-Education (will become Liberal Studies AA Fall 2014)

**Certificate in Applied Science (CAS)**
Emergency Medical Services (granted within AAS program)
Laboratory Assistant
Licensed Practical Nurse
Paraprofessional in Education (granted within AAS program)
Power Plant Technology (granted within AAS program)

**OTHER PROGRAMS**
The following programs alone do not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.

**Advanced Skill Set Certificate**
Accounting Paraprofessional
Administrative Assistant
ASL Communication
Ballroom Dancing
CAD Computer Aided Drafting/Design
Classroom Teaching Assistant
Early Childhood Teaching Assistant
Events Management
Museum Studies
Office Technology
Phlebotomy
Skill Set Certificate
Classroom Teacher’s Aide
Early Childhood Teacher’s Aide
Entrepreneurial Studies
ServSafe

DEGREES
Pierpont Community & Technical College is approved to offer Associate and Certificate of Applied Science Degrees.

ASSOCIATE IN ARTS (AA) DEGREE
The Associate in Arts degree is designed to satisfy the lower division requirements of Bachelor in Arts degrees, thereby, preparing students to transfer to upper division baccalaureate program. The studies required in this degree embody the characteristics of an educated person and generally place emphasis upon the social sciences, humanities, and professional fields within these disciplines.

Graduation from an associates program assures that students have been provided a foundation in general education that enables them to appreciate their culture and environment as well as different cultures of the world; the development of a system of personal values based on accepted ethics that lead to civic and social responsibility; and the attainment of communication skills necessary for growth as a lifelong learner. It also assures the employer that graduates have satisfactorily completed at least 60 credit hours.

ASSOCIATE IN SCIENCE (AS) DEGREE
The Associate in Science degree is designed to prepare people for immediate employment or to satisfy the lower division requirements of Bachelor of Science degrees, thereby, preparing students for the work force or to transfer to an upper division baccalaureate program. A minimum of 6 hours of transfer English and 12 hours of math and/or science are required for this degree and will embody the characteristics of an educated person and generally place emphasis upon the sciences and mathematics that support technical fields of study, such as engineering, agriculture and science-related fields.

Graduation from the associate in science program assures that students have been provided a foundation in general education that enables them to appreciate their culture and environment as well as different cultures of the world; the development of a system of personal values based on accepted ethics that lead to civic and social responsibility; and the attainment of communication skills necessary for growth as a lifelong learner. It also assures the employer that graduates have satisfactorily completed a minimum of 60 credit hours.

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE
The Associate in Applied Science degree is generally awarded to those who successfully complete programs which emphasize preparation in the applied arts and sciences and are designed to lead individuals to employment in a specific career. It also assures the employer that graduates have satisfactorily completed a minimum of 60 credit hours. Although the objective of the associate in applied science degree is to enhance employment opportunities, some baccalaureate degree granting institutions have developed upper division programs to recognize this degree for transfer of credits.
CERTIFICATE IN APPLIED SCIENCE (CAS) DEGREE
Certificate in Applied Science degree programs, which generally take one year or two semesters but less than two years of full-time course work to complete, are designed for students seeking to learn basic skills or to increase their proficiency in a specific occupational area. In the programs of study, students take skill-development courses in their field of interest and a limited number of related courses. Graduates of these programs may use their credentials to seek immediate employment or may continue their studies in an Associate degree program.

Degree Programs:
See Academic Information for a complete list of Pierpont Community & Technical College Programs.

OTHER PROGRAMS: ADVANCED SKILL SET AND SKILL SET
In today’s work world in order for students to remain competitive, they must adapt to change by seeking new knowledge and building upon their current talent to create the ability to perform a specific job. The skill set has been developed to assist the student with facing this challenge. Skill sets are typically several courses designed to prepare the student with specialized skills. Often skill sets are part of the Certificate of Applied Science and/or the Associate degree. Advanced Skill Sets are 12 or more but less than 30 credit hours (or noncredit contact hours equivalent to 12 or more but less than 30 credit hours) and Basic Skill Sets are fewer than 12 credit hours (or noncredit contact hours equivalent to fewer than 12 credit hours). Successful Completion with a GPA of 2.0 or better will receive an Advanced Skill Set or Skill Set Certificate of completion.

Skill Set and Advanced Skill Set programs alone do not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.

PIERPONT QUALITY IMPROVEMENT PROJECT
Pierpont is a member of the Higher Learning Commission’s Pathway Project. As a member of cohort two, the institution is working on an Academy Quality Initiative Project to update and refine the vision for students at Pierpont and the General Education expectations and philosophy as related to student learning and the mission of the institution.

PIERPONT GENERAL EDUCATION STATEMENT
General education outcomes lay a core foundation of learning and academic background for all Pierpont students and support specific degree programs by demonstrating a continual growth in student learning and knowledge. Requirements may include specific general education courses, embedded course outcomes, or extracurricular experiences that are global or specified for each program of study. In addition the outcomes reflect current national accreditation and WVCTCS recommendations.

Pierpont faculty are dedicated to supporting the mission of the College and promoting the skills and attitudes that every graduate should possess, thereby enriching the quality of life of our students, and promoting the economic growth of our service region and state.

Each program of study is responsible for determining the appropriate platform for delivery of general education outcomes (specific courses broad in nature, embedded outcomes, extracurricular experiences) and establishing assessment measures and improvement plans to benefit student learning in their discipline. The General Education
Committee will be charged with evaluation of the quality and validity of the programmatic plans as related to student learning.

GRADUATE OUTCOMES AND GENERAL EDUCATION ESSENTIALS
Pierpont faculty, administration, the business community, and our graduates have worked together to identify the following qualities and outcomes that are essential for each Pierpont graduate to possess.

COMMUNICATION
Write effectively at college level expectations
Speak effectively at College level expectations

PROFESSIONALISM
Practice ethical behavior, including professional standards of behavior and time management.

CRITICAL THINKING
Analyze information from various sources in order to propose and justify solutions to problems.

TECHNICAL LITERACY
Demonstrate the ability to use and adapt to current and new technologies in the context of academic and workplace application.

QUANTITATIVE LITERACY
Demonstrate proficiency in using and applying mathematical concepts and skills in personal or workplace situations.

GLOBAL AWARENESS/DIVERSITY
Demonstrate how issues of diversity both in our state and around the world affect us and our profession/service. Benchmark program and capstone course assessments will be used to monitor progress for each outcome and are available with your program of study.

WVCTCS TITLE 135 PROCEDURAL RULE SERIES 11

CURRENT GENERAL EDUCATION COURSE REQUIREMENTS
In addition to tracking graduate outcome progress across the curriculum, general Education course completion or the equivalent is expected for all degree and certificate programs.

STATEWIDE MINIMUM REQUIREMENTS
FOR CREDIT HOURS OF GENERAL EDUCATION
Associate of Arts 24 hours
Associate of Science 24 hours
Associate of Applied Science 15 hours
Certificate of Applied Science 6 hours (quantitative and communication course)
Check Core Transfer List for State General Education (www.wvctcs.org/images/stories/13-14_core_coursework-Transfer_Agreement.pdf)

COURSES IDENTIFIED TO MEET GENERAL EDUCATION OUTCOMES AT BENCHMARK LEVEL

COMMUNICATION

ENGL 1005 Written English for Industry 3 hours** (written, oral)
ENGL 1104 Written English I 3 hours (written)
   ("C" or higher for graduation)
ENGL 1108 Written English II 3 hours (written)
   (PR: "C" or higher in ENGL 1104)
   ("C" or higher in ENGL 1108 for graduation)
ENGL 1109 Technical Report Writing 3 hours (written, oral)
   (PR: "C" or higher in ENGL 1104)
   ("C" or higher in ENGL 1109 for graduation)
COMM 2200 Intro to Human Communication 3 hours (oral)

TECHNICAL LITERACY

INFO 1100 Computer Concepts 3 hours
   (or other approved course or demonstrated Competency)

GLOBAL

INTR 2200 Race, Class and Gender 3 hours
HUMN 2200 Bridging Cultures, A Global Workforce Perspective 3 hours

QUANTITATIVE

MATH 1003**, 1100*, 1101*, 1106*, 1107
OR HIGHER
GRADUATION ASSESSMENTS

Nancy W. Parks
Director of Advising, Assessment and Testing
Board of Governor Program Advisor
200 Hardway Building/(304) 367-4990
Locust Avenue Campus
Nancy.Parks@pierpont.edu

Assessment of academic program areas is an on-going activity of the institution. To help Pierpont assess the effectiveness of our academic programs and individual courses, students are required to participate in various assessment projects throughout their academic program. All students who are graduating in a career/technical field will be required to participate in an end-of-program assessment as determined by the individual programs. All Title IV eligible program graduates will participate in end of program assessment that includes national certification, national region or state approved program based on examinations beginning in Spring 2012. Students who have applied for graduation will be referred to testing by their program area faculty. Students will receive official results soon after graduation as to their performance. These program assessment results serve to inform faculty and administrators of any necessary revisions to program curricula. The ultimate goal of these graduation assessments is to ensure that Pierpont Community & Technical College graduates remain competitive in the workplace and in their other higher education pursuits.

Please contact the Director of Assessment, Pierpont C&TC with any questions, as to the particular program assessments in individual academic majors.
Programs of Study

ACCOUNTING PARAPROFESSIONAL

Advanced Skill Set

Nancy Lawler, Professor
202b Engineering Tech / (304) 367-4731
Locust Avenue Campus
Nancy.Lawler@pierpont.edu

Program Purpose:
The Accounting Paraprofessional Advanced Skill Set helps to prepare students to perform bookkeeping functions in business offices. These functions could include payroll, accounts payable/receivable, purchase orders, inventory control records, and sales records.

Student Learning Outcomes:
• Upon successful completion of this Skill Set, completers will be able to do the following:
  • Perform entry-level accounting procedures
  • Communicate effectively with co-workers and supervisors
  • Demonstrate proficiency in Excel and QuickBooks software

Opportunities:
Both traditional and non-traditional students who would like to gain skills specifically applicable to the growing field of accounting would benefit from this Skill Set. Enhanced skills could be used for job advancement as well as new employment opportunities.

Many students choose to continue their education toward an Associate degree after completion of the Advanced Skill Set Certificate.

REQUIRED COURSES:
ACCOUNTING PARAPROFESSIONAL

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1100</td>
<td>Fundamentals of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1141</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>FINC 2230</td>
<td>Financial Literacy</td>
<td>3</td>
</tr>
<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>INFO 2220</td>
<td>Spreadsheet Design</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 1100</td>
<td>Keyboarding</td>
<td>3</td>
</tr>
</tbody>
</table>

For Accounting Associate of Applied Science Degree see “Business Technology”

This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.
ADMINISTRATIVE ASSISTANT
Advanced Skill Set

Nancy Lawler, Professor
202b Engineering Tech / (304) 367-4731
Locust Avenue Campus
Nancy.Lawler@pierpont.edu

Program Purpose:
The Administrative Assistant Advanced Skill Set is designed to help individuals sharpen their skills for today’s office setting. It is also designed to assist individuals who are making the transition from secretarial to administrative assistant/supervisory positions.

Student Learning Outcomes:
Upon successful completion of this Skill Set, completeres will be able to do the following:

• Satisfy desired employer expectations in the skills and knowledge of communication, computation, and human relations necessary for professionals in workplace office settings
• Demonstrate proficiency in Excel, Access, and Word
• Differentiate and explain terminology of business principles

Opportunities:
This program will benefit both traditional and nontraditional students who wish to gain skills specific to the changing technology in today’s office setting. The enhanced skills students will gain may be used for job advancement as well as new employment opportunities. Many students choose to continue their education toward an Associate degree after completion of this Skill Set Certificate.

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>ADMINISTRATIVE ASSISTANT</th>
<th>18 SEM. HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 1102</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUSN 2210</td>
<td>Human Relations in Business</td>
</tr>
<tr>
<td>MGMT 2214</td>
<td>Office Management</td>
</tr>
</tbody>
</table>

Computation/Math Skills (Choose 1 course):

| ACCT 1100 | Fundamentals of Accounting | 3 |
| BUSN 1141 | Business Mathematics | 3 |
| INFO 2220 | Spreadsheet Design | 3 |

Computer Skills (Choose 2 courses):

| INFO 1100 | Computer Concepts & Applications | 3 |
| OFAD 1100 | Keyboarding | 3 |
| OFAD 2232 | Word Processing Applications | 3 |
| OFAD 2233 | Database Applications | 3 |
| OFAD 2240 | Administrative Office Procedures | 3 |
For Administrative Assistant Associate of Applied Science Degree see “Office Management and Technology”

This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.
**Program Purpose:**
The ASL Communication Advanced Skill Set is designed for students who want to communicate proficiently using ASL within the Deaf community. Students will learn all aspects of the language, including the culture and history. This program is also designed to meet academic criteria contained within the competitive AAS Interpreter Training Program. ITP students must complete the ASL Advanced Skill Set and English 1104 and 1108 in order to be considered for advancement into the second year of the Associate of Applied Science degree in Interpreter Training. This Pre-Interpreter Training must be completed successfully to move on in the Interpreter Training Program. (This program will accommodate students with extensive experience in Sign Language who may wish to demonstrate their competency and test out of certain course requirements.)

**Student Learning Outcomes:**
Upon successful completion of the program, completers will be able to do the following:
- Communicate in the deaf community in social settings
- Understand the culture of the deaf community
- Demonstrate the connections between the ASL curriculum and their personal academic lives
- Compare and contrast the culture of the hearing community to the deaf community
- Develop a stronger sense of connection to the deaf community by participating in events sponsored by and for the deaf community

**Opportunities:**
Completers of this Advanced Skill Set will be able to apply their skills in a variety of job settings, including the healthcare professions, the educational system, religious organizations, law enforcement, and teaching for Hearing-Impaired students. Furthermore, many completers will find this Certificate beneficial in the areas of Accessibility & Disability Services Advocacy as service providers. Students who earn this Advanced Skill Set will also satisfy an academic requirement of the competitive Interpreter Training Program.
REQUIRED COURSES:
AMERICAN SIGN LANGUAGE  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMSL 1101</td>
<td>Deaf Culture and History (online)</td>
<td>3</td>
</tr>
<tr>
<td>AMSL 1105</td>
<td>Intro to American Sign Language</td>
<td>2</td>
</tr>
<tr>
<td>AMSL 1108</td>
<td>ASL Classifiers</td>
<td>3</td>
</tr>
<tr>
<td>AMSL 1111</td>
<td>American Sign Language I (8 Weeks)</td>
<td>3</td>
</tr>
<tr>
<td>AMSL 1112</td>
<td>American Sign Language II (8 Weeks)</td>
<td>3</td>
</tr>
<tr>
<td>AMSL 1114</td>
<td>American Sign Language IV (8 Weeks)</td>
<td>3</td>
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**FALL FIRST YEAR**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AMSL 1113</td>
<td>American Sign Language III (8 Weeks)</td>
<td>3</td>
</tr>
<tr>
<td>AMSL 1140</td>
<td>Non-manual Signals</td>
<td>3</td>
</tr>
<tr>
<td>AMSL 1140</td>
<td>Non-manual Signals</td>
<td>3</td>
</tr>
</tbody>
</table>

**SPRING FIRST YEAR**

This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.
APPLIED DESIGN  (FASHION DESIGN AND INTERIOR DESIGN)
Associate in Applied Science

Dr. Beth A. Newcome, Fashion Design Program Coordinator/Advisor
308 Veterans Square Campus / (304) 367-4298
Beth.Newcome@pierpont.edu

Fashion Design Program Purpose:
Fashion Design is a comprehensive Applied Design program combining the study of design, textiles, clothing concepts and business. This program includes the study of apparel design and construction; historical costume as design inspiration; the business of fashion retailing; visual merchandising; and computer based design for manufactured apparel. Students participate in research and display of vintage apparel to illustrate how cultural, social and economic influences impact clothing choices and fashions.

The program is designed to provide both classroom and studio work with practical work experience in area businesses. The learning experience goes beyond the classroom and includes fashion show production, fashion events, community service projects, field trips, and a historical clothing project with the Masquer’s Historic Costume Collections, an extensive collection of authentic apparel from north central West Virginia, 1840-1975.

Rachel Beach, Interior Design Program Coordinator/Advisor
306 Veterans Square Campus / (304) 367-4367
Rachel.Beach@pierpont.edu

Interior Design Program Purpose:
The Interior Design program prepares students for professional service in residential and/or commercial design work. Students have various opportunities to explore and apply principles and elements of interior design and to create functional and aesthetic interior environments.

Interior Design includes a study of design; functional space planning and universal access; furnishings and window treatments; materials and components; and technical rendering and presentation skills in conjunction with a business orientation. The program is designed to provide both classroom and studio work with an on-the-job work experience in area businesses. The learning experience goes beyond the classroom and includes working with actual clients and participating in design competitions through the student chapter of ASID, the American Society of Interior Designers.

This AAS degree in Applied Design, Interior Design meets the academic requirements for ASID allied and professional membership.

Student Learning Outcomes:
(Fashion Design and Interior Design options)

Upon successful completion of the AAS degree in Fashion or Interior Design, graduates will be able to do the following:

• Apply knowledge of design theory and the elements and principles of design through organizing, manipulating, and solving design problems related to their field
• Identify historical periods, materials, components, and products that impact current trends and issues
• Communicate and justify, through written and oral presentation and portfolio development, the details, inspiration, problems, solutions, and the vision of their design

• Demonstrate an understanding of business practices, work ethic, professionalism, and consumer marketing principles as related to the products and services of their field

Opportunities in Fashion Design:
Graduates of this program are prepared to pursue entry-level careers in the fashion design business. Such careers include those of apparel buyer at the retail and wholesale level; fashion department and fashion boutique managers; visual fashion merchandisers (including window displays); bridal consultants; and independent apparel shop owners. In addition to strong job prospects, competitive salaries also await Fashion graduates; typical starting annual salaries range from $22,000 - 30,000.

Opportunities in Interior Design:
Graduates of the Associate degree in Interior Design are prepared to enter the job market at entry-level positions and pursue careers in professions such as interior designers, assistant designers, kitchen and bath designers, lighting designers, retail furniture and/or home improvement sales, and home staging consultants. Many new graduates begin their careers in small to medium size design firms as sales associates and assistant designers, with opportunities to advance. The placement of students is excellent.

The Interior Design program of Pierpont Community & Technical College is a student chapter of ASID, the American Society of Interior Designers. Students who are members of the ASID student organization may become allied members upon graduation. Allied members of ASID who graduate from this program meet the academic eligibility to sit for the NCIDQ (National Council for Interior Design Qualification) exam and to become a professional member. Although West Virginia does not require professional interior designers to be licensed, many states do. This Interior Design degree will satisfy the academic requirement to take the exam to earn licensure. Students should consult the ASID website for further details regarding ASID membership and states requiring licensing.

Students may also take two additional courses to receive an AutoCAD certification and CAD Advanced Skill Set while completing their degree. Students with AutoCAD certification have additional job opportunities in the entry-level design field.

This program, at the associate level, meets all academic requirements for ASID professional registration. Graduates of the program may enter the workforce or may consider a Bachelors of Science degree.
### REQUIRED COURSES

#### FASHION DESIGN:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>APPD 1101</td>
<td>Principles of Clothing Construction</td>
<td>3</td>
</tr>
<tr>
<td>APPD 1102</td>
<td>Apparel Design</td>
<td>3</td>
</tr>
<tr>
<td>APPD 1103</td>
<td>Clothing and Culture (online)</td>
<td>3</td>
</tr>
<tr>
<td>APPD 1115</td>
<td>Intro Fashion Industry</td>
<td>3</td>
</tr>
<tr>
<td>APPD 1116</td>
<td>History of Contemporary Fashion</td>
<td>3</td>
</tr>
<tr>
<td>APPD 1151</td>
<td>Design Concepts</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2202</td>
<td>Advanced Apparel Design</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2210</td>
<td>Textiles</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2217</td>
<td>Visual Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2995</td>
<td>Applied Design Practicum</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1102</td>
<td>Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1141</td>
<td>Business Math</td>
<td>3</td>
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<tr>
<td>BUSN 2205</td>
<td>Small Business Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1104</td>
<td>Written English I (“C” or higher for graduation)</td>
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<tr>
<td>ENGL 1108</td>
<td>Written English II</td>
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-OR-

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 1109</td>
<td>Technical Report Writing</td>
<td>3</td>
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</table>

(Pr: “C” or higher in ENGL 1104) 
(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)

#### FINE ARTS

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ART 1120, MUSI 1120, OR THEA 1120</td>
<td>Fine Arts Appreciation</td>
<td>3</td>
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#### INFO

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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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#### SOCY

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>SOCY 1110</td>
<td>Introductory Sociology</td>
<td>3</td>
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Required Electives (Select two) 6

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>APPD 1120</td>
<td>Fashion Accessories</td>
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<tr>
<td>APPD 1130</td>
<td>History of Design</td>
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<tr>
<td>BUSN 2248</td>
<td>Business Essentials</td>
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<tr>
<td>BUSN 2251</td>
<td>Corporate Communications</td>
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<tr>
<td>GRAF</td>
<td>Graphics Elective</td>
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### FASHION DESIGN MINOR

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<th>Course Code</th>
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<tr>
<td>APPD 1102</td>
<td>Apparel Design</td>
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<tr>
<td>APPD 1115</td>
<td>Introduction to the Fashion Industry</td>
<td>3</td>
</tr>
<tr>
<td>APPD 1116</td>
<td>History of Contemporary Fashion</td>
<td>3</td>
</tr>
<tr>
<td>APPD 1151</td>
<td>Design Concepts</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2217</td>
<td>Visual Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>APPD 1101</td>
<td>Principles of Clothing Construction</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2210</td>
<td>Textiles</td>
<td>3</td>
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78

Pierpont C&TC Catalog 2013-2014 Version 1.1
## FASHION DESIGN
### MODEL SCHEDULE

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td><strong>FALL FIRST YEAR</strong></td>
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<tr>
<td>APPD 1115</td>
<td>Intro Fashion Industry</td>
<td>3</td>
</tr>
<tr>
<td>APPD 1151</td>
<td>Design Concepts</td>
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<td>ENGL 1104</td>
<td>Written English I (“C” or higher for graduation)</td>
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<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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<td><strong>SPRING FIRST YEAR</strong></td>
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<td>APPD 1102</td>
<td>Apparel Design</td>
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<tr>
<td>APPD 1103</td>
<td>Clothing and Culture</td>
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</tr>
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<td>APPD 2210</td>
<td>Textiles</td>
<td>3</td>
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<tr>
<td>BUSN 1102</td>
<td>Introduction to Business</td>
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<td>ENGL 1108</td>
<td>Written English II</td>
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<td>ENGL 1109</td>
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<td>(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)</td>
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<tr>
<td><strong>FALL SECOND YEAR</strong></td>
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<tr>
<td>APPD 1101</td>
<td>Principles of Clothing Construction</td>
<td>3</td>
</tr>
<tr>
<td>APPD 1116</td>
<td>History of Contemporary Fashion</td>
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<td>APPD 2995</td>
<td>Applied Design Practicum (PR: APPD 1115)</td>
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<tr>
<td>BUSN 1141</td>
<td>Business Mathematics</td>
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<td><strong>SPRING SECOND YEAR</strong></td>
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<tr>
<td>APPD 2202</td>
<td>Advanced Apparel Design (PR: APPD 1102)</td>
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<tr>
<td>APPD 2217</td>
<td>Visual Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2205</td>
<td>Small Business Fundamentals</td>
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<tr>
<td>FINE ARTS</td>
<td>Fine Arts Appreciation</td>
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<tr>
<td></td>
<td>ART 1120, MUSI 1120 or THEA 1120</td>
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<tr>
<td>SOCY 1110</td>
<td>Introductory Sociology</td>
<td>3</td>
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# INTERIOR DESIGN

**REQUIRED COURSES:**

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<tr>
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<th>Course Title</th>
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<td>APPD 1140</td>
<td>Intro to Interior Design</td>
<td>3</td>
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<tr>
<td>APPD 1151</td>
<td>Design Concepts</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2210</td>
<td>Textiles</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2217</td>
<td>Visual Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2240</td>
<td>Residential Design</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2250</td>
<td>Design In Home Furnishings</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2255</td>
<td>Kitchen and Bath Design</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2260</td>
<td>Contract Design</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2995</td>
<td>Applied Design Practicum</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1141</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2205</td>
<td>Small Business Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 2200</td>
<td>Fundamentals of CAD</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 2215</td>
<td>Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 2245</td>
<td>Architecture Design</td>
<td>3</td>
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<tr>
<td>ENGL 1104</td>
<td>Written English I (“C” or higher for graduation)</td>
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<tr>
<td>ENGL 1108</td>
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<td>ENGL 1109</td>
<td>Technical Report Writing</td>
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**Fine Arts HS Requirement:**

- Art 1120, Music 1120, or Theater 1120

**Required Elective (Select one):**

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<thead>
<tr>
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<td>APPD 1130</td>
<td>History of Design</td>
<td>3</td>
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<td>DRFT 2205</td>
<td>Intro to Solid Molding</td>
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</tr>
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<td>DRFT 2235</td>
<td>Technical Drafting</td>
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(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)

(Please check with your advisor for specific course requirements and graduation plans.)
# Model Schedule

**60 SEM. HRS.**

## Fall First Year

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>APPD 1140</td>
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<tr>
<td>APPD 1151</td>
<td>Design Concepts</td>
<td>3</td>
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<td>INFO 1100</td>
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## Spring First Year

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<tbody>
<tr>
<td>APPD 2210</td>
<td>Textiles</td>
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<tr>
<td>APPD 2250</td>
<td>Design in Home Furnishings</td>
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<td>DRFT 2200</td>
<td>Fundamentals of CAD</td>
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<td>ENGL 1108</td>
<td>Written English II</td>
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<tr>
<td>OR ENGL 1109</td>
<td>Technical Report Writing</td>
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<td>Fine Arts Appreciation</td>
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  *(PR: "C" or higher in ENGL 1104)*

  *("C" or higher in ENGL 1108 or ENGL 1109 for graduation)*

## Fall Second Year

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>APPD 2240</td>
<td>Residential Design (PR: APPD 1140)</td>
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<tr>
<td>APPD 2255</td>
<td>Kitchen and Bath Design</td>
<td>3</td>
</tr>
<tr>
<td>APPD 2995</td>
<td>Applied Design Practicum</td>
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<td>BUSN 1141</td>
<td>Business Math</td>
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<tr>
<td>DRFT 2215</td>
<td>Architectural Drafting (PR: DRFT 2200)</td>
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## Spring Second Year

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>APPD 2217</td>
<td>Visual Merchandising</td>
<td>3</td>
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<tr>
<td>APPD 2260</td>
<td>Contract Design (APPD: 1140)</td>
<td>3</td>
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<tr>
<td>BUSN 2205</td>
<td>Small Business Fundamentals</td>
<td>3</td>
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<tr>
<td>DRFT 2245</td>
<td>Architecture Design (PR: DRFT 2200)</td>
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<tr>
<td>SOCY 1110</td>
<td>Introductory Sociology</td>
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Pierpont C&TC Catalog 2013-2014  Version 1.1
AVIATION MAINTENANCE TECHNOLOGY
Associate in Applied Science

Thomas Stose, Director/ Sr. Professor
1050 E. Benedum Industrial Drive / (304) 367-4800
North Central WV Airport Bridgeport, WV
Thomas.Stose@pierpont.edu

Program Purpose:
The Aviation Maintenance Technology A.A.S. Degree provides training in aircraft technology. Students will learn to perform maintenance, remove & replace components, troubleshoot, and repair aircraft systems. They will also learn to develop plans to analyze and develop solutions for aircraft problems using approved maintenance materials. This program focuses on the areas of knowledge required to be qualified to take the Federal Aviation Administration (FAA) Part 147 tests. It prepares graduates to successfully complete the three written tests required by the FAA. After successful completion of the written exams, the graduate will complete an Oral & Practical exam that will qualify them for an FAA Airframe and Power Plant (A & P) Certificate. The technical areas of study focus on the mechanical aspects of aircraft airframes, power plants, and all supporting aircraft subsystems. Students will learn to work on a wide range of aircraft, from small general aviation aircraft to transport category aircraft.

Student Learning Outcomes:
Upon successful completion of the A.A.S. degree in Aviation Maintenance Technology, graduates will be able to do the following:

- Demonstrate the ability to research, troubleshoot, and repair aircraft and aircraft components
- Demonstrate the ability to correctly read, understand, and apply Federal Aviation Administration (FAA) regulations and other FAA documentation.
- Successfully complete a series of FAA written national certification exams. These are three separate exams that are classified as the General, Airframe, and Powerplant exams. (General, Airframe, & Power plant)
- Successfully complete an end of program FAA oral and practical exam administered by an FAA designated examiner for national certification.

Opportunities:
Upon completion of the FAA tests, the graduate will be issued a temporary FAA certificate while awaiting their permanent license by the FAA at Oklahoma City.

Graduates with the Associate in Applied Science degree in Aviation Maintenance Technology are qualified for entry level positions to work as Airframe and Power Plant Technicians (AMT). They will be approved for work on small aircraft, corporate aircraft, helicopters, and transport aircraft.

Graduates will be qualified to work at many worksites, including third party maintenance facilities, overhaul and repair facilities, and airline and fixed base operations.

Credit hours taken in this Associate degree program may be applied to a Bachelor degree program in Aviation Technology.
**REQUIRED COURSES:**

**AVIATION MAINTENANCE TECHNOLOGY** 68 SEM. HRS.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AVMT 1101</td>
<td>Intro to Aviation Maintenance</td>
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</tr>
<tr>
<td>AVMT 1102</td>
<td>Aircraft Regulations &amp; Publications</td>
<td>3</td>
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<tr>
<td>AVMT 1103</td>
<td>Aviation Shop Practices</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 1105</td>
<td>Aircraft Utility Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 1109</td>
<td>Aircraft Electronics</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2201</td>
<td>Reciprocating Engines &amp; Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2202</td>
<td>Aircraft Sheet Metal Structures</td>
<td>3</td>
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<tr>
<td>AVMT 2203</td>
<td>Reciprocating Engine Maintenance &amp; Return to Service</td>
<td>5</td>
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<tr>
<td>AVMT 2204</td>
<td>Propeller Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2205</td>
<td>Turbine Engines and Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2206</td>
<td>Aircraft Fluid Power &amp; Landing Gear Systems</td>
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<tr>
<td>AVMT 2207</td>
<td>Turbine Engine Maintenance &amp; Inspection</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2208</td>
<td>Cabin Atmosphere Control Systems</td>
<td>3</td>
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<tr>
<td>AVMT 2209</td>
<td>Aircraft Flight Control Systems</td>
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</tr>
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<td>AVMT 2210</td>
<td>Non-Metallic Structures</td>
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<tr>
<td>AVMT 2211</td>
<td>Aircraft Information Systems</td>
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<tr>
<td>AVIO 1110</td>
<td>Aircraft Power Generation &amp; Distribution Systems</td>
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<tr>
<td>INFO 1100</td>
<td>Computer Concepts &amp; Applications</td>
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<td>Technical Report Writing</td>
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<tr>
<td>MATH 1101</td>
<td>Applied Technical Math I</td>
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<td>Social Sciences Elective</td>
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<tr>
<td></td>
<td>Aviation Maintenance Technology Elective Course</td>
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<tr>
<td>AVMT 2212</td>
<td>Advanced Independent Study</td>
<td>1-3</td>
</tr>
<tr>
<td>AVMT 2215</td>
<td>FAA Certification Review</td>
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## AVIATION MAINTENANCE TECHNOLOGY

### MODEL SCHEDULE

**68 SEM. HRS.**

### FALL FIRST YEAR
- AVMT 1101 Introduction to Aviation Maintenance 3
- AVMT 1102 Aircraft Regulations & Publications 3
- AVMT 1103 Aviation Shop Practices 3
- INFO 1100 Computer Concepts & Applications 3
- MATH 1101 Applied Technical Math 3

### SPRING FIRST YEAR
- AVMT 1105 Aircraft Utility Systems 3
- AVMT 1109 Aviation Electronics Aircraft 3
- AVMT 2201 Reciprocating Engines & Systems 3
- AVMT 2202 Aircraft Sheet Metal 3
- ENGL 1104 Written English I 3

### SUMMER I FIRST YEAR
- AVMT 2204 Aircraft Propeller & Control Systems 3
- OR
- AVMT 2206 Aircraft Fluid Power & Landing Gear 3

### SUMMER II FIRST YEAR
- AVMT 2204 Aircraft Propeller & Control Systems 3
- OR
- AVMT 2206 Aircraft Fluid Power & Landing Gear 3

### FALL SECOND YEAR
- AVIO 1110 Aircraft Power Generation & Distribution 3
- AVMT 2203 Recip. Engine Maint. & Return to Service 5
- AVMT 2205 Turbine Engines & Systems 3
- AVMT 2209 Airframe Inspection & Flight Control Systems 3
- ENGL 1109 Technical Report Writing 3

(PR: “C” or higher in ENGL 1104)

(PR: “C” or higher in ENGL 1109 for graduation)

### SPRING SECOND YEAR
- AVMT 2207 Turbine Engine Maintenance & Inspection 3
- AVMT 2208 Cabin Atmosphere Control System 3
- AVMT 2210 Non-Metallic Structures 3
- AVMT 2211 Aircraft Information Systems 3

Social Science Elective 3

15
SUMMER I SECOND YEAR (OPTIONAL)

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<tr>
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<td>Special Topics in Aviation Maintenance Technology</td>
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<tr>
<td>AVMT 2215</td>
<td>FAA Certification Review</td>
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SUMMER II SECOND YEAR (OPTIONAL)

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<tr>
<td>AVMT 2299</td>
<td>Special Topics in Aviation Maintenance Technology</td>
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Notes to Degree Plan:

- The AVMT FAA Capstone Review Class AVMT 2215 is offered Summer 1 of each year to prepare second-year AMT Majors for the FAA written, oral and practical A & P certification exams. This class, while highly recommended, is not an FAA certificate requirement.
- All First Semester classes (AVMT 1101, 1102, & 1103) are pre-requisites for all subsequent classes.
- Must have grades of “C” or better in all AVMT, AV10 and ENGL Courses for graduation.
**BALLROOM DANCE**
Advanced Skill Set

**Dr. Beth A. Newcome, Coordinator**
308 Veterans Square Campus / (304) 367-4298
Beth.Newcome@pierpont.edu

**Program Purpose:**
The Ballroom Dancing Advanced Skill Set offers students practical experience and training required for Ballroom Dancing competition and/or for employment as Ballroom Dancing teachers in a variety of venues, including private dance studios and/or social dance event businesses. Many students in various programs opt to complete this program as they complete required elective hours within their major; twenty credit hours from this program may be applied as elective hours in other programs.

Students who go through this program will use the “Dance Vision International Dance Association” (DVIDA) curriculum that will provide a broad knowledge of ballroom dances, making them well prepared for the potential job markets in this field. The DVIDA Medal System provides an organized way to prepare teachers of ballroom dance and those seeking to develop personal ballroom dance skills. With the DVIDA program, students will be able to enhance both excellence and skill with a program that supports progress from one skill level to the next through medal testing and certification. In addition, Pierpont C&TC/Fairmont State University sponsor the Ballroom Dance student association, which provides students an opportunity to complete in regional competitions with other teams from major universities. The Ballroom Dance Advanced Skill Set can be combined with the Associate in Arts, Liberal Studies degree to complete the open elective (20 hours) requirements.

The Ballroom Dance program can be completed as a stand-alone Skill Set and may serve as courses for the AA Liberal Studies. This provides an opportunity for students wishing to complete the Ballroom Dance skill set to also complete an associate degree. The general studies courses in the Liberal Studies degree program complete all requirements for the bachelor degree general studies if transferred to the university. See the catalog Liberal Studies program for more information.

**Student Learning Outcomes:**
Upon successful completion of the Ballroom Dance Skill Set, completers will be able to do the following:

- Dance at Bronze level in International Standard, Latin, and American Smooth and Rhythm styles
- International-style; waltz, tango, fox trot, quickstep
- International Latin; cha cha, rumba, salsa, samba, jive
- American Smooth; waltz, tango, fox trot, quickstep
- American Rhythm; cha cha, rumba, swing
- Dance at Gold level in ONE or more of the four styles
- Teach both male and female dance moves and posture
- Identify music repertoires and count rhythms and music used for ballroom dancing
- Discuss the history, culture, etiquette, and related behaviors for various dance styles
- Test through DVIDA examination at each level of bronze.
Opportunities:
Upon successful completion of the Ballroom Dancing Advanced Skill Set, students will be eligible to apply their Gold level amateur medal(s) to competitions for “professional” medal(s) through (ISTD) (Imperial Society of Teachers of Dancing). Students who earn Gold-level distinctions in all four areas of dance through ISTD will also be eligible to apply to be a certified examiner with ISTD. Students with the Ballroom Dancing Skill Set Certificate are eligible to teach Ballroom Dancing in the some public and private schools, including adult education classes. Students with this Skill Set are often recruited to be instructors at private schools of dance and instructor/performers for international entertainment industries, including cruise lines and luxury hotels and resorts, where social ballroom dancing instruction is promoted.

REQUIRED COURSES:

**BALLROOM DANCING**

<table>
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<tr>
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<th>Course Name</th>
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<tr>
<td>DANC 1100</td>
<td>Introduction to Social Ballroom Dancing</td>
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<td>DANC 1110</td>
<td>Ballroom Dancing Culture and Repertoire</td>
<td>1</td>
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<td>DANC 1115</td>
<td>Physical Conditioning for Ballroom Dance</td>
<td>1</td>
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<td>DANC 1995</td>
<td>Ballroom Dancing Instruction Practicum</td>
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<tr>
<td>DANC 2201</td>
<td>Bronze Waltz/Rumba</td>
<td>2</td>
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<tr>
<td>DANC 2202</td>
<td>Bronze Foxtrot/Swing</td>
<td>2</td>
</tr>
<tr>
<td>DANC 2203</td>
<td>Bronze Tango/Cha Cha</td>
<td>2</td>
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<tr>
<td>DANC 2204</td>
<td>Bronze Viennese/Bolero/Mambo</td>
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<tr>
<td>DANC 2255</td>
<td>Best Practices for Studio Management</td>
<td>2</td>
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All classes are not offered every semester, thus a model schedule will be provided to students to provide guidance for class scheduling.

**MODEL SCHEDULE**

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<tr>
<th>Semester</th>
<th>Courses</th>
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<td>FIRST SEMESTER</td>
<td>DANC 1100 Introduction to Social Ballroom Dancing*</td>
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<td>DANC 2201 Bronze, Waltz/Rumba</td>
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<td>SECOND SEMESTER</td>
<td>DANC 1115 Physical Conditioning For Ballroom Dance</td>
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<td></td>
<td>DANC 2202 Bronze Foxtrot/Swing</td>
<td>2</td>
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<tr>
<td></td>
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<tr>
<td>THIRD SEMESTER</td>
<td>DANC 1110 Ballroom Dancing Culture and Repertoire</td>
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<td>DANC 1995 Ballroom Dancing Instruction Practicum</td>
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<tr>
<td></td>
<td>DANC 2203 Bronze Tango/Cha Cha</td>
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<td>FOURTH SEMESTER</td>
<td>DANC 2204 Bronze Viennese/Bolero/Mambo</td>
<td>2</td>
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<tr>
<td></td>
<td>DANC 2255 Best Practices In Studio Management</td>
<td>2</td>
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*Offered every semester.
This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.
Program Purpose:
The Board of Governors A.A.S. Degree is a degree program designed to help adults achieve their personal and or professional goals and complete a college degree without committing to a specific academic major. This degree program is open to any student who has graduated from high school two or more years prior; students who earned GEDs are welcome to enroll if their assigned graduating class has been out of high school two years or more. The BOG degree requires the successful completion of 21 required hours across a common “core” and 39 credit hours of general electives. Students completing 15 or more credits in a particular technical or occupational focus will have an “area of emphasis” noted on their academic transcript upon graduation.

The BOG degree can be earned by combining any of the following: previously earned college credits; enrollment in traditional or on-line courses; military credits; credits earned through “challenge” exams or test-outs; credits awarded through CLEP tests; credits awarded through professional certifications that have been approved through the State BOG/RBA program; and credits that may be awarded through the official documentation and assessment of prior learning experiences through a portfolio submission. (See Notes)

Students in the BOG degree program receive highly personalized advising and the benefit of automatic “academic forgiveness” of all Fs earned four or more years prior to enrollment in the program, thus raising the final GPA upon graduation.

Furthermore, the BOG program at Pierpont Community & Technical College welcomes students who have completed all required 60 credits at other colleges and universities but who are unable, for whatever reason, to complete those particular four-year programs. These “reverse transfer” students need only to have completed at least 12 of the required 60 credits through appropriately accredited WV colleges; no additional coursework will be required through Pierpont.

Student Learning Outcomes:
Upon successful completion of the Board of Governors A.A.S. degree, graduates will be able to do the following:

- Demonstrate successful completion of those student learning outcomes detailed in their core courses and general electives

Opportunities:
Students graduating with a Board of Governors A.A.S. degree may choose to apply all hours of that degree to WV Regents Bachelors of Arts (RBA) degree program at Fairmont State University (or other WV Bachelor-degree granting colleges or universities). Students may also use the BOG A.A.S. in their employment search for any position with the minimum expectation of the candidate having completed at least two years of college-level coursework or of having earned an Associate degree.
### Board of Governors (with min 2.00 GPA)

**Component I - General Education***

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics/Science</td>
<td>6</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
</tbody>
</table>

**Component II - General Electives**

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>39</td>
</tr>
</tbody>
</table>

Course options for completion of general education core include the following:

**COMMUNICATIONS:**
- ENGLISH 1104, 1108, 1109; COMM 2200, 2201, 2202

**MATHEMATICS AND/OR SCIENCES:**
- MATH 1106, 1107, 1100, 1112; SCIE 1100, 1115, 1120, 1103, 1110; BIOLOGY 1105; CHEMISTRY 1101, 1105; PHYS 1101; GEOL 1101

**COMPUTER LITERACY:**
- INFO 1100; COMP 1100, 1101

**SOCIAL SCIENCES:**
- HIST 1107, 1108, 2211, 2212, 2213; SOCY 1100, 1111; POLI 1103; PSYC 1101; GEOG 2210; ECON 2200

**Special Notes:**
1. To fulfill residency requirements a minimum of 12 credit hours must be completed from a regionally accredited higher educational institution.
2. Students seeking college credit for certifications/licenses/training approved by the State Board of Governors Degree Program must meet with the Program Coordinator and provide official copies of certifications/licenses/training.
3. Students who decide to pursue Bachelor’s degrees other than the RBA may be required to meet additional Liberal Studies requirements in addition to the ones required of the BOG A.A.S. degree.
4. Students may request credits through the portfolio process for general elective credits only. Students who wish to receive college credit for prior learning experiences not already approved and documented by the WV BOG/RBA program are required to do the following: complete a 1-credit hour Portfolio Development course; pay a non-refundable evaluation fee of $300; pay a $10 per credit hour transcription fee for each credit hour granted through the process; understand that there is no guarantee that the number of credits requested will be granted; understand that other Associate and Bachelor degree programs are under no obligation to accept credits based on portfolio submissions; and understand that financial aid does not cover the costs associated with a portfolio submission. Furthermore, students are strongly encouraged to submit portfolios that address the student learning outcomes of existing courses.
BUSINESS TECHNOLOGY
Associate in Applied Science

Beverly Oliver, Assistant Professor, Coordinator of Business Technology & Accounting
202h Engineering Tech / (304) 367-4099
Locust Avenue Campus
Beverly.Oliver@pierpont.edu

Program Purpose:
The A.A.S. Business Technology Degree helps to provide students with an opportunity to develop job-related skills while increasing awareness of their roles and responsibilities toward society through their profession. This degree program helps to address the educational needs for trained human resources in the service area of Pierpont Community & Technical College and gives graduates the necessary skills to function professionally in today’s business environment.

This degree has two tracks: Accounting and General Business.

Student Learning Outcomes for the Accounting track:

This program is designed to produce graduates who are able to:

• Exhibit mastery of the accounting cycle and exhibit mastery of the ability to analyze financial statements and information
• Demonstrate working knowledge of application software used in accounting
• Write in a clear and professional manner
• Communicate effectively with co-workers and supervisors

Student Learning Outcomes for the General Business track:

This program is designed to produce graduates who are able to:

• Exhibit basic knowledge of business principles and procedures
• Write in a clear and professional manner
• Prepare and deliver an effective business presentation
• Effectively use technologies appropriate to their discipline
• Identify and analyze ethical issues in a professional manner
• Exhibit basic knowledge of personal and business finance

Students learning outcomes will be validated by the completion of national recognized assessments. Students will complete these assessments during their final program semester.

Opportunities:
Graduates of the Associate of Applied Science degree in Business Technology are qualified for entry level positions in business organizations, industrial corporations, government agencies, and independent firms and businesses. Some graduates choose to become entrepreneurs; others choose to continue their education in a Bachelor’s Degree in a business-related field.
### BUSINESS TECHNOLOGY (Accounting or General) 66 SEM. HRS

#### GENERAL AND ACCOUNTING

**REQUIRED CORE COURSES FOR BUSINESS DEGREES** 39 SEM. HRS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUSN</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Mathematics in Business</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN</td>
<td>Corporate Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN</td>
<td>Legal Aspects of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN</td>
<td>Business Essentials</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>Written English I (“C” or higher for graduation)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>Technical Report Writing</td>
<td>3</td>
</tr>
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</table>

(PR: “C” or higher in ENGL 1104)  
(“C” or higher in ENGL 1109 for graduation)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FINC</td>
<td>Introduction to Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>FINC</td>
<td>Financial Literacy</td>
<td>3</td>
</tr>
<tr>
<td>INFO</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>INFO</td>
<td>Spreadsheet Design</td>
<td>3</td>
</tr>
<tr>
<td>COMM</td>
<td>Introduction to Human Communications</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Introduction to Communication in the World of Work</td>
<td>3</td>
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#### ACCOUNTING SPECIALIZATION

**REQUIRED COURSES** 18 SEM. HRS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT</td>
<td>Income Tax Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ACCT</td>
<td>Concepts of Computerized Accounting (QUICKBOOKS)</td>
<td>3</td>
</tr>
<tr>
<td>ACCT</td>
<td>Professional Internship &amp; Portfolio Development</td>
<td>3</td>
</tr>
<tr>
<td>BUSN</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>
**ACCOUNTING SPECIALIZATION**

**BUSINESS TECHNOLOGY ELECTIVES**  
9 SEM. HRS

Select an additional 9 hours from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACCT 1100</td>
<td>Fundamentals of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2205</td>
<td>Small Business Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2201</td>
<td>Economic Principles &amp; Problems</td>
<td>3</td>
</tr>
<tr>
<td>INFO 2200</td>
<td>Fundamentals of Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MGM 2214</td>
<td>Office Management</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 1100</td>
<td>Keyboarding</td>
<td>3</td>
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**ACCOUNTING MODEL SCHEDULE**  
66 SEM. HRS

**FALL FIRST YEAR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACCT 2201</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1102</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Mathematics in Business</td>
<td>3</td>
</tr>
<tr>
<td>INFO 1100</td>
<td>Computer Concepts &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1104</td>
<td>Written English I (&quot;C&quot; or higher for graduation)</td>
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**SPRING FIRST YEAR**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACCT 2202</td>
<td>Principles of Accounting II</td>
<td>3</td>
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<tr>
<td>COMM 2200</td>
<td>Introduction to Human Communications</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Introduction to Communication in the World of Work</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1109</td>
<td>Technical Report Writing</td>
<td>3</td>
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**FALL SECOND YEAR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ACCT 2215</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2217</td>
<td>Concepts of Computerized Accounting (QUICKBOOKS)</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2210</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2251</td>
<td>Corporate Communications</td>
<td>3</td>
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<tr>
<td>FINC 2230</td>
<td>Financial Literacy</td>
<td>3</td>
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<tr>
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<td>Business Technology Elective</td>
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18
SPRING SECOND YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 2216</td>
<td>Income Tax Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2995</td>
<td>Professional Internship and Portfolio Development</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2248</td>
<td>Business Essentials</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2300</td>
<td>Legal Aspects of Business</td>
<td>3</td>
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<tr>
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<td>Business Technology Electives</td>
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REQUIRED CORE COURSES 39 SEM. HRS.

GENERAL BUSINESS SPECIALIZATION REQUIRED COURSES 24 SEM. HRS.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUSN 2205</td>
<td>Small Business Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2995</td>
<td>Integrated Business Strategies</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2201</td>
<td>Economic Principles &amp; Problems I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2202</td>
<td>Economic Principles &amp; Problems II</td>
<td>3</td>
</tr>
<tr>
<td>INFO 2200</td>
<td>Fundamentals of Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>INFO 2225</td>
<td>Fundamentals of Web Design</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2204</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 2209</td>
<td>Principles of Management</td>
<td>3</td>
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GENERAL BUSINESS SPECIALIZATION ELECTIVES 3 SEM. HRS

Select an additional 3 hours from the following:

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2202</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2217</td>
<td>Concepts of Computerized Accounting (QUICKBOOKS)</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1102</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>FINC 2260</td>
<td>Real Estate Principles</td>
<td>3</td>
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<tr>
<td>FINC 2261</td>
<td>Real Estate Law</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2205</td>
<td>Salesmanship &amp; Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 1100</td>
<td>Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 2233</td>
<td>Database Applications</td>
<td>3</td>
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GENERAL BUSINESS MODEL SCHEDULE 66 SEM. HRS

FALL FIRST YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 2201</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1141</td>
<td>Business Mathematics or Math 1104</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2201</td>
<td>Economic Principles &amp; Problems I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1104</td>
<td>Written English I (“C” or higher for graduation)</td>
<td>3</td>
</tr>
<tr>
<td>INFO 1100</td>
<td>Computer Concepts &amp; Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

15
### SPRING FIRST YEAR
- **COMM 2200**  Introduction to Human Communication  3
- **COMM 2202**  Introduction to Communication in the World of Work  3
- **ECON 2202**  Economic Principles & Problems II  3
- **ENGL 1109**  Technical Report Writing  3
  **(PR: “C” or higher in ENGL 1104)**
  **(“C” or higher in ENGL 1109 for graduation)**
- **FINC 2230**  Financial Literacy  3
- **MGMT 2209**  Principles of Management  3

### FALL SECOND YEAR
- **BUSN 2210**  Human Relations in Business  3
- **BUSN 2251**  Corporate Communications  3
- **FINC 2201**  Introduction to Financial Management  3
- **INFO 2220**  Spreadsheet Design  3
- **INFO 2225**  Fundamentals of Web Design  3
- **MKTG 2204**  Principles of Marketing  3

### SPRING SECOND YEAR
- **BUSN 2205**  Small Business Fundamentals  3
- **BUSN 2300**  Legal Aspects of Business  3
- **BUSN 2248**  Business Essentials  3
- **BUSN 2995**  Integrated Business Strategies  3
- **INFO 2200**  Fundamentals of Information Systems  3
  **Business Technology Elective**  3

| Total | 15 | 18 |
CAD (COMPUTER AIDED DRAFTING)
Advanced Skill Set

Dr. Gerald Bacza
302a Engineering Technology Building / (304) 367-4632
Locust Avenue Campus
Gerald.Bacza@pierpont.edu

John “Chris” Toothman
408 Engineering Technology Building / (304) 367-4977
Locust Avenue Campus
ctoothman@pierpont.edu

Program Purpose:
The Computer-Aided Drafting (CAD) Advanced Skill Set provides an opportunity for students to gain introductory/intermediate level skills and knowledge in the area of Computer Aided Drafting (CAD) through the Drafting/Design program. A CAD Advanced Skill Set consists of five courses from the current AAS Drafting/Design Engineering Technology program and may serve as a stand-alone program. This CAD Advanced Skill Set Certificate could be used for entry-level employment or to further develop skills and knowledge related to a student’s current major.

Student Learning Outcomes:
Upon successful completion of the Advance Skill Set Certificate CAD Program, completers will be able to do the following:

- Use tools and technologies of the CAD draftsperson effectively
- Use a computer workstation to produce engineering drawings and manage engineering-related data
- Demonstrate competency with drafting standards
- Complete and edit drawings in the various disciplines

Opportunities:
Some students find that the CAD certificate alone meets their educational and/or career needs. Other students choose to use the CAD certificate to explore potential choices for another major in a related Associate or Baccalaureate degree. For example, the CAD certificate particularly complements Associate degrees in Architecture, Aviation, Civil Engineering Technology, Electronics Engineering Technology, Land Management, Mechanical Engineering Technology, Mechatronics, Graphics Technology, Applied Design, Interior Design and Information Services. All CAD courses may be applied to the AAS degree in Drafting/Design Technology at Pierpont Community and Technical College.

REQUIRED COURSES: 15 Hrs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRFT 2200</td>
<td>Fundamentals of AutoCad</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 2205</td>
<td>Introduction to Solid Modeling</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 2215</td>
<td>Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 2235</td>
<td>Technical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 2245</td>
<td>Architectural Design</td>
<td>3</td>
</tr>
</tbody>
</table>
This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.
CLASSROOM TEACHER’S AIDE
Skill Set

Kristie Latocha, Program Manager
137 Education Building / (304) 367-4919
Locust Avenue Campus
Kristie.latocha@pierpont.edu

Program Purpose:
This program is designed to prepare highly qualified Paraprofessionals to work in the elementary and secondary classrooms. This is a 6-hour skill set that will satisfy the West Virginia Department of Education’s qualifications for a Teacher Aide III position in both elementary and early childhood classrooms. Students who begin their education in this Skill Set will be prepared to continue in a curriculum that provides a pathway from Aide to Teacher. This six-hour Skill Set is the first step in that process.

Student Learning Outcomes:
Upon successful completion of the Skill Set Program as a Teacher’s Aide, completers will be able to do the following:
• Identify developmental stages of grow and development
• Apply developmentally appropriate teaching strategies while working with special needs children

Opportunities:
NOTE: A background check is required for employment in this field. Completers in this Skill Set will be classified as a Teacher Aide III as defined by the West Virginia Department of Education. Graduates will have the opportunity to work in a special education classroom in both the elementary and secondary levels. In addition, the student will be qualified to work alongside a professional educator in a Kindergarten setting. Many students continue their education by working towards an Associate degree in Para-Education.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 2200</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2220</td>
<td>Introduction to Special Education</td>
<td>3</td>
</tr>
</tbody>
</table>

This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.
CLASSROOM TEACHING ASSISTANT
Advanced Skill Set

Kristie Latocha, Program Manager
137 Education Building / (304) 367-4919
Locust Avenue Campus
Kristie.latocha@pierpont.edu

Program Purpose:
This program is designed to prepare highly qualified Paraprofessionals to work in the elementary and secondary classrooms. This is an 18-credit hour Skill Set that will satisfy the West Virginia Department of Education’s qualifications for a Teacher Aide IV position in both elementary and early childhood classrooms. Students who complete this Skill Set will be prepared to continue in a curriculum that ultimately provides a pathway to a teaching degree.

Student Learning Outcomes:
Upon successful completion of the Advance Skill Set Certificate Program as a Teacher’s Aide, students will be able to do the following:

• Demonstrate competency in basic skills, including reading, writing, and mathematical computation, while working with children and assisting the teaching professional
• Identify developmental stages of growth and development
• Apply developmentally appropriate teaching strategies while working with special needs children

Opportunities:
NOTE: A background check is required for employment in this field. Students with this 18-hour Classroom Teaching Assistant Skill Set will be classified as a Teacher Aide IV as defined by the West Virginia Department of Education. Students will have the opportunity to work in a special education classroom in both the elementary and secondary levels. In addition, the graduate will be qualified to work alongside a professional educator in a Kindergarten setting. Many students continue their education by working towards an Associate degree in Para-Education.

REQUIRED COURSES 18 SEM. HRS
COMM 2200 Introduction to Human Communication 3
EDUC 1105 Basic Skills for Instructional Support 3
EDUC 2200 Introduction to Education 3
EDUC 2220 Introduction to Special Education 3
ENGL 1104 Written English I 3
  (“C” or higher for graduation)
INFO 1100 Computer Concepts & Applications 3
# CLASSROOM TEACHING ASSISTANT

## MODEL SCHEDULE  
**18 SEM. HRS**

### FALL FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EDUC 1105</td>
<td>Basic Skills for Instructional Support</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2200</td>
<td>Introduction to Education</td>
<td>3</td>
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<tr>
<td>ENGL 1104</td>
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### SPRING FIRST YEAR

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<thead>
<tr>
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<tr>
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</tr>
<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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</table>

This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.
CRIMINAL JUSTICE
Associate in Applied Science

Les Boggess, Program Coordinator
315 Hardway Hall / (304) 367-4678
Locust Avenue Campus
lboggess@pierpont.edu

Program Purpose:
The A.A.S. Criminal Justice program at Pierpont Community & Technical College provides students with a broad orientation to the entire system of criminal justice. In order to accommodate students’ various backgrounds and career aspirations, the program allows students (with advisor assistance and approval) some flexibility in structuring the curriculum to meet their individual interests and career-related needs.

Student Learning Outcomes:
Upon successful completion of the Associate in Applied Science in Criminal Justice, graduates will be able to do the following:

• Identify and explain the inter-related components of law enforcement, the correctional system, the court systems, and their basis in the US Constitution and legislation
• Identify and explain causes of crime and trends in crime
• Write effectively for the field including police reports and summations of cases
• Assess the effectiveness of certain conduct when dealing with diverse populations especially in the investigative and interviewing process
• Evaluate the appropriateness of certain behaviors as they relate to suitability for employment in the Criminal Justice profession

Opportunities:
NOTE: A background check is required for employment in this field.
Graduates of this program are often employed by local, county, and state governments; industrial commercial coordinators; security agencies; and social service agencies as police officers, correctional officers, security/loss prevention specialists, and private investigators.

CRIMINAL JUSTICE

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<thead>
<tr>
<th>CRIMINAL JUSTICE</th>
<th>60 SEM. HRS</th>
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<tr>
<td>GENERAL STUDIES COURSES</td>
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Pierpont C&TC Catalog 2013-2014 Version 1.1
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<td>PSYC 2250</td>
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<td>SOCY 1110</td>
<td>Introductory Sociology</td>
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<td>SOCY 2200</td>
<td>Social Problems</td>
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**CRIMINAL JUSTICE**

**REQUIRED COURSES**

<table>
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<td>Introduction to Criminal Justice</td>
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<tr>
<td>CRJU 1101</td>
<td>Police Operations</td>
<td>3</td>
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<tr>
<td>CRJU 2202</td>
<td>Principles of Criminal Law I</td>
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<tr>
<td>CRJU 2206</td>
<td>Introduction to Corrections</td>
<td>3</td>
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<tr>
<td>CRJU 2212</td>
<td>Deviant Behavior</td>
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<tr>
<td>CRJU 2240</td>
<td>Adjudication Process</td>
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**CRIMINAL JUSTICE**

**ELECTIVE COURSES**

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<td>CRJU 1189</td>
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<td>CRJU 1199</td>
<td>Special Topics in Criminal Justice</td>
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<tr>
<td>CRJU 2205</td>
<td>Natural Resource Laws</td>
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<td>CRJU 2209</td>
<td>Firearms</td>
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<td>CRJU 2215</td>
<td>Introduction to Private Security</td>
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<td>CRJU 2218</td>
<td>Police Administration</td>
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<td>CRJU 2226</td>
<td>Crime Scene Investigation</td>
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<td>CRJU 2236</td>
<td>Criminal Investigation</td>
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<tr>
<td>CRJU 2256</td>
<td>Homicide Investigation</td>
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<td>CRJU 2266</td>
<td>Sex Crimes</td>
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<td>CRJU 2289</td>
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<tr>
<td>CRJU 2299</td>
<td>Special Topics in Criminal Justice</td>
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**CRIMINAL JUSTICE**

**MODEL SCHEDULE**

**FALL FIRST YEAR**

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<tr>
<td>POLI 1103</td>
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<tr>
<td>PSYC 1101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCY 1110</td>
<td>Introduction to Sociology</td>
<td>3</td>
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15
SPRING FIRST YEAR

CRJU 1101 Police Operations 3
CRJU 2202 Principles of Criminal Law 3
ENGL 1108 Written English II 3

-OR

ENGL 1109 Technical Report Writing 3
(PR: “C” or higher in ENGL 1104)
(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)

PSYC 2250 Community Psychology 3

SOCY 2200 Social Problems 3

FALL SECOND YEAR

COMM 2200, 2201 OR 2202 Communication 3
CRJU 2206 Introduction to Corrections 3
CRJU 2212 Deviant Behavior 3
Math or Science 3
CRJU Elective 3

SPRING SECOND YEAR

CRJU 2240 Adjudication Process 3
INFO 1100 Computer Concepts and Applications 3

CRJU Elective 3
CRJU Elective 3
CRJU Elective 3

15
DRAFTING / DESIGN ENGINEERING TECHNOLOGY
Associate in Applied Science

John “Chris” Toothman, Assistant Professor
408 Engineering Technology Building / (304) 367-4977
Locust Avenue Campus
Ctoothman@pierpont.edu

Accrediting Agency:
Association of Technology, Management and Applied Engineering (ATMAE)
1390 Eisenhower Place
Ann Arbor, MI 32095
(734) 677-0720
www.ATMAE.org

Program Purpose:
The Drafting/Design Engineering Technology program at Pierpont Community and Technical College is designed to provide students with practical knowledge, technical skills, verbal and written communication skills, and the mathematical ability required to develop various drawings used for illustration, industrial applications, and architectural design. Strong emphasis is placed on projection theory, American National Standards Institute (ANSI) standards, and modern industrial practice.

Student Learning Outcomes:
Upon successful completion of the AAS degree in Drafting/Design Engineering Technology, graduates will be able to do the following:

• Use tools and technologies of the CAD draftsperson effectively
• Use a computer workstation to produce engineering drawings and manage engineering related data
• Demonstrate competency with manual drawing on a board
• Comply with drafting Standards
• Complete and edit drawings in the various disciplines
• Design, analyze, and use engineering drawings to improve process and products
• Demonstrate a commitment to quality and continuous quality improvement
• Demonstrate skills of oral, written, and graphical communication
• Appreciate and engage in life-long learning
• Function as a team member
• Understand the importance of ethical behavior in the professions, society, and economy
• Enter the job market or continue pursuing and advanced degree

Opportunities:
Graduates with this A.A.S. degree are qualified for entry-level technical positions in engineering, architectural, and or manufacturing-related firms. The strong math, science, and communication background provided by this degree allows graduating students to enter the job market as technicians, supervisors, and project managers. Specific job titles include
drafter, tracer, design drafter, designer, CAD operator, engineering assistant, engineering technicians, graphics specialist, and project manager.

In addition to meeting the minimum residence requirements for graduation, students in Drafting/Design Engineering Technology must complete a minimum of 12 hours of technical work or management at Pierpont Community & Technical College and other requirements as required by accreditor standards. *

**REQUIRED COURSES**

**DRAFTING/DESIGN ENGINEERING TECHNOLOGY**

(ATMAE ACCREDITED)

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<thead>
<tr>
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<tr>
<td>DRFT 1200</td>
<td>Print Reading</td>
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<td>DRFT 2200</td>
<td>Fundamentals of AUTOCAD</td>
<td>3</td>
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<tr>
<td>DRFT 2205</td>
<td>Introduction to Solid Modeling</td>
<td>3</td>
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<td>DRFT 2215</td>
<td>Architectural Drafting</td>
<td>3</td>
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<tr>
<td>DRFT 2224</td>
<td>Inventor Sheet Metal and Fabrication</td>
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<tr>
<td>DRFT 2235</td>
<td>Technical Drafting</td>
<td>3</td>
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<tr>
<td>DRFT 2245</td>
<td>Architectural Design</td>
<td>3</td>
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<td>DRFT 2254</td>
<td>Mapping</td>
<td>3</td>
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<td>DRFT 2995</td>
<td>Drafting/Design Capstone Course</td>
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<td>ECON 2200</td>
<td>Introduction to Economics</td>
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<td>COMP 1101</td>
<td>Applied Technical Programming</td>
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<td>MANF 1100</td>
<td>Materials and Processes</td>
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<td>Introduction to Physics I</td>
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<td>COMM 2202</td>
<td>Introduction to Communication in the World of Work</td>
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<td>COMM 2200</td>
<td>Introduction to Human Communication</td>
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<tr>
<td>TECH 2290</td>
<td>Engineering Analysis I</td>
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DRAFTING/DESIGN ENGINEERING TECHNOLOGY
MODEL SCHEDULE  
60 SEM. HRS

FALL FIRST YEAR

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<td>MANF 1100</td>
<td>Materials &amp; Processes</td>
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<tr>
<td>COMP 1101</td>
<td>Applied Technical Programming</td>
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<td>Introduction to Communication in the World of Work (Recommended)</td>
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-OR-
| COMM 2200 | Introduction to Human Communication | 3 |


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106

Pierpont C&TC Catalog 2013-2014 Version 1.1
EARLY CHILDHOOD
Associate in Applied Science

Barbara Pavel Alvarez, Early Childhood Program Coordinator/Advisor
142 Education Building / (304) 367-4848
Locust Avenue Campus
Barbara.pavel-alvarez@pierpont.edu

Program Purpose:
The Early Childhood Associate in Applied Science Degree includes the study of the growth and development of young children as well as the planning, preparation and implementation of appropriate curriculum and environments for early childhood programs. The program provides students with opportunities to gain practical experience working with children at the main campus Laboratory Preschool and in early childhood programs within the community.
NOTE: Students in this program must pass a background check during the first semester of their program.

Student Learning Outcomes:
Upon successful completion of the AAS degree in Early Childhood, graduates will be able to do the following:
• Plan, prepare and implement appropriate curriculum for a high quality early childhood program based on a knowledge of child development and best practices
• Plan classroom learning environments that are developmentally appropriate
• Demonstrate appropriate communication skills, teaching methods and professional conduct while working with young children
• Demonstrate an understanding of all West Virginia Child Care Licensing regulations for center employees.
• Demonstrate ability to implement West Virginia Early Learning Standards while working with young children

Opportunities:
Graduates with the Early Childhood Associate of Applied Science Degree are qualified to teach in child care centers, Head Start programs, private nursery schools, and private preschools or to serve as a Nanny. Graduates meet state requirements to be the director of a Type I, II or III child care center in the state of West Virginia. Other employment opportunities include positions in public and private organizations providing services for children. Pierpont C&TC has an articulation agreement that allows graduates with the Early Childhood AAS Degree to apply all credit hours towards a Child Development and Family Studies Bachelor of Science, Birth through Pre-Kindergarten teacher certification degree at West Virginia University.

REQUIRED COURSES

<p>| EC    | 1105  | Development of Young Children | 3 |
| EC    | 1106  | Health and Safety in Early Childhood Programs | 2 |
| EC    | 1107  | Early Childhood Curriculum | 3 |
| EC    | 1130  | Foundations of Early Childhood | 3 |
| EC    | 2206  | The Child in the Family | 3 |
| EC    | 2230  | Classroom Strategies | 3 |
| EC    | 2231  | Administration of Early Childhood Programs | 3 |</p>
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<td>EC</td>
<td>2240    Infant and Toddler Development</td>
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<td>EC</td>
<td>2995    Early Childhood Practicum II</td>
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<td>EC</td>
<td>2283    Cognitive Development</td>
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<td>EDUC</td>
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<tr>
<td>ENGL</td>
<td>1109    Technical Report Writing</td>
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<td>1120    Nutrition in Childhood &amp; Adolescence</td>
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<td>FOSM</td>
<td>2200    Introduction to Foods</td>
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<td>INTR</td>
<td>2200    Race, Class, and Gender in Popular Culture</td>
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<td>EC</td>
<td>2210    Emergent Literacy in Early Childhood Education</td>
<td>3</td>
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<td>SOCY</td>
<td>1110    Introductory Sociology</td>
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<td>EMMS</td>
<td>1113    Pediatric First Aid &amp; CPR</td>
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<td>Math or Science General Studies Course</td>
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**EARLY CHILDHOOD**

**MODEL SCHEDULE**

**60 SEM. HRS**

**FALL FIRST YEAR**

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<td>EC</td>
<td>1106    Health and Safety in Early Childhood</td>
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<tr>
<td>EC</td>
<td>1130    Foundations in Early Childhood</td>
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<td>ENGL</td>
<td>1104    Written English I (“C” or higher for graduation)</td>
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</tr>
<tr>
<td>SOCY</td>
<td>1110    Introductory Sociology</td>
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<td>MATH</td>
<td>0080    Developmental Math</td>
<td>(4)***</td>
</tr>
<tr>
<td>EMMS</td>
<td>1113    Pediatric First Aid &amp; CPR</td>
<td>(1)**</td>
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</table>

**SPRING FIRST YEAR**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC</td>
<td>1105    Development of Young Children*</td>
<td>3</td>
</tr>
<tr>
<td>EC</td>
<td>1107    Early Childhood Curriculum*</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>1108    Written English II (“C” or higher for graduation)</td>
<td>3</td>
</tr>
<tr>
<td>-OR</td>
<td></td>
<td></td>
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<tr>
<td>ENGL</td>
<td>1109    Technical Report Writing</td>
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</tr>
<tr>
<td></td>
<td>(PR: “C” or higher in ENGL 1104)</td>
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</tr>
<tr>
<td></td>
<td>(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)</td>
<td></td>
</tr>
<tr>
<td>INTR</td>
<td>2200    Race, Class and Gender in Popular Culture</td>
<td>3</td>
</tr>
<tr>
<td>EC</td>
<td>2230    Classroom Strategies*</td>
<td>3</td>
</tr>
</tbody>
</table>

Pierpont C&TC Catalog 2013-2014  Version 1.1
### FALL SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC 2232</td>
<td>Early Childhood Practicum I*</td>
<td>3</td>
</tr>
<tr>
<td>EC 2240</td>
<td>Infant/Toddler Development*</td>
<td>3</td>
</tr>
<tr>
<td>EC 2283</td>
<td>Cognitive Development*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(PR: Math 0080, first 4 modules)***</td>
<td></td>
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<tr>
<td>EDUC 2220</td>
<td>Introduction to Special Education</td>
<td>3</td>
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<tr>
<td>FOSM 2200</td>
<td>Introduction to Foods</td>
<td>3</td>
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### SPRING SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EC 2206</td>
<td>The Child in the Family*</td>
<td>3</td>
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<tr>
<td>FOSM 1120</td>
<td>Nutrition in Child and Adolescence</td>
<td>3</td>
</tr>
<tr>
<td>EC 2231</td>
<td>Administration of Early Childhood Programs*</td>
<td>3</td>
</tr>
<tr>
<td>EC 2995</td>
<td>Early Childhood Practicum II*</td>
<td>4</td>
</tr>
<tr>
<td>EC 2210</td>
<td>Emergent Literacy in Early Childhood Education</td>
<td>3</td>
</tr>
</tbody>
</table>

* Offered only in semester listed

**Not part of model schedule. Students without a current Pediatric and Safety CPR card will be required to take EMS 1113.

***MATH 0080 Modules 0081-0084 Required as a prerequisite for EC 2283 when Math ACT <19 or COMPASS <36.

Notice to all students:

> It is the responsibility of the student to meet with their assigned advisor to schedule all courses for the completion of this degree; Failure to seek assistance of an advisor may delay graduation.

The semester before planned graduation, the student should schedule a Senior Evaluation through the Registrar’s office and must apply for graduation before the deadline as stated in the current college catalog.

Students are reminded to review campus policies and procedures as stated in the college catalog.

Students must achieve a “C” or better in all EC classes to graduate.

Students wanting to transfer to WVU via the 2+2 Articulation Agreement to complete a four-year degree and WV Birth – Pre-K teaching certificate should take MATH 1107 as the General Studies Elective.

Grades of “C” or better required for ENGL 1104, 1108 and 1109 for graduation.
EARLY CHILDHOOD TEACHER’S AIDE
Skill Set

Barbara Pavel-Alvarez, Early Childhood Program Coordinator/Advisor
142 Education Building / (304) 367-4848
Locust Avenue Campus
barbara.pavel-alvarez@pierpont.edu

Program Purpose:
The Early Childhood Teacher’s Aide Skill Set Certificate is designed for individuals currently employed as a Teacher’s Aide II in a public school setting. Completion of this skill set allows promotion to Teacher’s Aide III.

The six credit hour skill set includes EC 1106, Health and Safety in Early Childhood (2 credit hours) EC 1107, Early Childhood Curriculum (3 credit hours) and one additional credit hour with advisor approval required.

The Skill Set provides course work to strengthen the teacher’s aide’s effectiveness in the classroom.
NOTE: Students in this program must pass a background check.

Student Learning Outcomes:
Upon successful completion of the Early Childhood Teacher’s Aide Skill Set Certificate, graduates will be able to do the following:
• Analyze health and safety practices in the early childhood environment
• Identify and implement appropriate sanitation practices in the early childhood classroom
• Document that all West Virginia Child Care Licensing regulations for center employees are met
• Recognize appropriate curriculum for a quality early childhood program

Opportunities:
The Early Childhood Teacher’s Aide Certificate will satisfy the West Virginia Department of Education’s qualifications for a Teacher’s Aide III position and allow current Teacher’s Aides a pathway for advancement with courses that can also be applied towards Advanced Skill Set and or the Early Childhood AAS Degree.

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC 1106</td>
<td>Health and Safety in Early Childhood</td>
<td>2</td>
</tr>
<tr>
<td>EC 1107</td>
<td>Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>(Advisor Approval Required)</td>
<td>1</td>
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</tbody>
</table>

Substitution may be made for an EC course upon approval by Program Coordinator.

This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.
Program Purpose:
The Early Childhood Teaching Assistant Advanced Skill Set Certificate is designed for individuals currently employed as a Teacher’s Aide III in a public school setting. Completion of this Skill Set allows promotion to Teacher’s Aide IV. This 18 credit hour Skill Set builds on the six credit hours required for the Teacher’s Aide Skill Set and provides course work to strengthen the teaching assistant’s effectiveness in the classroom.
NOTE: Students in this program must pass a background check.

Student Learning Outcomes:
Upon successful completion of the Early Childhood Teaching Assistant Advanced Skill Set Certificate completers are able to do the following:

- Analyze health and safety practices in the early childhood environment
- Identify and implement appropriate sanitation practices in the early childhood classroom
- Document that all West Virginia Child Care Licensing regulations for center employees are met.
- Recognize appropriate curriculum for a quality early childhood program
- Apply cognitive development theory in work with young children
- Apply classroom guidance techniques in work with young children

Opportunities:
The Early Childhood Teaching Assistant Advanced Skill Set will satisfy the West Virginia Department of Education’s qualifications for teacher’s Aide IV and allows current teacher’s aides a pathway for advancement with courses that can also be applied towards the Early Childhood AAS Degree.

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Early Childhood Teaching Assistant</th>
<th>18 SEM. HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC 1106 Health and Safety in Early Childhood</td>
<td>2</td>
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<tr>
<td>EC 1107 Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EC 2230 Classroom Strategies</td>
<td>3</td>
</tr>
<tr>
<td>EC 2283 Cognitive Development</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2220 Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1104 Written English I (“C” or higher for graduation)</td>
<td>3</td>
</tr>
<tr>
<td>Elective (Advisor Approval Required)</td>
<td>1</td>
</tr>
</tbody>
</table>

Substitution may be made for an EC course upon approval by Program Coordinator.
See “Occupational Development” for Early Childhood Practitioner Information.
This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.
ELECTRIC UTILITY TECHNICIAN
Associate of Applied Science

Nancy Lawler, Professor/Assistant Dean
202b Engineering Tech / (304) 367-4731
Locust Avenue Campus
Nancy.Lawler@pierpont.edu

Program Purpose:
Electric Utility Technology (also known as the Power Systems Institute [PSI]) is a cooperative program with FirstEnergy. Academic courses are offered through Pierpont Community and Technical College and technical courses are offered through FirstEnergy. The curriculum provides students with a variety of educational activities and experiences that will prepare them for mid-level positions in the electric utility industry as line workers or substation workers.

Student Learning Outcomes:
At the conclusion of this program, graduates will be able to:
- Demonstrate the skills, professional values, and ethics necessary to function in a line worker or substation worker position in the electric utility industry
- Demonstrate effective communication with customers and co-workers
- Demonstrate the ability to perform basic mechanical, electrical, and construction activities to support an electrical distribution system
- Implement safe work practices during all on-the-job and off-the-job activities

Opportunities:
Graduates of the Electric Utility Technology program may accept positions such as: electric utility line worker, lineman, cableman, electrical utility foreman, electrical line supervisor, electrical line contractor, electric substation technician.

Program Admissions:
Electric Utility Technology is a selective program. Successful candidates must complete the following academic and technical standards:
- First-time students must be admitted to Pierpont Community and Technical College. High school transcripts or GED documents must by on file with Pierpont by August 1.
- Transfer students must be admitted to Pierpont Community and Technical College and submit official transcripts from other institutions.
- All students must be academically eligible for college level math and English. Academic eligibility may be established with ACT, SAT, COMPASS or other approved placement scores. Placement testing must be completed by May 1.
- All students must have and maintain a valid driver’s license.
- All students must successfully pass a background screening for criminal and driving records conducted by FirstEnergy.
- All students must successfully pass a physical capabilities test administered by FirstEnergy.
- All students must pass a Department of Transportation CDL physical and provide a copy of the Medical Examiners Certificate to FirstEnergy.
- All students must meet all hands-on training requirements as part of FirstEnergy’s selection process.
- All students must complete an interview with FirstEnergy.
- This program does not support part-time attendance.
Program Assessment:
Student learning outcomes will be evaluated using SkillsUSA, Center for Energy Workforce Development, Energy Industry Employability Skills Blueprint exam.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1004</td>
<td>Applied Math for Industry 2 (formerly BITS 1004)</td>
<td>3</td>
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<tr>
<td>BUSN 2210</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 1200</td>
<td>Print Reading</td>
<td>1</td>
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<tr>
<td>ENGL 1005</td>
<td>Written English for Industry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(&quot;C&quot; or higher for graduation)</td>
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<tr>
<td>ENGL 1109</td>
<td>Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(&quot;C&quot; or higher in ENGL 1109 for graduation)</td>
<td></td>
</tr>
<tr>
<td>ENRG 1010</td>
<td>Fluids 1 (formerly BITS 1012)</td>
<td>3</td>
</tr>
<tr>
<td>ENRG 1020</td>
<td>Mechanics 1 (formerly BITS 1013)</td>
<td>3</td>
</tr>
<tr>
<td>ENRG 1030</td>
<td>Electrical Machinery 1 (formerly BITS 2014)</td>
<td>3</td>
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<tr>
<td>ENRG 2040</td>
<td>Industrial Safety</td>
<td>3</td>
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<tr>
<td>EUTP 1100</td>
<td>Electric Utility Practice I</td>
<td>3</td>
</tr>
<tr>
<td>EUTP 1200</td>
<td>Electric Utility Practice II</td>
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<tr>
<td>EUTP 2000</td>
<td>Electric Utility Field Experience</td>
<td>0</td>
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<tr>
<td>EUTP 2100</td>
<td>Electric Utility Practice III</td>
<td>4</td>
</tr>
<tr>
<td>EUTP 2200</td>
<td>Electric Utility Practice IV</td>
<td>4</td>
</tr>
<tr>
<td>EUTP 2995</td>
<td>Power Systems Institute Capstone</td>
<td>3</td>
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<tr>
<td>FINC 2230</td>
<td>Financial Literacy</td>
<td>3</td>
</tr>
<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1003</td>
<td>Applied Math for Industry</td>
<td>3</td>
</tr>
<tr>
<td>PWPL 1165</td>
<td>Basic DC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>PWPL 1166</td>
<td>Basic AC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>PWPL 1168</td>
<td>Technical Physical Science</td>
<td>3</td>
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ELECTRIC UTILITY TECHNOLOGY

MODEL SCHEDULE

FALL FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1003</td>
<td>Applied Math for Industry</td>
<td>3</td>
</tr>
<tr>
<td>PWPL 1165</td>
<td>Basic DC Circuits</td>
<td>3</td>
</tr>
</tbody>
</table>
| EUTP 1100 | Electric Utility Practice I     | 3     | 12
SPRING FIRST YEAR

MATH 1004  Applied Math for Industry 2 (formerly BITS 1004) 3
ENGL 1005  Written English for Industry 3
            ("C" or higher for graduation)
PWPL 1166  Basic AC Circuits 3
PWPL 1168  Technical Physical Science 3
EUTP 1200  Electric Utility Practice II 3
            15

SUMMER FIRST YEAR

EUTP 2000  Electric Utility Field Experience 0
            0

FALL SECOND YEAR

DRFT 1200  Print Reading 1
ENGL 1109  Technical Report Writing 3
            (PR: "C" or higher in ENGL 1104)
            ("C" or higher in ENGL 1109 for graduation)
ENRG 1010  Fluids I 3
ENRG 1020  Mechanics I 3
ENRG 2040  Industrial Safety 3
EUTP 2100  Electric Utility Practice III 4
            17

SPRING SECOND YEAR

BUSN 2210  Human Relations in Business 3
ENRG 1030  Electric Machinery I 3
FINC 2230  Financial Literacy 3
EUTP 2200  Electric Utility Practice IV 4
EUTP 2995  Power Systems Institute Capstone 3
            16

TOTAL PROGRAM HOURS 60
EMERGENCY MEDICAL SERVICES
Associate in Applied Science

Tracey Corbin, EMS Program Coordinator /Advisor
214 Merchant Street / (304) 367-4501
tcorbin@pierpont.edu

Program Purpose
The A.A.S Emergency Medical Services Degree’s primary goal is to produce entry-level basic, intermediate, and advanced Emergency Medical Technicians who are competent to work in career and volunteer positions within West Virginia’s health care system. The program is designed to produce graduates who possess the knowledge, skills and confidence to provide high quality emergency care to the sick and injured in their respective communities. Students completing the EMS Associate in Applied Science may also complete the EMS Certificate in Applied Science during their time in the program.

Student Learning Outcomes:
Upon successful completion of the A.A.S. in EMS, graduates will be able to do the following:
• Be advocates for patients
• Understand the roles and responsibilities of a Paramedic within an EMS system
• Apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients
• Properly administer medications
• Communicate effectively with patients

Opportunities:
Emergency Medical Services play a key role in the health care delivery system in the United States by providing the appropriate basic, intermediate, and advanced life support to the sick and injured in the pre-hospital setting. The primary responsibility of the Emergency Medical Technician is to provide expert emergency medical care to victims of emergencies and to transport them safely to the appropriate facility. The individual who successfully completes the Associate of Applied Science in Emergency Medical Services Program will possess these attributes and will be eligible for employment with public and private EMS providers, hospitals, and aero medical services.

Program Admissions:
All Applicants seeking admission to the Associate in Applied Science in Emergency Medical Services Program are required to:

1) Meet general admission requirements of Pierpont Community & Technical College.
2) Submit an application for admission designating Associate degree Emergency Medical Services as a major field of study.
4) Submit official high school transcript or verified GED score; ACT or SAT scores if applicable.
5) Students admitted to the program must complete a physical examination, required immunizations, drug screens and criminal background checks prior to participation in any EMS Practicum course.
After complying with the above steps, the student must submit the following to the EMS Coordinator:
A photocopy of the following certifications if held by the applicant: EMT-Basic or EMT-Paramedic and American Heart Association Provider and/or American Red Cross Professional Rescuer CPR certification.

NOTE: If a student holds a current paramedic certification, the student may be eligible to earn the Associate of Applied Science in Emergency Medical Services Degree after fulfilling the general education components of the program. The equivalent evaluation is done on an individual basis taking into consideration all EMS training and related courses to the field of study.

Qualified students will be ranked according to an impartial scoring system. ACT or SAT scores; high school or college grade point average or GED score; active member of an approved West Virginia EMS agency; and college courses completed that apply to the Associate of Applied Science in EMS degree (if applicable) are considered in the evaluation process. Students who are not admitted must reapply if they wish to be considered for the next academic year.

Students must be able to travel to various clinical affiliate sites located throughout North Central West Virginia during the EMS Practicum courses. Additional mini-courses have been incorporated into the EMS courses as needed to better prepare the student for employment after graduation. Participation in these courses is mandatory. Certification fees are required for State or National certification by the agencies governing these courses.

**Program Requirements:**
To remain in the EMS program and to be eligible to take the National Registry of EMT’s Paramedic examination, a minimum cumulative 2.0 grade point average is required at the end of the program and a favorable recommendation from the program faculty and medical director is required. Failure to meet any of these requirements may result in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

According to West Virginia Division of Health Legislative Rules 64 CSR 48-9 and 48-10, anyone wishing to receive certification from the West Virginia Office of Emergency Medical Services must meet and maintain the qualifications contained in this legislation. Certification will be denied or revoked to anyone not being able to meet these requirements. Contact the West Virginia Office of Emergency Medical Services at (304) 558-3956 or http://www.wvoems.org to obtain a copy of these requirements.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>EMERGENCY MEDICAL SERVICES</th>
<th>68 SEM. HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMMS 1100 Introduction to EMS</td>
<td>2</td>
</tr>
<tr>
<td>EMMS 1103 Emergency Medical Technician Basic</td>
<td>7</td>
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<tr>
<td>EMMS 1104 EMS-Operations</td>
<td>2</td>
</tr>
<tr>
<td>EMMS 1106 Emergency Medical Services Practicum I</td>
<td>2</td>
</tr>
<tr>
<td>EMMS 1107 Basic Trauma Life Support Provider</td>
<td>1</td>
</tr>
<tr>
<td>EMMS 1110 Introduction to ALS Skills</td>
<td>3</td>
</tr>
<tr>
<td>EMMS 2200 Advanced Cardiac Life Support</td>
<td>1</td>
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<tr>
<td>EMMS 2201 Pediatric Ed for the Pre-hospital Provider</td>
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<tr>
<td>EMMS 2202 Advanced Medical Life Support</td>
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<tr>
<td>EMMS 2203 ALS Skills Lab</td>
<td>2</td>
</tr>
<tr>
<td>EMMS 2207 Airway Management/Patient Assessment</td>
<td>2</td>
</tr>
<tr>
<td>EMMS 2208 Pathophysiology &amp; Shock Trauma Resuscitation</td>
<td>3</td>
</tr>
<tr>
<td>EMMS 2209 Emergency Medical Services Practicum II</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<td>-------------</td>
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<tr>
<td>EMMS 2210</td>
<td>Medical Emergencies I</td>
</tr>
<tr>
<td>EMMS 2211</td>
<td>Emergency Medical Services Practicum III</td>
</tr>
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<td>EMMS 2212</td>
<td>Medical Emergencies II</td>
</tr>
<tr>
<td>EMMS 2213</td>
<td>Special Situations</td>
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<td>EMMS 2214</td>
<td>Emergency Medical Services Practicum IV</td>
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<tr>
<td>EMMS 2995</td>
<td>Assessment Based Management</td>
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<td>Written English I (“C” or higher for graduation)</td>
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<td>ENGL 1108</td>
<td>Written English II</td>
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<td>ENGL 1109</td>
<td>Technical Report Writing</td>
</tr>
<tr>
<td></td>
<td>(PR: “C” or higher in ENGL 1104)</td>
</tr>
<tr>
<td></td>
<td>(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)</td>
</tr>
<tr>
<td>HLCA 1100</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MATH 1107</td>
<td>Fundamental Concepts of Math</td>
</tr>
<tr>
<td>HLCA 1170</td>
<td>Human Anatomy and Physiology</td>
</tr>
<tr>
<td>HLCA 1171</td>
<td>Human Anatomy and Physiology Laboratory</td>
</tr>
<tr>
<td>INFO 1100</td>
<td>Computer Concepts &amp; Applications</td>
</tr>
<tr>
<td>SOCY 1110</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>EMMS ELECTIVE</td>
<td>(Satisfies one hour of general studies*)</td>
</tr>
<tr>
<td>EMMS 1113*</td>
<td>Pediatric First Aid</td>
</tr>
<tr>
<td>EMMS 1114*</td>
<td>First Aid and CPR</td>
</tr>
<tr>
<td>EMMS 1115*</td>
<td>Principles of Extrication</td>
</tr>
<tr>
<td>EMMS 1117*</td>
<td>Emergency Vehicle Driving</td>
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</table>

**EMERGENCY MEDICAL SERVICES**

**MODEL SCHEDULE**

**68 SEM. HRS**

**FALL FIRST YEAR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>EMMS 1103</td>
<td>Emergency Medical Technician Basic</td>
<td>7</td>
</tr>
<tr>
<td>ENGL 1104</td>
<td>Written English I (“C” or higher for graduation)</td>
<td>3</td>
</tr>
<tr>
<td>HLCA 1100</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HLCA 1170</td>
<td>Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>HLCA 1171</td>
<td>Human Anatomy and Physiology Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

**SPRING FIRST YEAR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EMMS 1106</td>
<td>Emergency Medical Service Practicum I</td>
<td>2</td>
</tr>
<tr>
<td>EMMS 1107</td>
<td>Basic Trauma Life Support</td>
<td>1</td>
</tr>
<tr>
<td>EMMS 1110</td>
<td>Introduction to ALS Skills</td>
<td>3</td>
</tr>
<tr>
<td>EMMS 2207</td>
<td>Airway Management/Patient Assessment</td>
<td>2</td>
</tr>
<tr>
<td>EMMS 2208</td>
<td>Pathophysiology &amp; Shock Trauma Resuscitation</td>
<td>3</td>
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<tr>
<td>EMMS 2210</td>
<td>Medical Emergencies II</td>
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**15**
### SUMMER FIRST YEAR

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<td>EMMS 1104</td>
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<td>Pediatric Ed for the Pre-Hospital Provider</td>
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<td>EMMS 2212</td>
<td>Medical Emergencies II</td>
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<td>EMMS 2213</td>
<td>Special Situations</td>
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<td>Emergency Medical Services Practicum IV</td>
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<td>EMMS 2995</td>
<td>Assessment Based Management</td>
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### SPRING SECOND YEAR

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<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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<td>ENGL 1108</td>
<td>Written English II</td>
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<td>-OR</td>
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<tr>
<td>ENGL 1109</td>
<td>Technical Report Writing</td>
<td>3</td>
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<td>(PR: “C” or higher in ENGL 1104)</td>
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<td>(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)</td>
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<tr>
<td>MATH 1107</td>
<td>Fundamental Concepts of Math</td>
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<td>*EMMS</td>
<td>Open electives to meet full time student status</td>
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*Any EMMS 1113-1117 course will apply 1 hour towards EMMS open electives requirements.*
EMERGENCY MEDICAL SERVICES TECHNICIAN-PARAMEDIC
One-Year Certificate of Applied Science

Tracey Corbin, EMS Program Coordinator /Advisor
214 Merchant Street / (304)367-4501
tcorbin@pierpont.edu

Admission Procedures
- Apply and enroll with Pierpont.
- Submit official high school transcript or verified GED score, ACT or SAT scores and/or college transcripts, if applicable.
- Students admitted to the program must complete a physical examination and required immunizations prior to participation in any EMS Practicum course.

Prerequisites
- Current Healthcare Provider CPR Card
- Current EMT-Basic Card (NREMT and/or WVOEMS) - (EMMS 1103 EMT-Basic 7 hours)
- Anatomy & Physiology Course - (HLCA 1170 HUMAN ANATOMY & PHYSIOLOGY (3 hours) and HLCA 1171 HUMAN ANATOMY & PHYSIOLOGY LAB (1 hour))
- Remedial Math, Reading and/or English Courses completed or test scores above remedial.

SPRING TERM
- EMMS 1106 EMS Practicum I (102 hrs)
- EMMS 1107 Basic Trauma Life Support Provider Course
- EMMS 1110 Introduction to ALS Skills Lab
- EMMS 2207 Airway Mgt & Advance Patient Assessment
- EMMS 2208 Shock Trauma Resuscitation
- EMMS 2212 Medical Emergencies II

SUMMER TERM
- EMMS 1100 Introduction to EMS
- EMMS 2209 EMS Practicum II (74 hrs)
- EMMS 1104 EMS Operations
- EMMS 2211 EMS Practicum III (94 hrs)
### FALL TERM

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<tr>
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<td>EMMS 2202</td>
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<td>EMMS 2203</td>
<td>ALS Skills Lab</td>
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<td>EMMS 2210</td>
<td>Medical Emergencies I</td>
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<tr>
<td>EMMS 2213</td>
<td>Special Patients &amp; Situations</td>
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<td>EMMS 2214</td>
<td>EMS Practicum IV (110 hrs)</td>
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<td>EMMS 2995</td>
<td>Assessment Based Management</td>
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</table>

**Total Program Hours**  
39 SEM. HRS.
ENTREPRENEURIAL STUDIES
Skill Set

Dr. Timothy M. Joseph
Program Coordinator & Assistant Professor
School of Business, Aviation, & Technology
201E Engineering Technology Building/ (304) 367-4184
Locust Avenue Campus
Tim.Joseph@pierpont.edu

Program Purpose:
Promote the concept of owning a business as a viable alternative to working in one.
Integrate entrepreneurial skill course(s) into a broad cross-section of Pierpont programs

Student Learning Outcomes:
Completers will successfully prepare and perform the basics of selecting, planning, and launching an entrepreneurial adventure of their own choosing.

Opportunities:
The Bureau of Labor Statistics shows that in 2005 West Virginia’s non-farm small business income was $3.3 billion. There were an estimated 123,300 small businesses with fewer than 500 employees and an additional 87,825 small businesses with no employees. More than 200,000 small businesses indicate that entrepreneurs, innovators and small business owners play an important role in the economy of West Virginia.

Entrepreneurs create jobs and wealth that support the local economy; therefore quality entrepreneurial education has the potential to increase economic growth. An article in the December 2007/January 2008 Community College Journal, “Lessons In Self-Made Success” written by Stuart Rosenfeld and Erik Pages states the following:

“The demand for and value of entrepreneurship programs increasingly is apparent. With so many factory jobs outsourced, with opportunities emerging in new sectors, and with values changing, community colleges can help the country get back to its entrepreneurial roots. As the prospects for a stable single career with one company gradually disappear, young people are recognizing that their futures will depend on their ability to be creative, innovative, flexible, and entrepreneurial.”

ENTREPRENEURIAL STUDIES SKILL SET

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<td>Introduction to Entrepreneurship</td>
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<tr>
<td>ENTR 1110</td>
<td>Business Opportunities Analysis</td>
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<td>ENTR 1120</td>
<td>Critical Thinking and Analysis for Small-Business Owners</td>
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<td>ENTR 1130</td>
<td>Funding your Venture</td>
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<td>ENTR 1140</td>
<td>Mentorship &amp; Business Support Resources</td>
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<tr>
<td>ENTR 1150</td>
<td>Business Plan Development</td>
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122
This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.
EVENTS MANAGEMENT
Advanced Skill Set

Beth A. Newcome, Program Coordinator /Advisor
(304) 367-4298
308 Veterans Square Campus
Beth.Newcome@pierpont.edu

Program Purpose:
This skill set program (under the direction of the Food Service Management program) includes a practicum experience that may be in the hospitality industry, at hotels, resorts, or conference centers.

Program Purpose:
The Events Management Advanced Skill set program is designed to be its own program of study, or it can be earned alongside other programs. All of the specific Events classes are on-line. Elective options in the program allow the student to select from a variety of courses to suit their individual interest.

Student Learning Outcomes:
Upon successful completion of the Events Management Skill Set, completers will be able to do the following:

- Apply practical and creative aspects of coordinating major events, including conventions, political rallies, expos, corporate training and seminars, as well as large private receptions and parties
- Develop working relationships with a variety of customers which can be private or community based, business, corporate, or government entities
- Determine and set structure, purpose, goals and objectives of an event
- Identify the elements of an event; develop logical sequencing and efficient schedules, coordinating the environment, safe operations, staging the entertainment experience, and accommodating the audience
- Plan and execute business to business events requiring sound business practices including establishing a customer profile, strong financial planning and management, vendor relations, management of multiple contracts, and accurate attention to detail
- Practice protocol and process in choosing entertainment, decor, travel arrangements, catering, registration and other staging consideration, as well as build relationships with vendors and volunteers.

Opportunities:
Completers of the program will be experienced in planning various types of events in many venues, such as charity events, conferences, meetings, weddings, parties, parades, fairs, tours, fund raisers, tournaments, festivals, product & service promotions, sporting events, concerts, media campaigns, exhibitions, trade shows, dinners, holiday/birthday/engagement celebrations, and casino functions. Recent practicum experiences for students have included internships with regional county visitor bureaus.
**EVENTS MANAGEMENT**

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>EVMG 1101</td>
<td>Events Coordination</td>
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<td>EVMG 1103</td>
<td>Wedding Planning</td>
<td>3</td>
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<td>EVMG 2250</td>
<td>Corporate Events Planning</td>
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<tr>
<td>FOSM 1119</td>
<td>Intro to Food Service &amp; Hospitality Industry</td>
<td>3</td>
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<td>FOSM 2227</td>
<td>Food and Beverage Merchandising</td>
<td>3</td>
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</table>

**Note to students:**

This skill set program does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate Events classes as electives, when their schedule allows, along with the completion of any associate degree. The Associate of Food Service Management, Hotel and Resort option includes all but one of the required Events classes; EVMG 1103 Wedding Planning. Consult the advisor for more information about the associate degree option, in combination with the Events Skill Set program.

*This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.*
FOOD SERVICE MANAGEMENT
Associate in Applied Science

Pamela Hamilton, RD, LD
Professor and Program Coordinator
139 Education Building / (304)367-4297
phamilton@pierpont.edu

Brian Floyd, Certified Executive Chef, Associate Professor
Executive Director
Pierpont Culinary Academy
140 Education Building / (304) 367-4409
bfloyd@pierpont.edu

Accrediting Agency:
American Culinary Federation Education Foundation’s Accrediting Commission
180 Center Place Way
St. Augustine, FL 32095
(800) 624-9458
www.acfchefs.org

Program Purpose:
The Food Service Management degree program offers four options for students to choose from: Dietary Manager; Resort & Hotel Management (Professor Hamilton); and Culinary Arts; Pastry & Baking Arts (Chef Brian Floyd.)

The Food Service Management major and its options were designed to fill a need in the industry. Employment in Food service is typically not very sensitive to economic conditions, and rates of employment are expected to remain consistent, according to the US Dept. of Labor. In fact, according to the National Restaurant Association, the restaurant industry employs an estimated 13 million people, or 9% of the U.S. workforce and is expected to add almost two million jobs over the next decade.

Student Learning Outcomes:
Upon successful completion of the AAS degree in Food Service Management, graduates will be able to do the following:

- Demonstrate a professional work ethic as is expected for employment in the Food Service Management Field
- Apply nutritional standards as expected in Food Service Management Fields
- Apply knowledge of basic food principles, including food purchasing, planning, and preparation
- Manage human and physical resources in ways that comply with food service industry standards
- Satisfy outcomes for individual program option*
  *See faculty advisors for specific expectations of individual program
DIETARY MANAGER

Opportunities in Dietary Management:
Graduates of the Dietary Management option will be qualified for jobs that require them to perform menu planning, food purchasing, food production and service, financial management, employee recruitment, training and supervision and (in some settings) nutritional assessment and clinical care duties. This work is challenging and involves caring for people and working with people. Working conditions may include varied hours, long days and the requirement to juggle multiple demands, including working with both people and paperwork.

Typical job settings include hospitals, long-term care facilities, correctional facilities; and school systems. Specific job titles include Certified Dietary Manager (CDM); Dietary Assistant; Nutrition Assistant; and Food Service Manager (Healthcare). According to the US Bureau of Labor and Statistics, employment of Dietary Managers and other nutrition specialists is expected to grow faster than average through the year 2016 due to increasing interest in disease prevention, public interest in nutrition and obesity, and a population that is both growing and aging (Source: Dietary Managers Association).

REQUIRED COURSES

DIETARY MANAGER 60 SEM. HRS.

<table>
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<tr>
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<th>Course Title</th>
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<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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<td>ENGL 1108</td>
<td>Written English II</td>
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<td>OR ENGL 1109</td>
<td>Technical Report Writing</td>
<td>3</td>
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<td>(PR: “C” or higher in ENGL 1104)</td>
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<td>(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)</td>
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<tr>
<td>FOSM 1110</td>
<td>Nutrition</td>
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<td>FOSM 1121</td>
<td>Food Service Equipment*</td>
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<td>FOSM 1122</td>
<td>Sanitation and Safety*</td>
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<td>Food Service Cost Analysis and Management*</td>
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<td>Principles of Food Selection and Prep*</td>
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<td>Principles of Quantity Food Laboratory*</td>
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<td>FOSM 2220</td>
<td>Diet Therapy</td>
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<td>FOSM 2224</td>
<td>Purchasing &amp; Receiving*</td>
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<td>FOSM 2228</td>
<td>Food Service Org/Mgmt*</td>
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<td>FOSM 2995</td>
<td>Food Service Practicum (Health Care Facility)</td>
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<td>FOSM 2250</td>
<td>Applications in Community &amp; Med Nutrition*</td>
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<td>FOSM 2260</td>
<td>Seminar in Dietary Management*</td>
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<td>HLCA 1100</td>
<td>Medical Terminology</td>
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<tr>
<td>HLCA 1170</td>
<td>Human Anatomy and Physiology</td>
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<tr>
<td>SOCY 1110</td>
<td>Intro to Sociology</td>
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### DIETARY MANAGER

**MODEL SCHEDULE**

**60 SEM. HRS.**

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<td>Food Service Equipment</td>
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<td>FOSM 1122</td>
<td>Sanitation and Safety</td>
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<td>Principles of Food Selection and Prep</td>
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<td>FOSM 2203</td>
<td>Principles of Food Laboratory*</td>
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<td>Intro Sociology</td>
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<td>Food Service Cost Analysis and Management*</td>
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<td>FOSM 2202</td>
<td>Principles of Quantity Foods*</td>
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<td>FOSM 2995</td>
<td>Food Service Practicum</td>
<td>10</td>
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<td>(Health Care Facility, 450 hours)</td>
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<tr>
<td>FOSM 2260</td>
<td>Seminar in Dietary Management</td>
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</table>
**NOTICE TO ALL STUDENTS:**

It is the responsibility of the student to meet with the faculty advisor to schedule all courses for the completion of this degree. Failure to seek assistance from the advisor may delay graduation.

Applicants to the program must have a COMPASS math score of 17 or better (or ACT/SAT equivalent) or successful completion of MATH 0080 Courses.

The semester before graduation, the student should schedule a Graduation Evaluation through the Registrar’s Office and must also apply for graduation.

Students are reminded to review campus policies and procedure posted in the college catalog.
CULINARY ARTS

Opportunities in Culinary Arts:
Students who graduate from this nationally recognized Culinary Arts specialization (accredited through the American Culinary Federation Accrediting Commission) will have an outstanding foundation of theoretical and practical cooking experience on which to pursue a career in the food service industry. Graduates of the Culinary Arts specialization will be eligible to sit for the exam offered by the American Culinary Foundation to become Certified Culinarians. Graduates can expect to qualify for entry to mid-level food service positions in restaurants, country clubs, resorts, hotels, retirement homes, cruise ships, catering operations, or supermarkets. Typical job titles include line cook; lead line cook; kitchen supervisor; broiler cook; fry cook; sauté cook; and pantry cook. Students may choose to articulate into the Bachelor of Science Hospitality Management Degree. See Business Administration catalog description for more information.

Selective Enrollment:
Admission to the Culinary Arts program is competitive.

- Applications should be received by April 1 of each year for admission into the fall program.
- Applicants to the program must have a minimum GPA of 2.0, a score of 18 or higher on the English section of the ACT (or SAT equivalent) or successful completion of ENGL 0097 or ENGL 1104, and a score of 18 or better on the Math section of the ACT (or SAT equivalent) or successful completion of MATH 0080 Series or equivalent.
- Experience in the food service industry or certification from a ProStart program is highly desirable.

To continue in the Culinary Arts program, the student must meet the following standards:

- Pass all courses required for the A.A.S. degree.
- Maintain a minimum overall grade point average (GPA) of 2.0 and no less than a “C” grade in all Culinary Arts courses.

Readmission to the program will be determined on an individual basis by the Admissions Committee. Decisions are based on the students’ qualifications and space availability. Students in good standing who withdraw from the program for unpredictable or uncontrollable reasons will be given priority consideration if they reapply.

REQUIRED COURSES
CULINARY ARTS SPECIALIZATION 60 SEM. HRS.

<table>
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<tr>
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<th>Title</th>
<th>Hours</th>
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<td>Written English II</td>
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<tr>
<td>OR</td>
<td>ENGL 1109</td>
<td>Technical Report Writing</td>
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<td></td>
<td>(PR: “C” or higher in ENGL 1104)</td>
<td></td>
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<tr>
<td></td>
<td>(&quot;C&quot; or higher in ENGL 1108 or ENGL 1109 for graduation)</td>
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</tr>
<tr>
<td>FOSM 1100</td>
<td>Servsafe</td>
<td>1</td>
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</table>
FOSM 1110 Nutrition 3
FOSM 1119 Intro to Food Service Industry 3
FOSM 1121 Food Service Equipment 1
FOSM 1130 Basic Baking 3
FOSM 1131 Basic Baking Laboratory 1
FOSM 2201 Principles of Food Selection & Preparation 3
FOSM 2202 Principles of Food Selection & Preparation Lab 1
FOSM 2203 Principles of Quantity Foods 3
FOSM 2204 Principles of Quantity Foods Lab 1
FOSM 2209 Garde Manger 3
FOSM 2224 Purchasing & Receiving 3
FOSM 2227 Food & Beverage Merchandising 3
FOSM 2228 Food Service Org/Mgmt 3
FOSM 2995 Food Service Practicum 10
INFO 1110 Computer Concepts & Applications 3
MKTG 2204 Principles of Marketing 3
MGMT 2209 Principles of Management 3
General Education Elective 3

CULINARY ARTS SPECIALIZATION

MODEL SCHEDULE 60 SEM. HRS.

FALL FIRST YEAR
FOSM 1100 Servsafe 1
FOSM 1119 Intro Food Service Industry 3
FOSM 1121 Food Service Equipment 1
FOSM 2201 Principles of Food Selection and Preparation 3
FOSM 2203 Principles of Food Laboratory 1
ENGL 1104 Written English I (“C” or higher for graduation) 3

SPRING FIRST YEAR
FOSM 1110 Nutrition 3
FOSM 2202 Principles of Quantity Foods 3
INFO 1100 Computer Concepts & Applications 3
FOSM 2204 Principles of Quantity Food Laboratory 1
ENGL 1108 Written English II 3
-OR
ENGL 1109 Technical Report Writing 3
(PR: “C” or higher in ENGL 1104)
(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)

SUMMER FIRST YEAR
FOSM 2995 Food Service Practicum 6

131

Pierpont C&TC Catalog 2013-2014 Version 1.1
## FALL SECOND YEAR

<table>
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<tbody>
<tr>
<td>FOSM 1130</td>
<td>Basic Baking</td>
<td>3</td>
</tr>
<tr>
<td>FOSM 1131</td>
<td>Basic Baking Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>FOSM 2224</td>
<td>Purchasing &amp; Receiving</td>
<td>3</td>
</tr>
<tr>
<td>FOSM 2228</td>
<td>Food Service Org/Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>FOSM 2995</td>
<td>Food Service Practicum</td>
<td>2</td>
</tr>
<tr>
<td>MGMT 2209</td>
<td>Principles of Management</td>
<td>3</td>
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Total: 15 credits

## SPRING SECOND YEAR

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<td>FOSM 2209</td>
<td>Garde Manger</td>
<td>3</td>
</tr>
<tr>
<td>FOSM 2995</td>
<td>Food Service Practicum</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2204</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Education Elective-Restricted Elective (See Advisor)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>May Select Additional Business Elective (See Advisor)</td>
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</tr>
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</table>

Total: 15 credits

### NOTICE TO ALL STUDENTS:

It is the responsibility of the student to meet with the faculty advisor to schedule all courses for the completion of this degree. Failure to seek assistance from the advisor may delay graduation.

Applicants to the program must have a COMPASS math score of 17 or better (or ACT/SAT equivalent) or successful completion of MATH 0080 series.

The semester before graduation, the student should schedule a Graduation Evaluation through the Registrar’s Office and must also apply for graduation. Students are reminder to review campus policies and procedure posted in the college catalog.
PASTRY AND BAKING

Opportunities in Pastry & Baking Arts:

Graduates of this nationally recognized Pastry & Baking Arts specialization (accredited through the American Culinary Federation Accrediting Commission) will have an outstanding foundation on which to pursue a career in the food service industry with the specialized skills of a pastry cook. Typical job titles include pastry cook; pastry chef’s assistant; and pantry cook. Prospective workplaces include restaurants, country clubs, resorts, hotels, retirement homes, cruise ships, supermarkets, and catering operations.

Furthermore, graduates of this Pastry & Baking option of the Food Service Management program will become eligible to sit for the exam offered by the American Culinary Federation to become a Certified Pastry Culinarian (CPC.)

Currently, the Pastry and Baking Arts is a specialized field that has a shortage of labor, and graduates can expect to be gainfully employed soon after graduation.

Credit hours taken in this Associate degree program may be applied to the Bachelor degree program in Hospitality Management at Fairmont State University.

Selective Enrollment:

Admission to the Pastry & Baking Arts program is competitive.

- Applications should be received by April 1 of each year for admission into the fall program.
- Applicants to the program must have a minimum GPA of 2.0, a score of 18 or higher on the English section of the ACT (or SAT equivalent) or successful completion of ENGL 0097 or ENGL 1104, and a score of 18 or better on the Math section of the ACT (or SAT equivalent) or successful completion of MATH 0080 Series or equivalent.
- Experience in the food service industry or certification from a ProStart program is highly desirable.

To continue in the Pastry & Baking Arts program, the student must meet the following standards:

- Pass all courses required for the A.A.S. degree.
- Maintain a minimum overall grade point average (GPA) of 2.0 and no less than a “C” grade in all Culinary Arts courses.

Readmission to the program will be determined on an individual basis by the Admissions Committee. Decisions are based on students’ qualifications and space availability. Students in good standing who withdraw from the program for unpredictable or uncontrollable reasons will be given priority consideration if they reapply.
### REQUIRED COURSES

**PASTRY & BAKING ARTS SPECIALIZATION**  
**60 SEM. HRS.**

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<tr>
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<tr>
<td>ENGL 1108</td>
<td>Written English II</td>
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</table>

-OR

<table>
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<tr>
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<tbody>
<tr>
<td>ENGL 1109</td>
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<td>3</td>
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  (PR: “C” or higher in ENGL 1104)

  (“C” or higher in ENGL 1108 or ENGL 1109 for graduation)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>FOSM 1100</td>
<td>Servsafe</td>
<td>1</td>
</tr>
<tr>
<td>FOSM 1110</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>FOSM 1119</td>
<td>Intro to Food Service Industry</td>
<td>3</td>
</tr>
<tr>
<td>FOSM 1121</td>
<td>Food Service Equipment</td>
<td>1</td>
</tr>
<tr>
<td>FOSM 1130</td>
<td>Basic Baking Laboratory</td>
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<tr>
<td>FOSM 1131</td>
<td>Basic Baking</td>
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<tr>
<td>FOSM 1140</td>
<td>Food Service Cost Analysis &amp; Management</td>
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<td>FOSM 2201</td>
<td>Principles of Food Selection &amp; Preparation</td>
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<td>FOSM 2203</td>
<td>Principles of Quantity of Foods</td>
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<td>FOSM 2204</td>
<td>Principles of Quantity Foods Laboratory</td>
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<td>FOSM 2224</td>
<td>Purchasing &amp; Receiving</td>
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<tr>
<td>FOSM 2228</td>
<td>Food Service Org/Mgmt</td>
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<td>FOSM 2995</td>
<td>Food Service Practicum (total of 10 credits)</td>
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<td>FOSM 2230</td>
<td>Advanced Baking</td>
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<td>FOSM 2232</td>
<td>Pastry &amp; Confections</td>
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<td>INFO 1110</td>
<td>Computer Concepts &amp; Applications</td>
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<tr>
<td>MKTG 2204</td>
<td>Principles of Marketing</td>
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<tr>
<td>MGMT 2209</td>
<td>Principles of Management</td>
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  General Education Elective | 3 |

### PAstry & Baking Arts Specialization

**MODEL SCHEDULE**  
**60 SEM. HRS.**

**FALL FIRST YEAR**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>FOSM 1100</td>
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<td>Food Service Equipment</td>
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<td>FOSM 1130</td>
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<td>FOSM 1131</td>
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<td>Principles of Food Selection &amp; Preparation</td>
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<td>ENGL 1104</td>
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13
### SPRING FIRST YEAR

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<td>FOSM 2202</td>
<td>Principles of Quantity Foods</td>
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<td>FOSM 2204</td>
<td>Principles of Quantity Food Laboratory</td>
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</tr>
<tr>
<td>FOSM 2230</td>
<td>Advanced Baking</td>
<td>3</td>
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<td>ENGL 1108</td>
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<th>Course Title</th>
<th>Units</th>
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(PR: “C” or higher in ENGL 1104)

(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)

### SUMMER FIRST YEAR

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### FALL SECOND YEAR

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<td>Purchasing &amp; Receiving</td>
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<td>FOSM 2228</td>
<td>Food Service Org/Mgmt</td>
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<td>FOSM 2995</td>
<td>Food Service Practicum</td>
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<tr>
<td>MGMT 2209</td>
<td>Principles of Management</td>
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### SPRING SECOND YEAR

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<th>Course Title</th>
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<tbody>
<tr>
<td>FOSM 2232</td>
<td>Pastry &amp; Confections</td>
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<td>FOSM 2995</td>
<td>Food Service Practicum</td>
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<tr>
<td>INFO 1100</td>
<td>Computer Concepts &amp; Applications</td>
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<td>MKTG 2204</td>
<td>Principles of Marketing</td>
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<td>May Select Additional Business Elective (See Advisor)</td>
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The semester before graduation, the student should schedule a Graduation Evaluation through the Registrar’s Office and must also apply for graduation.

Students are reminder to review campus policies and procedure posted in the college catalog.
RESORT AND HOTEL MANAGEMENT

Opportunities in Resort & Hotel Management:
Graduates of the Resort & Hotel Management option will be able to help meet the growing demands of the hotel, resort, and tourism segments of the industry by being trained to provide support services for the hospitality and lodging industries. Graduates will be able to apply their specialized training in entry-level to middle management positions, and will be particularly prepared for “front house” operations as a result of their studies in guest services, housekeeping, catering and banquets, and front desk operations. Graduates of this Resort & Hotel Management option will have the added benefit of having had classroom experience in Culinary Arts, which may likely enhance their employability. Job settings include hotels, restaurants, inns, schools/ universities, banquet facilities, and exclusive clubs. Typical job titles include the following: dining room supervisor; front office supervisor; guest services manager; banquet manager; assistant food and beverage manager; and maître d’hôtel. All credit hours taken in this Associate degree program may be applied to the Bachelor degree program in Hospitality Management at Fairmont State University.

REQUIRED COURSES

RESORT & HOTEL MANAGEMENT SPECIALIZATION 60 SEM. HRS.

<table>
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<td>BUSN</td>
<td>Intro to Business</td>
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<tr>
<td>ENGL</td>
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<td>-OR</td>
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<tr>
<td>ENGL</td>
<td>Technical Report Writing</td>
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<td>(PR: “C” or higher in ENGL 1104)</td>
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<tr>
<td></td>
<td>(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)</td>
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<tr>
<td>EVMG</td>
<td>Events Coordination</td>
<td>3</td>
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<td>EVMG</td>
<td>Corporate Event Planning</td>
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<tr>
<td>FOSM</td>
<td>Nutrition</td>
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<tr>
<td>FOSM</td>
<td>Intro to Food Service Industry</td>
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<td>Food Service Equipment</td>
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<td>FOSM</td>
<td>Sanitation &amp; Safety</td>
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<td>FOSM</td>
<td>Food Service Cost Analysis &amp; Management</td>
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<td>FOSM</td>
<td>Introduction to Foods</td>
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<td>Resort &amp; Hotel Management</td>
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<td>FOSM</td>
<td>Food &amp; Beverage Merchandising</td>
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<td>FOSM</td>
<td>Food Service Practicum</td>
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<tr>
<td>INFO</td>
<td>Computer Concepts &amp; Applications</td>
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<td>-OR</td>
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<tr>
<td>BISM</td>
<td>Introduction to Computing</td>
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<tr>
<td>MKTG</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>MGMT</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>SOCY</td>
<td>Introduction to Sociology</td>
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ENGL 1108 and BISM 1200 are recommended for students pursuing the B.A. in Hospitality Management.
## RESORT & HOTEL MANAGEMENT SPECIALIZATION
### MODEL SCHEDULE

**60 SEM. HRS.**

### FALL FIRST YEAR
- **FOSM 1119** Intro to Food Service Industry  
  3
- **FOSM 1121** Food Service Equipment  
  1
- **FOSM 1122** Sanitation & Safety  
  2
- **FOSM 2200** Introduction to Foods  
  3
- **FOSM 1110** Nutrition  
  3
- **ENGL 1104** Written English I ("C" or higher for graduation)  
  3

### SPRING FIRST YEAR
- **FOSM 1140** Food Service Cost Analysis & Management  
  3
- **EVMG 1101** Events Coordination  
  3
- **BUSN 1102** Intro to Business  
  3
- **ENGL 1108** Written English III  
  3
  - OR
  - **ENGL 1109** Technical Report Writing  
    (PR: "C" or higher in ENGL 1104)
    ("C" or higher in ENGL 1108 or ENGL 1109 for graduation)
- **INFO 1100** Computer Concepts & Applications  
  3
  - OR
  - **BISM 1120** Introduction to Computing  
    3

### SUMMER FIRST YEAR
- **FOSM 2995** Food Service Practicum  
  6

### FALL SECOND YEAR
- **EVMG 2250** Corporate Event Planning  
  3
- **FOSM 2225** Resort & Hotel Management  
  3
- **SOCY 1110** Introduction to Sociology  
  3
- **MGMT 2209** Principles of Management  
  3

### SPRING SECOND YEAR
- **ACCT 2201** Principles of Accounting  
  3
- **FOSM 2227** Food & Beverage Merchandising  
  3
- **FOSM 2995** Food Service Practicum  
  3
- **MKTG 2204** Principles of Marketing  
  3
NOTICE TO ALL STUDENTS:
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GRAPHICS TECHNOLOGY
Associate in Applied Science

Vijay Raol
406 Engineering Tech/ (304) 367-4104
Vijay.Raol@pierpont.edu

Accrediting Agency:
Association of Technology, Management and Applied Engineering (ATMAE)
1390 Eisenhower Place
Ann Arbor, MI 48108
(734) 677-0720
www.ATMAE.org

Program Purpose:
The A.A.S. Graphics Technology Degree provides training in visual communications, where students will learn to plan, analyze, and create visual solutions to communications problems. This program focuses on the technical aspects of graphic design, preparing students for entry-level positions in areas of print, multimedia, and web design.

Student Learning Outcomes:
Upon successful completion of the A.A.S. degree in Graphics Technology, graduates will be able to do the following:
- Operate a Macintosh Computer
- Define, analyze, plan, and produce an original multimedia CD or DVD
- Design, implement, and maintain original websites
- Use basic photography for graphic design solutions
- Create original digital artwork for graphic design solutions
- Shoot and digitally alter original digital photographs
- Plan, create, refine, and produce an original Flash animation
- Create designs and computer layouts for original printed graphics
- Create, by hand or through computer software, original illustration art for graphic design solutions

Internet publishing option:
Students who choose to pursue the Internet publishing option (an additional 9 credits) will be able to generate design solutions for interactive media.

Electronic publishing option:
Students who choose to pursue the Electronic publishing option (an additional 9 credits) will be able to perform graphic design services in the print environment.

Opportunities:
Graduates with the Associate in Applied Science degree in Graphics Technology are qualified for entry level positions to work as Layout Artists, Graphic Design Assistants, Web Design Technicians and Free-lance Graphic Artists. Many students continue their education towards a Bachelors Degree in Graphics Technology, Graphic Design or related fields.
GRAPHICS TECHNOLOGY  

General Education  
(COMM 2200 OR 2201 OR 2202 COMMUNICATION 3)  
ENGL 1104 Written English I (“C” or higher for graduation) 3  
ENGL 1108 Written English II 3  
(PR: “C” or higher in ENGL 1104)  
(“C” or higher in ENGL 1108 for graduation)  
INFO 1100 Computer Concepts and Applications 3  
Math Any College Level 1107 or Above 3  

Additional General Education Requirements (15 Hours)  
ART 1140 Design I: 2D 3  
ART 1141 Design II: 3DDESIGN II: 3D 3  
ART 1142 Drawing 3  
DRFT 1100 Engineering Graphics 3  
Artistic/Creative Expression Elective 3  
PHYS 1100 Physics in Motion 3  

Graphics Technology-Common Core Courses (30 Hours)  
GRAP 1100 Graphics Communications Processes 3  
GRAP 1125 Multimedia Concepts 3  
GRAP 1150 Computer Applications to Graphics 3  
GRAP 2230 Graphic Design I 3  
GRAP 2235 Graphic Design II 3  
GRAP 2240 Photography Concepts 3  
GRAP 2290 Image Editing 3  
GRAP 2995 Graphics Practicum 3  
OFAD 2250 Desktop Publishing 3  

Additional Areas of Emphasis (courses may be taken in addition to model schedule)  

Print Publishing Emphasis (69 SEM. HRS.) (9 HRS)  
DRFT 2200 Fundamentals of CAD 3  
GRAP 2260 Emerging Technologies in Graphics 3  
GRAP 2285 Electronic Art 3  

Internet Publishing Emphasis (69 SEM. HRS.) (9 HRS)  
DRFT 2200 Fundamentals of CAD 3  
GRAP 2255 Internet Animation 3  
GRAP 2280 Internet Publishing 3
## GRAPHICS TECHNOLOGY

### MODEL SCHEDULE

<table>
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*In addition to meeting the minimum residency requirement for graduation, students in the Graphics Technology Program must complete a minimum of 12 semester hours of their technical course work at Pierpont Community and Technical College. Students interested in completing a print publishing or internet publishing emphasis will complete the Graphics Technology model schedule (60 sem. Hours and an additional 9 sem. hours in the area of emphasis.)
HEALTH INFORMATION TECHNOLOGY
Associate in Applied Science

Amy Cunningham, Program Coordinator
127 Colebank Hall/ (304) 367-4764
Locust Avenue Campus
Amy.Cunningham@pierpont.edu

Program Purpose:
The A.A.S. Health Information Technology Degree provides training in the skills needed to be effective in maintaining health information. Such documentation assists in ensuring the continuity of care and protects the financial and legal interests of the patient, the health care facility, and the responsible practitioner caring for the patient.

Accrediting Agency:
Commission on Accreditation for Health Informatics and Information Management Education
233 N. Michigan Avenue 21st Floor
Chicago, IL  60601-5119
www.cahiim.org

Admission Requirements:
Admission to the HIT Program at Pierpont Community and Technical College is selective and students are admitted each year prior to the opening of the Fall semester. The number of students admitted to the program is based upon available space in the clinical affiliates.

To be considered for admission, applicants must:
• Meet the general admission requirements at Pierpont Community and Technical College.
• Have a high school GPA and, if applicable, a college GPA of 2.0 or better.
• You must have a minimum ACT Math score of 19, or a COMPASS Algebra score of 36 or successful completion of MATH 0081-0086 series and an ACT English score of 18, or a COMPASS English score of 71 or English 0097.

Student Learning Outcomes:
Upon successful completion of the AAS degree in Health Information Technology, graduates will be able to do the following:
• Collect, maintain, and analyze health data structure and content and be familiar with healthcare data standards and requirements
• Apply and validate clinical classification systems and support reimbursement methodologies
• Collect, organize and present healthcare statistics
• Participate and comply in quality assessment and performance issues, and healthcare delivery systems
• Implement, maintain and demonstrate healthcare compliance, confidentiality, ethical, legal and privacy issues
• Utilize and protect health information and communication technologies
• Design, maintain, and utilize health data, storage, security, and retrieval
• Develop, apply, and participate in human resource management, and financial and physical resources
• Demonstrate professional behavior through attendance, promptness, and ability to assume appropriate responsibility
**Opportunities:**
Graduates with the Associate of Applied Science degree in Health Information Technology are qualified for entry level positions as Health Information Technicians. After graduation from the program, the graduate is qualified to take the National Accreditation Examination for Registered Health Information Technician (RHIT). After graduation, credit hours taken in this Associate degree program may be applied to the Allied Health Administration at Fairmont State University.

**HEALTH INFORMATION TECHNOLOGY**

**MODEL SCHEDULE**

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HOMELAND SECURITY
Associate in Applied Sciences

Dean Van Bibber, Program Coordinator
309 Hardway Hall / (304) 367-4288
Locust Avenue Campus
dvanbibber@pierpont.edu

Program Purpose:
The Homeland Security program at Pierpont Community & Technical College provides students with a diverse orientation to the workings of the various systems and subsystems of the national Homeland Security program. This is one of the college’s most recently developed academic programs. In order to provide for students with various backgrounds and career aspirations, the program allows students to select one of three areas of concentration: a Criminal Justice track; an EMS track and an Aviation track. In order to be accepted into the program, students must provide proof of US citizenship and pass a criminal background check.

Student Learning Outcomes:
Upon the successful completion of the Associate of Applied Science in Homeland Security, graduates will be able to do the following:

- Identify and understand the roles of criminal justice; EMS; and aviation concerning Homeland Security
- Identify and explain the causes of risk, vulnerabilities and threats we face presently and in the future
- Write effectively as a professional, including incident reports and conduct the appropriate studies
- Assess the effectiveness of certain Homeland Security programs when dealing with diverse populations
- Evaluate the appropriateness of certain behavior as they relate to suitability for employment in the Homeland Security profession

Opportunities:
NOTE: A background check is required for employment in this field.
Graduates of the AAS degree in Homeland Security are eligible to compete for Homeland Security-related jobs as security managers for several worksites, including US Defense Corporations and hospitals; as industrial risk managers; as security officers for the aviation profession; and as members of retail security management. Local, county, and state governments are career markets for Homeland Security graduates. Some Homeland Security graduates also compete for federal jobs in this security-related profession.
# HOMELAND SECURITY

**60 SEM. HRS.**

**CORE COURSES**  
33 SEM. HRS.

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**AVIATION TRACK**  
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<td>AVMA 2205</td>
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* New Courses specifically developed for this program.

** New Courses specifically developed for this program and from which certification is granted upon completion.

## Aviation Track

### Model Schedule

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Pierpont C&TC Catalog 2013-2014 Version 1.1
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<tr>
<td>SFTY 2210</td>
<td>Disaster Preparedness</td>
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## CRIMINAL JUSTICE TRACK

### MODEL SCHEDULE  
**60 SEM. HRS.**

### FALL FIRST YEAR

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<td>CRJU 2215</td>
<td>Intro to Private Security</td>
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<td>PSYC 1101</td>
<td>Intro to Psychology</td>
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<td>SOCY 1110</td>
<td>Intro to Sociology</td>
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### SPRING FIRST YEAR

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<td>ENGL 1109</td>
<td>Technical Report Writing</td>
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<td>(&quot;C&quot; or higher in ENGL 1108 or ENGL 1109 for graduation)</td>
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<tr>
<td>INTR 2995</td>
<td>Interdisciplinary Practicum</td>
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<tr>
<td>PSYC 2250</td>
<td>Community Psychology</td>
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<tr>
<td>SOCY 2200</td>
<td>Social Problems</td>
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### FALL SECOND YEAR

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<td>CRJU 2209</td>
<td>Firearms</td>
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<td>CRJU 2236</td>
<td>Criminal Investigation</td>
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<tr>
<td>POLI 1103</td>
<td>American Government</td>
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SPRING SECOND YEAR
  CRJU 2260 Terrorism 3
  CRJU 2257 Risk Management 3
  EMMS 1112 EMS Response to Terrorism 3
  SFTY 2210 Disaster Preparedness* 3
  CRJU 2295 Ethics in Criminal Justice 3

EMERGENCY MEDICAL SERVICES TRACK
MODEL SCHEDULE  60 SEM. HRS.

FALL FIRST YEAR
  EMMS 1100 Introduction to EMS 2
  EMMS 1103 EMT-Basic 7
  EMMS 1104 EMS Operations 2
  EMMS 1111 HLS Practicum I 1
  ENGL 1104 Written English I ("C" or higher for graduation) 3

SPRING FIRST YEAR
  AVMA 2206 Aviation Security 3
  EMMS 1112 ERT: Basic Concepts 3
  EMMS 2221 HLS Practicum II 1
  ENGL 1108 Written English II 3
  -OR
  ENGL 1109 Technical Report Writing (PR: "C" or higher in ENGL 1104) 3
  ("C" or higher in ENGL 1108 or ENGL 1109 for graduation)
  SFTY 2210 Disaster Preparedness 3
  POLI 1103 American Government 3

FALL SECOND YEAR
  COMM 2200 Introduction to Human Communication 3
  EMMS 2222 Emergency Response to Terrorism 3
  EMMS 2223 HLS Practicum III 1
  MATH 1107 Fundamental Concepts of Math 3
  CRJU 2256 Risk Management 3

SPRING SECOND YEAR
  EMMS 2224 BLS: HAZ-MAT Response 3
  EMMS 2225 HLS Practicum IV 1
  SOCY 1110 Introduction to Sociology 3
  SFTY 2295 HazWOPER 3
  CRJU 2295 Ethics in Criminal Justice 3
  INFO 1100 Computer Concepts 3
INFORMATION SYSTEMS TECHNOLOGY
Associate in Applied Science

Dr. Timothy M. Joseph, Coordinator
201E Engineering Tech / (304) 367-4184
Locust Avenue Campus
tim.joseph@pierpont.edu

Program Purpose:
The Associate in Applied Science degree in Information Systems Technology provides students with valuable skills and knowledge in computer and network design, installation, and support. The program enables and encourages students to learn essential problem-solving skills, industry best-practices, software applications, and core technical skills used by information systems and technology industry professionals. The program also prepares students to take information technology industry certifications, e.g. CompTIA A+, Cisco Certified Entry Network Technician (CCENT), and Cisco Certifies Network Associate (CCNA).

Student Learning Outcomes:
Upon successful completion of the A.A.S degree in Information Systems Technology, graduates will be able to do the following:

• Provide basic PC-technician call center hardware and software support
• Provide basic PC-technician desk-side support for hardware and software
• Design, build, and support small to mid-size computer networks
• Plan and implement network security
• Install, upgrade, and troubleshoot computer hardware, software, and operating systems
• Perform entry-level system administrator duties on Microsoft and Linux based operating systems
• Configure, update, and support Cisco Integrated Services Routers (ISRs)

Opportunities:
Graduates, with an Associate of Applied Science degree in Information Systems Technology, are qualified for positions as systems administrators, call center support technicians, hardware and software support technicians, and networking technicians and administrators.
Many students may continue their education towards a Bachelors of Science degree in Information Systems, Computer Science, or a related field.
INFORMATION SYSTEMS  
60 SEM. HRS.

REQUIRED COURSES  
48 SEM. HRS.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>COMP 1101</td>
<td>Applied Technical Programming</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1104</td>
<td>Written English I (&quot;C&quot; or higher for graduation)</td>
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<tr>
<td>ENGL 1109</td>
<td>Technical Report Writing</td>
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<td>OR</td>
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<td>(&quot;C&quot; or higher in ENGL 1108 or ENGL 1109 for graduation)</td>
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<tr>
<td>ENTR 1100</td>
<td>Intro to Entrepreneurship</td>
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<td>ENTR 1110</td>
<td>Opportunities Analysis</td>
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<td>Financial Literacy</td>
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<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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<td>INFO 2200</td>
<td>Fundamentals of Information Systems</td>
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</tr>
<tr>
<td>INFO 2205</td>
<td>Information Technology-Hardware &amp; Software</td>
<td>3</td>
</tr>
<tr>
<td>INFO 2225</td>
<td>Fundamentals of Web Design</td>
<td>3</td>
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<tr>
<td>INFO 2207</td>
<td>Windows Server Installation &amp; Maintenance</td>
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<td>INFO 2995</td>
<td>Professional Internship &amp; Portfolio Dev.</td>
<td>3</td>
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<tr>
<td>INFO 2250</td>
<td>Networking Fundamentals</td>
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<td>INFO 2256</td>
<td>Information Security</td>
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<tr>
<td>MATH 1107</td>
<td>Fundamental Concepts of Math</td>
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<td>MGMT 2214</td>
<td>Office Management</td>
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<tr>
<td>COMM 2200</td>
<td>Introduction to Human Communication</td>
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<tr>
<td>COMM 2202</td>
<td>Introduction to Communication in the World of Work</td>
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NETWORK ADMINISTRATION TRACK  (12 HOURS)

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<td>Router Theory &amp; Configuration</td>
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<td>INFO 2252</td>
<td>Advanced Routing &amp; Switching</td>
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<td>INFO 2253</td>
<td>Project Based Learning</td>
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<tr>
<td>INFO 2257</td>
<td>Network Security Essentials</td>
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INFORMATION SYSTEMS

MODEL SCHEDULE  
60 SEM. HRS.

FALL FIRST YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
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<td>Financial Literacy</td>
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<td>INFO 1100</td>
<td>Computer Concepts &amp; Applications</td>
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<tr>
<td>INFO 2205</td>
<td>IT: Hardware and Operating Systems</td>
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<tr>
<td>MATH 1107</td>
<td>Fundamental Concepts of Math (Or Higher)</td>
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Pierpont C&TC Catalog 2013-2014 Version 1.1
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<tr>
<td>OR</td>
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<td>INFO 2200</td>
<td>Fundamentals of Information Systems</td>
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<td>INFO 2250</td>
<td>Networking Fundamentals*</td>
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<td>Router Theory &amp; Configuration*</td>
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<td>Introduction to Human Communication</td>
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<td>COMM 2200</td>
<td>Introduction to Communication in the World of Work</td>
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*accelerated 8 week option, consult instructor.

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<td>Intro to Entrepreneurship</td>
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<td>ENTR 1110</td>
<td>Opportunities Analysis</td>
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<tr>
<td>COMP 1101</td>
<td>Applied Technical Programming</td>
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</table>
INTERPRETER TRAINING PROGRAM
Associate in Applied Science

Ruby Losh, Coordinator
301 Jaynes Hall / (304) 816-0658
Ruby.Losh@pierpont.edu

Lori Matheny, Instructor
301 Jaynes Hall / (304) 367-4252
lori.matheny@pierpont.edu

Program Purpose:
The A.A.S Interpreter Training Program provides students with the professional knowledge and skills that meet or exceed the minimum professional standards necessary to perform in a broad range of interpreting assignments. This program will begin to prepare students for the Educational Interpreter Performance Assessment (EIPA), National Interpreter Certification (NIC) and state assurance exam. Please note: As of June 30, 2012 all candidates for certification will be required to hold a minimum of a bachelor’s degree to sit for the Registry for Interpreters of the Deaf (RID) exam.

Student Learning Outcomes:
Upon successful completion of the A.A.S degree in the Interpreter Training Program, graduates will be able to do the following:
- Produce an utterance in the target language that conveys the original meaning/intent and maintains dynamic equivalence between the individuals engaged in the interaction
- Demonstrate unique skills required for interpreting in specialized settings, applying their preferred sign language
- Explain the role of the interpreter/translator to both deaf and hearing consumers of interpreting services
- Describe/discuss the missions and roles of various agencies/organizations that serve the deaf community

Opportunities:
The career opportunities for an interpreter for the Deaf include working in educational, medical, legal, mental health, religious, social and community based employment. Some graduates choose to apply this Associate degree to a Baccalaureate degree program in Interpreter Training. Other graduates choose to use this Associate degree to complement a variety of Baccalaureate degrees, including Education and Child Development or a Board of Regents degree, which provides students with a more general education of their own design that may be most appropriate for their Interpreting assignments.

Program Requirements:
Students must successfully complete the first year of Interpreter Training with grades of “C” or better in all AMSL courses to continue into the final year of study. In order to be admitted to ITTP, a student must be admitted to Pierpont Community & Technical College. Students will be assigned a first year ITTP advisor who will assist the students in selecting and enrolling in classes. In order to continue into the second year of the AAS Interpreter Training degree, the student must successfully complete the first year of study and program application for the second year of the ITTP program. Students entering the second year of the program must submit to and pay for a fingerprinting and criminal
investigation check and proof of current PPD (tuberculosis) immunization. Additional requirements may be added at anytime.

INTERPRETER TRAINING PROGRAM

MODEL SCHEDULE

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</table>
All students must demonstrate a math competency. This competency can be demonstrated by a Math ACT of 19, SAT Quantitative score of 460, COMPASS Math score of 36, or successful completion of Math 0081-0086.

*Enrollment limited to approved second year ITTP students.
LABORATORY ASSISTANT
Certificate in Applied Science

Michael Waide, Program Coordinator
School of Health Careers
201 Education Building / (304) 333-3634
Locust Avenue Campus
Michael.Waide@pierpont.edu

Program Purpose:
The Laboratory Assistant certificate program is designed to educate and prepare students for work in a laboratory under the supervision of analysts, scientists, technologists, or technicians in the physical, chemical, biological and medical sciences. Students in this program receive one year (two semesters) of didactic instruction and laboratory training in basic and advanced laboratory skills, technical report writing, basic human anatomy and physiology, CPR (Basic Life Support) and safety procedures, communication, venipuncture and capillary puncture techniques, and computer concepts and applications.

Program Admission:
Applicants are admitted each semester to the Laboratory Assistant Program. To be considered for admission, applicants must:

- Be admitted and enrolled in Pierpont Community and Technical College.
- Have a high school GPA and, if applicable, a college GPA of 2.0 or better.
- Meet the prerequisites for English 1104. These include successful completion of an academic skills writing course, OR a score of 18 or better on the English section of the ACT (or SAT equivalent) OR a score of 71 on the English COMPASS test.
- Meet the prerequisites for MATH 1106. These include successful completion of the appropriate academic skills math class, OR a score of 19 or better on the Math section of the ACT (or SAT equivalent) OR a score of 36 on the Algebra COMPASS test.
- All applicants are expected to meet nonacademic criteria (essential functions) in order to participate in the Lab Assistant Program and are accepted according to date of application.

NOTE: Those students who do not meet all prerequisites may be provisionally allowed to enroll in courses provided there is space available. Students must be eligible for Math 0086 and ENGL 0097 to be provisionally considered. It will usually take longer than two semesters full time to complete the certificate program for students who are provisionally allowed to enroll in courses.

If space is available in class and if approved by the program coordinator, provisional students may be able to enroll in basic lab skills classes and phlebotomy theory while completing mathematics and English prerequisites.
Student Learning Outcomes:
Upon successful completion of the Laboratory Assistant Certificate Program, graduates will be able to do the following:

- Attain basic skills in performing laboratory procedures, following quality control parameters and reporting results
- Attain knowledge and skill for preparation to qualify for a phlebotomy certification exam
- Attain cognitive knowledge of basic laboratory procedures and specimen processing, requisitioning, transport, and reporting in the delivery of patient care
- Demonstrate multitasking skills and flexibility in adapting to new situations
- Communicate verbally and non-verbally with patients, health care professionals and others in an effective, appropriate, and capable manner, respecting the confidentiality of patient results
- Exhibit conduct that reflects professional standards that are legal, ethical and safe

Opportunities:
Graduates may go directly into the workforce. Laboratory Assistants may perform a variety of tasks depending upon where they are employed. They may perform phlebotomies, use computers and computer-interfaced equipment; perform quality assurance checks; collect and prepare samples for analysis; clean, maintain and set up equipment used in experiments or laboratory analyses; follow safety procedures; properly dispose of biological wastes; maintain laboratory supplies; perform routine mathematical calculations; or prepare chemical solutions, reagents and media. Graduates may also choose to apply for admission into one of the competitive Associate degree health careers programs at Pierpont Community & Technical College or transfer into a Baccalaureate degree program offered by Fairmont State University. Graduates of the Laboratory Assistant program who are admitted into a Pierpont Associate degree Health Careers Program can complete anywhere from 12-19 credit hours toward that degree (depending on the major) before beginning of the Associate degree program.

Clinical Affiliates:
The Laboratory Assistant program is currently affiliated with several medical institutions where students obtain practical experience in blood drawing techniques. Students are required to have background clearances, meet essential functions, and submit health documentation before attending clinical placements.

Program Requirements:
To remain in and graduate from the Laboratory Assistant program, students must maintain an overall GPA of 2.0 and earn a grade of “C” or better in HLCA 1100 Medical Terminology; HLCA 1110 Basic Clinical and Laboratory Skills; HLCA 2205 Phlebotomy Practicum; HLCA 1170, 1171 Human Anatomy and Physiology; ENGL 1104 Written English I; English 1109 Technical Report Writing; LABA 2206 Advanced Lab Skills Theory; LABA 2207 Advanced Lab Skills; and receive credit for HLCA 1101. GPA’s are reviewed each semester. Failure to meet any of these requirements will result in dismissal from the program. Students who have been dismissed for academic reasons may reapply to the program.

Readmission to the Laboratory Assistant Program will be determined on an individual basis. The decision will be made by the Laboratory Assistant Admissions Committee on the basis of the student’s prior academic performance in the program, the student’s qualifications when compared to the other applicants, and the availability of space.
LABORATORY ASSISTANT  
PROPOSED MODEL SCHEDULE  
31 SEM. HRS.  
(For students who have met all mathematics and English prerequisites)

**FIRST SEMESTER**

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<tr>
<td>HLCA 1100</td>
<td>Medical Terminology*</td>
<td>3</td>
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<td>HLCA 1101</td>
<td>Introduction to Health Careers Programs</td>
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<td>HLCA 1170</td>
<td>Human Anatomy &amp; Physiology Lecture*</td>
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<td>HLCA 1171</td>
<td>Human Anatomy &amp; Physiology Lab*</td>
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<td>INFO 1100</td>
<td>Computer Concepts &amp; Applications</td>
<td>3</td>
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<td>HLCA 1110</td>
<td>Basic Clinical and Laboratory Skills*</td>
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**SECOND SEMESTER**

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<td>ENGL 1109</td>
<td>Technical Report Writing*</td>
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<td>(&quot;C&quot; or higher in ENGL 1109 for graduation)</td>
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<tr>
<td>HLCA 2205</td>
<td>Phlebotomy Practicum*</td>
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<td>LABA 2206</td>
<td>Advanced Lab Skills Theory*</td>
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<tr>
<td>LABA 2207</td>
<td>Advanced Lab Skills*</td>
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<td>MATH 1106</td>
<td>Math for Health Careers</td>
<td>3</td>
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<tr>
<td>COMM 2200</td>
<td>Intro to Human Communications</td>
<td>3</td>
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</table>

* "C" or higher for graduation

Students seeking admission into an Associate degree program in the School of Health Careers are encouraged to complete HLCA 1171, “Human Anatomy and Physiology Laboratory”, during the first semester of the program.
LIBERAL STUDIES
Associate in Arts

Dr. Ray Mainenti, Dean, Associate Professor of Mathematics
207 Jaynes Hall / (304) 367-4294
Locust Avenue Campus
Raymond.Maintenti@pierpont.edu

Program Purpose:
The Liberal Studies Associate of Arts degree provides students with the background needed prior to entering many technical and professional occupations that require at least two years of college. Most of the coursework for the Liberal Studies A.A. currently fulfills General Studies outcomes for Fairmont State University.

Student Learning Outcomes:
Graduates will have demonstrated competency in the outcomes of the individual General Studies courses they completed.

Opportunities:
- Gaining entrance to a professional and technical occupation that requires applicants to complete at least two years of college level work
- Completing a two-year degree before planning specific career objectives
- Continuing or transferring into four-year degree programs*
- Obtaining a two-year degree when temporarily unable to complete a four-year degree
- Exploring the liberal arts to facilitate career selection
- Improving general education
- Updating skills and knowledge in the liberal arts

Students planning to transfer to four-year programs should consult the requirements of those programs to select the most appropriate courses from the Liberal Studies program.

LIBERAL STUDIES
MODEL SCHEDULE  60 SEM. HRS.

FALL FIRST YEAR
ENGL 1104* 3
(“C” or higher for graduation)
MATH 1107 (or equivalent)* 3
ART 1120, MUSI 1120, THEA 1120, INTR 1120 (Fine Arts) 3
PSYC 1101; SOCY 1110, 1111; ECON 2200, 2201; GEOG 2210; 3
POLI 1103, 2200, 2201, 2203 (Social Sciences) 4
OPEN ELECTIVES 16
SPRING FIRST YEAR

ENGL 1108 OR 1109 3
(PR: “C” or higher in ENGL 1104)
(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)
INFO 1100 or Institutional Test Out 3
COMM 2200, 2202, 1171 (Communication) 3
AMSL 1101, 1111; INTR 2200*, HIST 1107, 1108, 2211,
2212, 2213; FREN 1101, 1102, 2201, 2202 OR SPAN 1101,
1102, 2201, 2202 (Culture/Civilization)
OPEN ELECTIVES 3

FALL SECOND YEAR

HUMN 2200; ENGL 2200, 2221, 2230, 2231 (Literature) 3
PSYC 1101; SOCY 1110, 1111; ECON 2200, 2201;
GEOG 2210; POLI 1103, 2200, 2201, 2203 (Society) 3
BIOL 1105; CHEM 1101, 1105; GEOL 1101; HLCA 1170
AND 1171; PHYS 1101, 1105; SCIE 1100, 1103,
1110*, 1115, 1120, 1210, 1220 (Science) 4
OPEN ELECTIVES 6

SPRING SECOND YEAR

FOLK 2200, INTR 2200*, 2201, 2280*, 2281 (Interdisciplinary) 3
BIOL 1106, CHEM 1102, GEOL 1102, 1103; PHYS 1102, 1106;
SCIE 1100, 1103, 1110*, 1115, 1120, 1210, 1220 (Science) 4
OPEN ELECTIVES 6

*Check pre-requisite(s)
LIBERAL STUDIES ASSOCIATE IN ARTS WITH MUSEUM STUDIES CONCENTRATION

Associate in Arts

Beth A. Newcome, Program Coordinator /Advisor
Veterans Square Campus / (304) 367-4919
Beth.Newcome@pierpont.edu

Program Purpose:
In collaboration with the Frank and Jane Gabor West Virginia Folklife Center and the School of Human Services, this A.A. in Liberal Studies with a Museum Studies concentration provides students the opportunity to complete a Museum Studies Advanced Skill Set while completing course work that will satisfy General Education requirements of a Liberal Studies Associate degree. (For more information on the Museum Studies Advanced Skill Set please refer to the Museum Studies)

Student Learning Outcomes:
Upon successful completion of the A.A. in Liberal Studies with a Museum Studies Concentration, graduates will be able to do the following:

• Demonstrate a working knowledge of the operations of differing types of museums: small and large, public and private
• Perform collections management and archival preservation processes
• Design, Construct, and install various exhibits and displays
• Demonstrate a working knowledge of museum administrative operations, including funding processes, volunteer/staff management, curatorial and collections management, and publications
• Create various museum educational activities, programs, and materials
• Perform first-person role play and third-person presentation, discussions, reenactments, lectures, and skills demonstrations

Opportunities:
Graduates who desire entry-level posts in a museum setting as an interpreter, collections manager, educational programming director, exhibit developer, historical re-enactor, or other position in technical museum work will be competitive in this job market. Current area economic trends indicate that heritage tourism, regional travel, historic preservation, and the general promotion of the region’s cultural resources are a fast growing segment of the economic base and will assist in setting the direction for future regional economic development. Many work settings, including regional state and national parks, museums, historical sites, and conference centers are all seeking qualified individuals for the various positions that this current interest in historical preservation, cultural study, and heritage tourism is creating.
MUSEUM STUDIES CONCENTRATION 65 SEM. HRS.
MUSEUM STUDIES 21 SEM. HRS.
GENERAL EDUCATION & REQUIRED CORE 44 SEM. HRS.

ENGL 1104 Written English I ("C" or higher for graduation) 3
ENGL 1108 Written English II 3
(PR: "C" or higher in ENGL 1104)
("C" or higher in ENGL 1108 for graduation)
Fine Arts General Education Elective (Select One) 3
ART, MUSI, OR THEA 1120
FOLK 2200 Introduction to Folklore 3
GEOG 2210 Intro to Geography 3
HIST 1108 US History II 3
INFO 1100 Computer Concepts & Applications 3
ENGL 2230 Introduction to Literature I 3
ENGL 2231 Introduction to Literature II 3
MATH 1107 Fundamental Concepts 3
SCIE 1210 Science in the Heart of Appalachia 4
SCIE 1220 Geologic Heritage in the Field 4
SOCY 1111 Introduction to Anthropology 3
COMM 2200 OR 2201 OR 2202 Communication 3

MUSEUM STUDIES 21 SEM. HRS.
FOLK 1100 Introduction to Museums 3
FOLK 1150 Folk Arts 3
FOLK 2210 Museum Education Programming 3
FOLK 2220 Museum Collections Management 3
FOLK 2230 Museum Exhibit Design & Preparation 3
FOLK 2240 Museum Interpretation 3
FOLK 2995 Museum Internship 3

MODEL SCHEDULE 65 SEM. HRS.

FALL FIRST YEAR
ART 1120 Art Appreciation 3
ENGL 1104 Written English I ("C" or higher for graduation) 3
FOLK 1100 Introduction to Museums 3
FOLK 1150 Folk Arts 3
MATH 1107 Fundamentals Concepts 3
15
### SPRING FIRST YEAR

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<td>(“C” or higher in ENGL 1108 for graduation)</td>
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<tr>
<td>FOLK 2240</td>
<td>Museum Interpretation</td>
<td>3</td>
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<tr>
<td>FOLK 2220</td>
<td>Museum Collection Management</td>
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<tr>
<td>GEOG 2210</td>
<td>Introduction to Geography</td>
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<td>Communication</td>
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### SUMMER FIRST YEAR

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<td>Introduction to Literature I</td>
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<td>FOLK 2200</td>
<td>Introduction to Folklore</td>
<td>3</td>
</tr>
<tr>
<td>FOLK 2230</td>
<td>Museum Exhibits Design &amp; Prep</td>
<td>3</td>
</tr>
<tr>
<td>INFO 1100</td>
<td>Computer Concepts &amp; Applications</td>
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<td>SCIE 1210</td>
<td>Science in the Heart of Appalachia</td>
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<td>Introduction to Literature II</td>
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<td>Museum Education Programming</td>
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<tr>
<td>HIST 1108</td>
<td>United States History II</td>
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<tr>
<td>SCIE 1220</td>
<td>Geological Heritage in the Field</td>
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</tr>
<tr>
<td>SOCY 1111</td>
<td>Introduction to Anthropology</td>
<td>3</td>
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</table>
LIBERAL STUDIES ASSOCIATE IN ARTS WITH SOCIAL WORK CONCENTRATION

Associate in Arts

Debra Benedetti, Assistant Dean, Professor of English
201-A Jaynes Hall/ (304) 367-4803
Debra.Benedetti@pierpont.edu

Linda King, Associate Professor of Mathematics
2nd Level Library / (304) 367-4081
Linda.King@pierpont.edu

Program Purpose:
The Associate in Arts in Liberal Studies with a Social Work Concentration provides the basis for the first two years of a Bachelor’s degree in Social Work (BSW) offered by West Virginia University. This Associate of Arts degree is part of an articulation agreement between the two institutions. The Pre-Social Work concentration and specifically the Introduction to Social Work class will provide the student with the comprehensive overview of the ways that social workers respond to a wide range of societal problems. This program has more specific required courses than a traditional Associate in Arts in Liberal Studies because it has been specifically designed to meet the needs of prospective B.S.W students at WVU.

Student Learning Outcomes:
Upon successful completion of the A.A. in Liberal Studies with a Social Work Concentration, graduates will be able to do the following:

• Meet the minimum academic qualifications for acceptance into the Social Work program at WVU

Opportunities:
Students who successfully complete this program will be able to compete for admission into one of 60 slots in the Bachelors of Social Work program at WVU. (Students will also be required to have an overall GPA of 2.25 or higher, 100 hours of documented paid or volunteer experience, a written personal statement, and a letter of reference.) Students may also choose to apply this Associate in Arts in Liberal Studies degree to any Bachelor’s program at Fairmont State University, where it currently will satisfy all Liberal Studies requirements.
# MODEL SCHEDULE

## 60 SEM. HRS.

### FALL FIRST YEAR

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Lab Science Option:

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<tr>
<td>SCIE 1100</td>
<td>Human Biology OR</td>
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<td>BIOL 1105</td>
<td>Biological Principles I OR</td>
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<td>SCIE 1120</td>
<td>Introduction to Meteorology OR</td>
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<td>CHEM 1101</td>
<td>General Chemistry I OR</td>
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<td>CHEM 1102</td>
<td>General Chemistry II OR</td>
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<td>CHEM 1105</td>
<td>Chemical Principles I OR</td>
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<td>GEOL 1101</td>
<td>Physical Geology OR</td>
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<td>GEOL 1102</td>
<td>Historical Geology OR</td>
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<td>PHYS 1101</td>
<td>Introduction to Physics I OR</td>
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<td>PHYS 1102</td>
<td>Introduction to Physics II</td>
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<td>MATH 1107</td>
<td>Fundamental Concepts OR Higher †</td>
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<td>SOCY 1110</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SPAN 1101</td>
<td>Elementary Spanish or Higher</td>
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<td>PHYS 1101, 1102</td>
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<td>SOCY 2200</td>
<td>Social Problems</td>
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<tr>
<td>PSYC 1101</td>
<td>General Psychology</td>
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Western Culture Elective:

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<td>Elementary Spanish II or Higher</td>
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<tr>
<td>COMM 1171</td>
<td>Mass Communication</td>
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<tr>
<td>JOUR 2270</td>
<td>Communications in Society*</td>
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16
### FALL SECOND YEAR

One of the following:

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<td>Nutrition</td>
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<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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<td>MATH 1113</td>
<td>Applied Statistics</td>
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Select one of the following:

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<td>US History II</td>
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<td>PSYC 2250</td>
<td>Community Psychology</td>
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<td>POLI 1103</td>
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<td>INTR 2200</td>
<td>Race, Class, Gender in Pop Culture</td>
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Artistic Expression Group: select one

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<td>ART 120</td>
<td>Art Appreciation</td>
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<tr>
<td>DAN 1107</td>
<td>Introduction to Dance</td>
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<td>ENGL 2231</td>
<td>Introduction to Literature II</td>
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### SPRING SECOND YEAR

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Minority Area Selection:

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<tr>
<td>INTR 2201</td>
<td>Introduction to Women’s Studies</td>
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<tr>
<td>FOLK 2200</td>
<td>Introduction to Folklore</td>
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<tr>
<td>FOLK 2201</td>
<td>Lab Field Research/Oral History</td>
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Suggested Elective:

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<td>CRJU 2200</td>
<td>Juvenile Justice Process OR</td>
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<tr>
<td>SOCY 2230</td>
<td>Social Psychology OR</td>
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<tr>
<td>PSYC 2230</td>
<td>Social Psychology</td>
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Suggested Elective:

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<th>Course Title</th>
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<td>ECON 2202</td>
<td>Economic Principles and Problems II</td>
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Total: 15 units
*Offered Fall semester only

#Lab Science/Science options which will transfer directly:
SCIE 1100 or BIOL 1105, SCIE 1120, CHEM 1101, CHEM 1102,
CHEM 1105, CHEM 1106, GEOL 1101, GEOL 1102, PHYS 1101,
PHYS 1102
†MATH 0095/MATH 0080 Series and ENGL 0097 may be required, depending on COMPASS scores.
Licensed Practical Nursing Program  
Certificate in Applied Science  

Karen Wigal, Program Coordinator  
200 Jerry Burton Drive, Suite One  
Sutton, WV 26601  
(304) 368-7239  
karen.wigal@pierpont.edu  

Program Purpose:  
The mission of the Practical Nursing Program at Pierpont Community & Technical College is to provide opportunities for learning, training, and application of knowledge as it relates to the nursing care of individuals, families, and communities in health and illness. Our mission is responsive to the emerging technologies in the field of healthcare and the changing health care needs of individuals, families, and communities. Our goal is to prepare our graduates for successful completion of the National Council Licensure Examination for Practical Nurses.

The licensed practical nursing program has been designed as a part-time five-semester certificate program. The curriculum is divided into courses of study proceeding from the simple to the complex, including theory, college laboratory and clinical practice. Hours and course design closely follow the West Virginia LPN Board’s suggested curriculum design.

Student Learning Outcomes:  
Graduates of Pierpont Community & Technical College’s Practical Nursing Program shall be prepared to:

- Utilize the nursing process as a guide to assess, plan, implement and evaluate basic patient care across the life span within the practical nurse’s scope of practice.
- Implement the role of nursing in the continuum of care, which includes that of patient advocate, leader/manager of care, communicator, teacher and member of the health care team.
- Incorporate therapeutic communication to assist patients of all ages in promoting health and supporting wellness.
- Utilize learned nursing skills and current technology as an entry-level practical nurse to provide and promote compassionate nursing care.
- Integrate ethical, professional, legal responsibility, and accountability into actions and decisions.
- Assume responsibility for personal and professional growth.
- Successfully pass the National Council License Examination for Practical Nurses (NCLEX-PN).

Opportunities:  
Career opportunities for a licensed practical nurse can be found in hospitals, clinics, rehabilitation centers, nursing care facilities, physician offices, and in home care. According to the US Department of Labor, employment of LPN’s is expected to grow by 21 percent between 2008 and 2018, much faster than the average for all occupations, in response to the long-term care needs of an increasing elderly population and the general increase in demand for healthcare services. The US Department of Labor reports that as of May 2010 the median annual wage for LPN’s is $40,380.00. Graduates may continue in higher education toward an associate’s degree in nursing (ASN).
**Program Admission**

- All applicants seeking admission to the licensed practical nursing program are required to:
- Apply to Pierpont Community & Technical College as an LPN major. Have a GPA of 2.0 or better (most recent high school or college cumulative).
- Submit completed practical nursing application and all associated documents, which can be found on the website at [http://www.pierpont.edu/schoolofhealthcareers/academics/lpn](http://www.pierpont.edu/schoolofhealthcareers/academics/lpn). Applicants who are not admitted must reapply if they wish to be considered for the next academic year.
- Applicants must take a pre-nursing entrance test, TEAS (Test of Essential Academic Skills). A minimum score of 40 percent, adjusted individual total score, is required for consideration. Information on TEAS testing can be found on the website at [http://www.pierpont.edu/ce/teasfaq](http://www.pierpont.edu/ce/teasfaq).

An impartial scoring system is used to rank applicants applying to the practical nursing program. The evaluation process considers Test of Essential Academic Skills (TEAS test) scores; high school or college grade point average or GED scores; personal references and experience in the health care field. The highest scoring applicants will be offered admission into the program.

To progress in the practical nursing program a student must receive a grade of “C” or higher in each nursing and required support course. Failure to meet this requirement will result in a student being dismissed from the program. A student may request readmission to the program according to the readmission policy, which can be found in the licensed practical nursing handbook which can be found on the website at: [http://www.pierpont.edu/schoolofhealthcareers/academics/lpn-program-admission](http://www.pierpont.edu/schoolofhealthcareers/academics/lpn-program-admission). To graduate from the practical nursing program a student must have a grade of “C” or above in every nursing course and a cumulative 2.0 grade point average.

Students must meet MATH 0086 and ENGL 0097 competency to enter the program.

**PREREQUISITE CLASSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
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<td>MATH 1106</td>
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**MODEL SCHEDULE**

<table>
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<tr>
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<th>Hours</th>
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<td>FIRST SEMESTER</td>
<td>LPNC 1101 Fundamentals I</td>
<td>3</td>
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<tr>
<td></td>
<td>LPNC 1103 Geriatrics</td>
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<tr>
<td></td>
<td>LPNC 1107 Fundamental/Geriatric Clinical Practice</td>
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<tr>
<td></td>
<td>LPNC 1105 Pharmacology 1</td>
<td>1</td>
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<tr>
<td>SECOND SEMESTER</td>
<td>LPNC 1112 Mental Health Nursing</td>
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<td>LPNC 1110 Fundamental/Geriatrics Clinical Practice</td>
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<tr>
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<td>LPNC 1115 Pharmacology 2</td>
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THIRD SEMESTER

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<td>Maternity/Pediatrics</td>
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<td>LPNC 1121</td>
<td>Maternity/Pediatrics Clinical Practice</td>
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<tr>
<td>LPNC 1123</td>
<td>Nutrition</td>
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FOURTH SEMESTER

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<tr>
<td>LPNC 1130</td>
<td>Med-Surg/Social Science I</td>
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<tr>
<td>LPNC 1131</td>
<td>Med-Surg/Social Science I Clinical Practice</td>
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FIFTH SEMESTER

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<td>LPNC 1134</td>
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<tr>
<td>LPNC 1135</td>
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Accreditation

The licensed practical nursing program is accredited by the West Virginia Board of Examiners for Licensed Practical Nurses. Graduates of the licensed practical nursing program are eligible to take the National Council Licensing Examination for Practical Nurses (NCLEX-PN) for licensure as a licensed practical nurse. For licensure in the State of West Virginia, candidates must meet the following legal requirements as stated in the West Virginia Code. These conditions include:

- At least a tenth grade education or its equivalent.
- Complete a course of study in an accredited program of practical nursing.
- The Board of Examiners for Licensed Practical Nurses may deny testing to any applicant proved guilty of certain infractions such as, but not limited to, fraud, felony, or moral misconduct.

In admitting a student to the practical nursing program, Pierpont Community & Technical College is not promising that the State of West Virginia will grant the student licensure. The decision to grant licensure is within the sole discretion of The West Virginia Board of Examiners for Licensed Practical Nurses.

WV State Board of Examiners for Licensed Practical Nurses
101 Dee Drive
Charleston, WV 25311
(304)558-3572
MECHATRONICS TECHNOLOGY
Associate in Applied Science

Mr. R. Gene Turchin
Program Coordinator, Mechatronics
Engineering Technology Building 418 / (304)-367-4915
Locust Avenue Campus
gturchin@pierpont.edu

Program Purpose:
The Mechatronics Technology program is focused on providing a multi-skill technology-based associate degree program designed to meet the technical requirements of business and industry and to support workforce development in the thirteen-county north-central West Virginia service area of Pierpont Community and Technical College. Mechatronics is the study of mechanics, electricity, and electronics with the goal of developing the knowledge and skills required to maintain, troubleshoot, and repair electromechanical systems in an industrial environment. Classes are held in a cohort format, with students progressing together through the entire program. Class sizes are limited to match available resources. Students must earn a grade of “C” or better in all major courses to progress in the program.

To be considered for admissions into the Mechatronics Technology program the applicant must:
- Submit an application for admission designating, Associate of Applied Science Mechatronics Technology as the major field of study,
- Submit a GED or High School transcript with a GPA 2.0 or above.
- Have a score of 19 or better in the Math portion of the ACT (or SAT equivalent) or a 36 or better in the COMPASS algebra test, or have successfully completed Math 0081-0088.
- Have a score of 18 or better in the English portion of the ACT (or SAT equivalent) or a 71 or better in the COMPASS writing test, or have successfully completed ENGL 0097.

Student Learning Outcomes:
Upon successful completion of the Mechatronics Technology A.A.S. degree program, graduates will be able to:
- Use written and spoken English effectively and professionally.
- Use a computer to accurately perform work-specific duties.
- Apply mathematics and knowledge of the physical sciences as a means of analyzing data and solving problems in the work environment.
- Interpret schematic drawings, use appropriate measuring devices, and demonstrate the ability to troubleshoot and repair electronic and electrical systems.
- Demonstrate the ability to troubleshoot and repair hydraulic and pneumatic systems.
- Interpret and utilize programmable logic control (PLC) programs and related software to maintain, troubleshoot, and repair automated machine systems.
- Operate hand and power tools to repair electrical and mechanical systems.
- Appreciate the diversity found in the field of Mechatronics, and how lifelong learning will be instrumental to...
career advancement within the industry.

- Demonstrate basic workplace skills and responsibilities, including punctuality, etiquette and courtesy, and teamwork.

**Opportunities:**
Currently there are many job openings for people with practical knowledge in the integration of electrical systems, fluid power, electronics, computer controls, PLCs, instrumentation, robotics, and information technology. The current work force is aging and experienced technicians are retiring, so a new generation of qualified people is needed to keep the industry running. A troubleshooting technician (Mechatronics Technology graduate) can find work anywhere there is machinery that needs to be installed, maintained or repaired. Places of employment can include but are not limited to HVAC companies, regional hospital systems, manufacturing facilities, oil and gas industry, and the coal industry. Local anticipated wages for entry-level graduates are estimated to range from $30,000 to $50,000 annually, with earning potential rising with additional experience.

**REQUIRED COURSES**

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<tr>
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<th>Credits</th>
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<tr>
<td>MATH 1004</td>
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<tr>
<td>DRFT 1200</td>
<td>Print Reading</td>
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<tr>
<td>ENGL 1005</td>
<td>Written English for Industry</td>
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<td>ENGL 1109</td>
<td>Technical Report Writing</td>
<td>3</td>
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<tr>
<td>ENRG 1010</td>
<td>Fluids I</td>
<td>3</td>
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<td>ENRG 1020</td>
<td>Mechanics I</td>
<td>3</td>
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<td>ENRG 1030</td>
<td>Electrical Machinery I</td>
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<td>ENRG 2040</td>
<td>Industrial Safety</td>
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<td>MATH 1003</td>
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<td>MECT 1040</td>
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<td>MECT 1060</td>
<td>PLC’s 1</td>
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<td>MECT 2010</td>
<td>Fluids 2</td>
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<tr>
<td>MECT 2030</td>
<td>Instrumentation/Process Control</td>
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<td>MECT 2050</td>
<td>Introduction to Robotics</td>
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<td>MECT 2995</td>
<td>Automated Machine Systems</td>
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<td>PWPL 1165</td>
<td>Basic DC Circuits</td>
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Contact Gene Turchin or Admissions for concise course progression.
New cohorts start every Fall term.
# MECHATRONICS

## MODEL SCHEDULE

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<tr>
<th>Semester</th>
<th>Courses</th>
<th>Hours</th>
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<td>ENRG 1010</td>
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<td>MATH 1003</td>
<td>Applied Math for Industry</td>
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<td>MECT 1040</td>
<td>Computers for Technicians</td>
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<td>PWPL 1165</td>
<td>Basic DC Circuits</td>
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<td>BITS 1004</td>
<td>Applied Math for Industry II</td>
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<td>MECT 2010</td>
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<tr>
<td>ENRG 1030</td>
<td>Electrical Machinery I</td>
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<td><strong>SPRING SECOND YEAR</strong></td>
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<td>DRFT 1200</td>
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<tr>
<td>ENGL 1109</td>
<td>Technical Report Writing (&quot;C&quot; or higher in ENGL 1109 for graduation)</td>
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<td>ENRG 1010</td>
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<td>MECT 2030</td>
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<td>MECT 2050</td>
<td>Introduction to Robotics</td>
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<td>MECT 2995</td>
<td>Automated Man/Capstone</td>
<td>3</td>
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MEDICAL LABORATORY TECHNOLOGY
Associate in Applied Science

Dr. Rosemarie Romesburg, Program Coordinator
Dean, School of Health Careers
211 Education Building / (304) 367-4284
Locust Avenue Campus
Rosemarie.Romesburg@pierpont.edu

Program Purpose:
The Medical Laboratory Technology program provides education and training for students to become Medical Laboratory Technicians (MLTs). MLTs perform a variety of laboratory tests in blood banking, chemistry, hematology, immunology, microbiology and urinalysis.

The two-year Medical Laboratory Technology (MLT) Program is nationally accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). In addition to offering a general studies and a laboratory based general science curriculum, the program is also designed to provide students with 46 credit hours of required MLT clinical lecture and laboratory courses, which are integrated with a hospital or clinic based practicum experience. A current list of clinical agencies affiliated with the program can be obtained from the MLT Clinical Education Coordinator. Please note that students must pass a criminal background clearance, meet health requirements and essential functions, and provide their own transportation to assigned clinical sites.

Accrediting Agency:
National Accreditation Agency for Clinical Laboratory Sciences
5600 N. River Road, Suite 720
Rosemont, IL  60018
(847) 939-3597
www.naacls.org

To be considered for admission to the MLT program, the applicant must:
- Meet the general admission requirements of Pierpont Community & Technology College.
- Have successfully completed courses in Biology, Chemistry and Algebra in high school or college.
- Have a score of 19 or better in the Math portion of the ACT (or SAT equivalent) or a 36 or better in the COMPASS algebra test, or have successfully completed MATH 0081-0086.
- Have a score of 18 or better in the English portion of the ACT (or SAT equivalent) or a 71 or better in the COMPASS writing test, or have successfully completed ENGL 0097.
- Submit an application for admission designating Associate degree Medical Laboratory Technology as a major field of study; official ACT or SAT scores; GED or high school transcripts; and any college transcripts to the Registrar’s Office by January 31 to be considered for the following academic year. Applications will only be considered after the deadline if space remains available.
An impartial scoring system based on the required academic coursework is employed to rank the MLT applicants. Applicants who are not admitted to the program must reapply if they wish to be considered for acceptance the following academic year.

- To remain in the MLT program, a student must obtain a “C” or above in every MLAB class and maintain an overall GPA of 2.0, and a science GPA of 2.0. Failure to meet any of these requirements will result in dismissal from the program. Students who have been dismissed may reapply to the program and their credentials will be reevaluated. To graduate from the MLT program, a student must have a cumulative GPA of at least 2.0.

**Student Learning Outcomes:**

Upon successful completion of the A.A.S. degree in Medical Laboratory Technology, graduates will be able to do the following:

- Demonstrate knowledge of and competence in performing test methodologies and assume responsibility to safely perform modern clinical laboratory tasks expected of an entry level MLT/CLT
- Differentiate between normal and abnormal laboratory test results and correlate laboratory findings to common disease processes and assay variability
- Communicate verbally and nonverbally with the patient, physicians, health care delivery personnel and peers in an effective, appropriate, and capable manner
- Demonstrate professional behavior through attendance, promptness, and the ability to assume appropriate responsibility
- Exhibit professional conduct that reflects practice standards that are legal, confidential, ethical and safe

**Opportunities:**

Graduates of the MLT program are eligible and encouraged to take a national certification exam; becoming a nationally certified MLT will greatly enhance a graduate’s marketability. MLT program graduates may work in a variety of settings. They are employed by hospitals, clinics, physician office laboratories, reference laboratories, pharmaceutical companies, research laboratories, veterinary laboratories, public health facilities, and business and industry. The A.A.S. degree in Medical Laboratory Technology is quite versatile. Graduates of the program may choose to continue their education and earn a Baccalaureate degree in Allied Health Administration, Biology, or even Business. Some graduates choose to become a Medical Technologist, which requires a Baccalaureate degree and having two years of clinical laboratory experience or graduating from a NAACLS accredited program in Medical Technology. Graduates may also continue in higher education earning a Bachelor’s and/or Master’s degree in Medical Technology, Allied Health, Education or a related field. Some graduates even pursue medical school or doctoral studies.

### MEDICAL LABORATORY TECHNOLOGY

**MODEL SCHEDULE**

**72-73 SEM. HRS.**

**FALL FIRST YEAR**

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<td>-OR</td>
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<tr>
<td>CHEM* 1105</td>
<td>Chemical Principles I</td>
<td>5</td>
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<td>ENGL 1104</td>
<td>Written English I (“C” or higher for graduation)</td>
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<tr>
<td>HLCA 1105</td>
<td>Phlebotomy Theory</td>
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<tr>
<td>HLCA 1170</td>
<td>Human Anatomy &amp; Physiology Lecture</td>
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<tr>
<td>HLCA 1171</td>
<td>Human Anatomy &amp; Physiology Laboratory</td>
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</table>
MATH 1100 Intermediate Algebra 3
-OR
MATH 1106 Applied Math in Health Careers 3
-OR
MATH 1107 General Math 3
-OR
MATH* 1112 College Algebra (or higher) 3
MLAB 1103 Clinical Serology 2

SPRING FIRST YEAR
CHEM 1102 General Chemistry II 4
-OR
CHEM* 2200 Foundational Biochemistry 4
MLAB 1104 Urinalysis and Body Fluids 2
MLAB 1105 Lab Math & Instrumentation 3
MLAB 1160 Clinical Microbiology I 4
MLAB 1180 Immunohematology 4

SUMMER FIRST YEAR
ENGL 1108 Written English II 3
-OR
ENGL 1109 Technical Report Writing 3
(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)
MLAB 2218 Hematology 4

FALL SECOND YEAR
MLAB 2219 Clinical Microbiology II 4
MLAB 2220 Clinical Biochemistry 4
MLAB 2221 Clinical Practicum I 4
MLAB 2222 Clinical Practicum II 4

SPRING SECOND YEAR
MLAB 2223 Clinical Practicum III 4
MLAB 2224 Clinical Practicum IV 4
MLAB 2225 Seminar 1
MLAB 2995 Clinical Case Studies 3
PSYC 1101 Introduction to Psychology 3
-OR
General Studies Elective 3

MATH 1112, CHEM 1105 and 2200 are recommended courses for students intending to pursue a bachelor’s degree and certification as a Medical Technologist (MT).
MUSEUM STUDIES
Advanced Skill Set
Liberal Studies, Museum Studies Concentration

Beth A. Newcome, School of Human Services
308 Veterans Square Campus / (304) 367-4919
Beth.Newcome@pierpont.edu

Program Purpose:
Pierpont offers two Museum Studies options, an Advanced Skill Set in Museum Studies; and an A.A. Liberal Studies Museum Studies Concentration degree. (Please refer to Liberal Studies, AA)

Museum Options at Pierpont Community & Technical College are in collaboration with the Frank and Jane Gabor West Virginia Folklife Center. Courses include the study of Appalachian folk arts, West Virginia culture and history, and the many folklore and folklife traditions of the region.
The West Virginia Folklife Center has become a centering force within the region as both an educational and cultural resource. The Folklife Center works extensively with state and regional government agencies and private entities (WV Departments of Education, Culture and History, and Travel and Tourism; WV Humanities Council; WV Association of Museums; Prickett’s Fort Memorial Foundation; Vandalia Heritage Foundation; Tamarack; Mountain Made; and many other festivals, organizations, and museums) through shared programming, educational experiences, and the promotion of cultural ideas. Many students complete the Advanced Skill Set while completing another degree; other students take courses through the entire Associate of Arts Liberal Studies sequence.

Student Learning Outcomes:
Upon successful completion of the Museum Studies Options, Graduates/completers will be able to do the following:

• Demonstrate a working knowledge of the operations of differing types of museums: small and large, public and private
• Perform collections management and archival preservation processes
• Design, Construct, and install various exhibits and displays
• Demonstrate a working knowledge of museum administrative operations, including funding processes, volunteer/staff management, curatorial and collections management and publications
• Create various museum educational activities, programs, and materials
• Perform first-person role play and third-person presentation, discussions, reenactments, lectures, and skills demonstrations

Opportunities:
Some completers of the Museum Studies Advanced Skill Set go on to work in a museum setting as an interpreter, collections manager, education programming director, or exhibit developer for both small and large, private and public museums, and historical societies and organizations. Other completers of this Advanced Skill Set choose to use the credit hours completed towards elective credit hours in another degree program.

Current regional trends indicate that heritage tourism, regional travel, craft marketing, historic preservation, and the general promotion of the region’s natural resources (whitewater rafting, skiing, hiking, etc.) are the fastest growing segments of our region’s economic base. Regional state and national parks, forests, recreational areas, resorts, museums, historical sites, conference centers, and other sites are all seeking qualified individuals for the various positions that arise from such trends.

Pierpont C&TC Catalog 2013-2014 Version 1.1
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>Intro to Museum Studies</td>
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<tr>
<td>FOLK 1150</td>
<td>Folk Arts</td>
<td>3</td>
</tr>
<tr>
<td>FOLK 2220</td>
<td>Museum Collections Management</td>
<td>3</td>
</tr>
<tr>
<td>FOLK 2230</td>
<td>Museum Exhibit Design &amp; Preparation</td>
<td>3</td>
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<tr>
<td>FOLK 2240</td>
<td>Museum Interpretation</td>
<td>3</td>
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<tr>
<td>FOLK 2995</td>
<td>Museum Internship</td>
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</table>

This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.
OCCUPATIONAL DEVELOPMENT – EARLY CHILDHOOD
Associate in Applied Science

Barbara Pavel-Alvarez
Coordinator/Advisor
142 Education Building / (304) 367-4848
Barbara.Pavel-Alvarez@pierpont.edu

Program Purpose:
The Associate in Applied Science degree program in Occupational Development involves a formal partnership between Pierpont Community and Technical College, the U.S. Department of Labor Bureau of Apprenticeship and Training (BAT), and labor unions. Apprentices who seek the A.A.S. in Occupational Development earn part of their college credits from designated classroom training and On-the-Job training that are required in their BAT apprenticeship programs and other college credits through enrollment in courses at Pierpont Community & Technical College. These A.A.S. degrees require a minimum of 60 semester hours. Current programs include Early Childhood Practitioner.

Current programs include Early Childhood Practitioner.

Student Learning Outcomes:
Upon successful completion of the A.A.S. in Occupational Development, students will be able to do the following:

• Consolidating On-the-Job experiences with classroom training
• Communicate effectively as a professional
• Learn the most current trends in the industry
• Expand learning opportunities and professional development

Opportunities:
Sustainable employment and accelerated promotion opportunities in the specialized area.

EARLY CHILDHOOD PRACTITIONER..............................64 SEM. HRS.

Contact the Program Coordinator at (304) 363-4848 for additional information.
OCCUPATIONAL DEVELOPMENT:
EARLY CHILDHOOD PRACTITIONER
Associate of Applied Science

Kristie Latocha, Advisor
137 Education Building / (304) 367-4919
Locust Avenue Campus
Kristie.Latocha@pierpont.edu

Program Purpose:
The Occupational Development, Early Childhood Practitioner Associate of Applied Science Degree is designed for apprentices and journeypersons of the U.S. Department of Labor Apprenticeship for Child Development Specialist (ACDS) Program. This degree program builds on the educational component and the on-the-job-training hours completed during the apprenticeship. Upon completion of the required general studies courses, required early childhood courses and payment of the Evaluation Fee, a student may earn 28 college credit hours for the apprenticeship training. Documentation of completion of the Department of Labor Apprenticeship is required. Individuals who have completed a Child Development Associate (CDA) under the auspices of an agency or organization with expertise in early childhood teacher preparation are also eligible to complete the Occupational Development Degree.

Required Early Childhood courses include the study of the growth and development of young children as well as the planning, preparation and implementation of appropriate curriculum and environments for early childhood programs.

Student Learning Outcomes:
Upon successful completion of the AAS degree in Occupational Development, Early Childhood Practitioner, graduates will be able to do the following:

- Plan, prepare and implement appropriate curriculum for a quality early childhood program based on a knowledge of child development and appropriate practices
- Plan classroom learning environments that are developmentally appropriate
- Demonstrate appropriate communication skills, teaching methods and professional conduct while working with young children
- Document that all West Virginia Child Care Licensing regulations for center employees are met
- Demonstrate ability to implement West Virginia Early Learning Standards while working with young children

Opportunities:
Graduates with the Occupational Development, Early Childhood Practitioner AAS Degree, are qualified to teach in child care centers, Head Start programs, private nursery schools, private preschools or to serve as a Nanny. Graduates meet state requirements to be the director of a Type I, II or III child care center in the state of West Virginia. Other employment opportunities include positions in public and private organizations providing services for children. Pierpont C&TC has an articulation agreement that allows graduates with the Occupational Development, Early Childhood Practitioner AAS Degree to apply 51 of the required 64 credit hours towards a Birth through Four teaching certification degree at West Virginia University. Of the twenty-eight credit hours received for ACDS or CDA completions, 15 hours of credit articulates to WVU.
TOTAL DEGREE REQUIREMENT 64 SEM. HRS
GENERAL STUDIES COMPONENT I 21 SEM. HRS

The following courses are required: 12 SEM. HRS

ENGL 1104  Written English I (“C” or higher for graduation) 3
ENGL 1108  Written English II 3
-OR
ENGL 1109  Technical Report Writing 3
(PR: “C” or higher in ENGL 1104)
(“C” or higher in ENGL 1108 for graduation)
INFO 1100  Computer Concepts & Applications 3
MATH 1107  Fundamental Concepts of Mathematics 3

Select three courses from the following: 9 SEM. HRS

COMM 2200 OR 2201 OR 2202 Communication 3
INTR 2200  Race, Class and Gender in Popular Culture 3
INTR 2280  Empowering Leadership 3
PSYC 1101  Introduction to Psychology I 3
SOCY 1110  Introductory Sociology 3

REQUIRED TECHNICAL STUDIES COURSES 15 SEM. HRS

The following courses are required:
EC 1107  Curriculum for Early Childhood Programs 3
EC 2283  Cognitive Development 3

Select a minimum of 9 hours from the following courses:
EC 2206  The Child in the Family 3
EC 2230  Classroom Strategies 3
EC 2231  Administration of Early Childhood Programs 3
EC 2240  Infant and Toddler Development 3
FOSM 1110  Nutrition 3
-OR
FOSM 1120  Nutrition in Childhood & Adolescence 3
HUSV 1103  Community Service Learning 1
EC 2210  Emergent Literacy in Early Childhood Education 3
Component II consists of courses developed and delivered by the Apprenticeship for Child Development Specialist (ACDS) Program offered through, and approved by, the United States Department of Labor, or approved courses included in the Child Development Associate (CDA) education and training program under the auspices of an agency or organization with expertise in early childhood teacher preparation. The courses will be converted to college credit hours at the usual ratio of 15:1 for lecture and at the laboratory hours/credit ratio of Pierpont Community & Technical College to a maximum of 18 credit hours. This credit will be recorded immediately prior to graduation from the college following the completion of all degree requirements, a positive completed evaluation by Pierpont Community & Technical College and the payment of the Evaluation Fee.

OCCUPATIONAL ON-THE-JOB TRAINING HOURS COMPONENT III 10 SEM. HRS.
-OR-
SUPERVISED WORK BASED LEARNING

This component consists of paid or unpaid on-the-job training provided as a component of the Apprenticeship for Child Development Specialist (ACDS) Program or Child Development Associate (CDA) Program. The on-the-job training component is to be converted to credit hours at a ratio of 200:1 to a maximum of 10 credit hours. This credit will be recorded immediately prior to graduation following the completion of all degree requirements, a positive completed evaluation by Pierpont Community & Technical College and the payment of the Evaluation Fee.

Documentation of Completion: for Component II and Component III is made to the Early Childhood Program Coordinator by submitting a copy of the U.S. Department of Labor Apprenticeship for Child Development Specialist Certificate and a letter of completion from the U.S. Department of Labor or a copy of the Child Development Associate Certificate and a letter of completion from the organization or agency providing the training.

Residency Requirement: 15 credits of the student’s last course work in Components I and II must be completed at Pierpont Community & Technical College.

Evaluation Fee: An Evaluation Fee of one hundred-fifty dollars ($150.00) is required following the completion of all courses. The evaluation includes determination that all academic course work has been successfully completed and verification of Components II and III. When the evaluation is completed and all requirements have been met, then credits for Components II and III will be granted. The evaluation fee is paid at the time application for graduation is made.

WVU Articulation Credit: Graduates participating in the articulation agreement with the West Virginia University, Birth to Pre-K Teaching Certification Program may receive up to 15 hours of articulation credit for Components III and IV: EC 1105, 3 hours, EC 1106, 2 hours, EC 1130, 3 hours, EC 2232, 3 hours and EC 2995, 4 hours.
OFFICE MANAGEMENT AND TECHNOLOGY
Associate in Applied Science

Nancy Lawler, Professor/Assistant Dean
202b Engineering Tech / (304) 367-4731
Locust Avenue Campus
Nancy.Lawler@pierpont.edu

Program Purpose:
The work environment has undergone drastic changes in the past few years, and among these changes is the role of the administrative support person in the workplace. The A.A.S. degree program in Office Management and Technology is designed to help prepare students to meet those challenges, which require more critical thinking, organizational, and decision-making abilities than ever before.

The AAS degree in Office Management and Technology provides students with two areas of specialization from which to choose, the Administrative Office Management or the Medical Office Management specialization. Each specialization provides students with the updated skills and abilities that are expected of today's office support personnel. The program is designed to prepare students to be proficient in major computer applications, such as word processing, electronic presentations, spreadsheets, database applications, and desktop publishing.

Student Learning Outcomes:
Upon successful completion of the AAS degree in Office Management and Technology, Administrative Office Management, graduates will be able to do the following:

- Effectively use technologies to perform administrative office functions
- Exhibit knowledge of business principles and processes
- Perform office administrative functions using critical thinking, management, and organizational skills
- Demonstrate effective interpersonal, verbal, and written skills for the business environment

Upon successful completion of the AAS degree in Office Management and Technology, Medical Office Management, graduates will be able to do the following:

- Effectively use technologies to perform medical administrative office functions
- Exhibit basic knowledge of business principles and processes
- Perform medical office administrative functions using critical thinking, management, and organizational skills
- Demonstrate effective interpersonal, verbal, and written skills for the business environment

Student learning outcomes will be validated by the completion of national recognized assessments. Students will complete these assessments during their final program semester.

Opportunities:
Graduates with the AAS degree in Office Management and Technology, Administrative Office Management, are qualified for positions as administrative assistants, office managers, program assistants, customer service representatives, and application specialists.
Graduates with the AAS degree in Office Management and Technology, Medical Office Management, are qualified for positions as medical administrative assistants, medical receptionists, and patient representatives.

**ADMINISTRATIVE OFFICE MANAGEMENT SPECIALIZATION**  
**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACCT 1100</td>
<td>Fundamentals of Accounting</td>
<td>3</td>
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<tr>
<td>BUSN 2210</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2248</td>
<td>Business Essentials</td>
<td>3</td>
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<tr>
<td>BUSN 2251</td>
<td>Corporate Communications</td>
<td>3</td>
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<tr>
<td>COMM 2200</td>
<td>Intro to Human Communication</td>
<td>3</td>
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<td>-OR</td>
<td>COMM 2202 Intro to Communication in the</td>
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<td>World of Work</td>
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<tr>
<td>ENGL 1104</td>
<td>Written English I</td>
<td>3</td>
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<td>(&quot;C&quot; or higher for graduation)</td>
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<tr>
<td>ENGL 1109</td>
<td>Technical Report Writing</td>
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<td>(PR: &quot;C&quot; or higher in ENGL 1104)</td>
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<td>(&quot;C&quot; or higher in ENGL 1109 for graduation)</td>
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<tr>
<td>FINC 2230</td>
<td>Financial Literacy</td>
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<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>INFO 2220</td>
<td>Spreadsheet Design</td>
<td>3</td>
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<tr>
<td>INFO 2225</td>
<td>Fundamentals of Web Design</td>
<td>3</td>
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<tr>
<td>BUSN 1141</td>
<td>Business Math</td>
<td>3</td>
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<tr>
<td>MGMT 2214</td>
<td>Office Management</td>
<td>3</td>
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<tr>
<td>OFAD 1100</td>
<td>Keyboarding</td>
<td>3</td>
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<tr>
<td>OFAD 2232</td>
<td>Word Processing Applications</td>
<td>3</td>
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<tr>
<td>OFAD 2233</td>
<td>Database Applications</td>
<td>3</td>
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<tr>
<td>OFAD 2240</td>
<td>Administrative Office Procedures</td>
<td>3</td>
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<tr>
<td>OFAD 2241</td>
<td>Workplace Productivity</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 2250</td>
<td>Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 2995</td>
<td>Professional Internship &amp; Portfolio Dev</td>
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**ADMINISTRATIVE OFFICE MANAGEMENT SPECIALIZATION**  
**MODEL SCHEDULE**

**FALL FIRST YEAR**

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<tr>
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<td>OFAD 1100</td>
<td>Keyboarding</td>
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<td>BUSN 2210</td>
<td>Human Relations in Business</td>
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<td>Database Applications</td>
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<tr>
<td>BUSN 2251</td>
<td>Corporate Communications</td>
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<td>COMM 2200</td>
<td>Intro to Human Communication</td>
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<td>-OR</td>
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<tr>
<td>COMM 2202</td>
<td>Intro to Communication in the World of Work</td>
</tr>
<tr>
<td>INFO 2220</td>
<td>Spreadsheet Design</td>
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<td>OFAD 2232</td>
<td>Word Processing Applications</td>
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<tbody>
<tr>
<td>BUSN 2248</td>
<td>Business Essentials</td>
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<tr>
<td>INFO 2225</td>
<td>Fundamentals of Web Design</td>
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<tr>
<td>MGMT 2214</td>
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<td>Professional Internship &amp; Portfolio Dev</td>
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|MEDICAL OFFICE MANAGEMENT SPECIALIZATION | 60 SEM. HRS.|

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<th>REQUIRED COURSES</th>
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<tr>
<td>ACCT 1100</td>
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<tr>
<td>COMM 2202</td>
<td>Intro to Communication in the World of Work</td>
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<tr>
<td>ENGL 1104</td>
<td>Written English I (“C” or higher for graduation)</td>
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<tr>
<td>ENGL 1109</td>
<td>Technical Report Writing</td>
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<td>(PR: “C” or higher in ENGL 1104)</td>
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<tr>
<td>(“C” or higher in ENGL 1108 for graduation)</td>
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<tr>
<td>HLCA 1100</td>
<td>Medical Terminology</td>
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<tr>
<td>HLCA 1170</td>
<td>Human Anatomy and Physiology</td>
</tr>
<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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<td>INFO 2220</td>
<td>Spreadsheet Design</td>
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<tr>
<td>MATH 1104</td>
<td>Mathematics in Business</td>
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<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>MGMT 2214</td>
<td>Office Management</td>
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<tr>
<td>OFAD 1100</td>
<td>Keyboarding</td>
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<tr>
<td>OFAD 2232</td>
<td>Work Processing Applications</td>
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<tr>
<td>OFAD 2233</td>
<td>Database Applications</td>
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<tr>
<td>OFAD 2235</td>
<td>Medical Office Procedures</td>
</tr>
<tr>
<td>OFAD 2236</td>
<td>Medical Billing and Coding</td>
</tr>
<tr>
<td>OFAD 2237</td>
<td>Medical Software Applications</td>
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<tr>
<td>OFAD 2241</td>
<td>Workplace Productivity</td>
</tr>
<tr>
<td>OFAD 2995</td>
<td>Professional Internship &amp; Portfolio Dev.</td>
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**MEDICAL OFFICE MANAGEMENT SPECIALIZATION**

**MODEL SCHEDULE**

**60 SEM. HRS.**

**FALL FIRST YEAR**

- ENGL 1104  Written English I ("C" or higher for graduation) | 3
- HLCA 1100  Medical Terminology                          | 3
- INFO 1100  Computer Concepts & Applications             | 3
- BUSN 1141  Business Math                                | 3
- OFAD 1100  Keyboarding                                  | 3

**SPRING FIRST YEAR**

- ACCT 1100  Fundamentals of Accounting                   | 3
- ENGL 1109  Technical Report Writing                     | 3
- (PR: "C" or higher in ENGL 1104)
- ("C" or higher in ENGL 1109 for graduation)
- HLCA 1170  Human Anatomy and Physiology                 | 3
- OFAD 2233  Database Applications                        | 3
- COMM 2200  Intro to Human Communication                 | 3
- OR
- COMM 2202  Intro to Communication in the World of Work  | 3

**FALL SECOND YEAR**

- BUSN 2251  Corporate Communications                     | 3
- INFO 2220  Spreadsheet Design                            | 3
- MGMT 2214  Office Management                             | 3
- OFAD 2232  Word Processing Applications                 | 3
- OFAD 2235  Medical Office Procedures                     | 3

15
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUSN 2248</td>
<td>Business Essentials</td>
<td>3</td>
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<tr>
<td>OFAD 2236</td>
<td>Medical Billing and Coding</td>
<td>3</td>
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<tr>
<td>OFAD 2237</td>
<td>Medical Software Applications</td>
<td>3</td>
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<td>OFAD 2241</td>
<td>Workplace Productivity</td>
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<td>Professional Internship &amp; Portfolio Dev</td>
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</table>
OFFICE TECHNOLOGY
Advanced Skill Set

Nancy Lawler, Professor/Assistant Dean
202b Engineering Tech / (304) 367-4731
Locust Avenue Campus
Nancy.Lawler@pierpont.edu

Program Purpose:
This program is designed for the individual who wants a practical foundation in office technology. It prepares the student to handle a wide variety of office and administrative tasks and emphasizes the most widely used software suites and applications.

Student Learning Outcomes:
Upon successful completion of the Office Technology Advanced Skill Set, completers will be able to do the following:

- Demonstrate proficiency in employer expectations of basic skills in communication, computation, and human relations necessary for professionals in office technology areas
- Demonstrate proficiency in Excel, Access, Word, and desktop publishing

Opportunities:
Completers will be able to take enhanced office skills and put them to immediate use in their current employment or may choose to use them in their search for new employment opportunities.

Many students choose to continue their education toward an Associate degree after completion of this Skill Set.

REQUIRED COURSES

OFFICE TECHNOLOGY  18 SEM. HRS

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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<td>OFAD 1100</td>
<td>Keyboarding</td>
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Choose four courses from the following:

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>INFO 2220</td>
<td>Spreadsheet Design</td>
<td>3</td>
</tr>
<tr>
<td>INFO 2225</td>
<td>Fundamentals of Web Design</td>
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<tr>
<td>OFAD 2232</td>
<td>Word Processing Applications</td>
<td>3</td>
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<td>OFAD 2233</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 2245</td>
<td>Microsoft Certification Preparation</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 2250</td>
<td>Desktop Publishing</td>
<td>3</td>
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</table>

For Office Technology Associate Degree See Office Management & Technology

This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.
PARA-EDUCATION
Associate in Arts Degree

Kristie Latocha, Program Manager
137 Education Building / (304) 367-4919
Locust Avenue Campus
Kristie.latocha@pierpont.edu

Program Purpose:
This program is designed to prepare highly qualified Paraprofessionals to work in the elementary and secondary classrooms. This is a 65-credit hour degree program that is the terminal Associate degree for the Para-Education program offered at Pierpont Community & Technical College. (Students may opt to begin at the Skill Set or Certificate level in pursuing this degree.) This degree can help prepare students for entry into a Teacher Education program.

Student Learning Outcomes:
Upon successful completion of the Program, graduates will be able to do the following:
- Demonstrate competency in basic skills, including reading, writing, and mathematical computation, while working with children and assisting the teaching professional
- Identify developmental stages of growth and development
- Apply developmentally appropriate teaching strategies while working with special needs children
- Apply and practice appropriate classroom management techniques while teaching alongside a professional educator
- Meet all requirements to be a “highly qualified” paraprofessional, as defined by the No Child Left Behind legislation

Opportunities:
NOTE: A background check is required for employment in this field.
Graduates with this Associate of Arts degree in Para-Education will be classified as “highly qualified” classroom Paraprofessionals. Graduates will have the opportunity to work in a special education classroom in both the elementary and secondary levels. In addition, the graduate will be qualified to work alongside a professional educator in a Kindergarten setting.

REQUIRED COURSES
65 SEM. HRS.

(PR: English ACT 19+ OR SAT 450 OR COMPASS 71 OR ENGL 0097)
ENGL 1104 Written English I (“C” or higher for graduation) 3
ENGL 1108 Written English II 3
-OR
ENGL 1109 Technical Report Writing 3
(PR: “C” or higher in ENGL 1104)
(“C” or higher in ENGL 1108 OR ENGL 1109 for Graduation)
EDUC 1105 Basic Skills for Instructional Support* 3
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<td>EC 1105</td>
<td>Development of Young Children</td>
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<td>OR</td>
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<tr>
<td>EDUC 2202</td>
<td>Human Growth &amp; Development **</td>
<td>3</td>
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<td>(Includes Clinical Lab)</td>
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<tr>
<td>EDUC 2206</td>
<td>Instructor Support Strategies*</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2995</td>
<td>Behavior Support Strategies*</td>
<td>3</td>
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<tr>
<td>EDUC 2220</td>
<td>Introduction to Special Education</td>
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</tr>
<tr>
<td>ENGL 2220</td>
<td>Literature of Western World I</td>
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<td>AND</td>
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<tr>
<td>ENGL 2221</td>
<td>Literature of Western World II</td>
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<td>OR</td>
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<tr>
<td>ENGL 2230</td>
<td>Introduction to Literature I</td>
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<tr>
<td>ENGL 2231</td>
<td>Introduction to Literature II</td>
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<td>Fine Arts Appreciation ART, MUSI, OR THEA 1120</td>
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<tr>
<td>GEOG 2210</td>
<td>Introduction to Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1107</td>
<td>US History I</td>
<td>3</td>
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<tr>
<td>HIST 1108</td>
<td>US History II</td>
<td>3</td>
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<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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<tr>
<td>MATH 1107</td>
<td>Fundamental Concepts</td>
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<td>MATH 1100</td>
<td>Intermediate Algebra</td>
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<td>POLI 1103</td>
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<td>Scientific Discovery Courses from General Education</td>
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<td>COMM 2200, 2201 OR 2202 Communication</td>
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* Transfers as Education elective into BS Education
** Provisional admittance into teacher education
## PARA-EDUCATION

### MODEL SCHEDULE

**65 SEM. HRS.**

### FALL FIRST YEAR

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<td>EDUC 1105</td>
<td>***Basic Skills for Instructor Support</td>
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<tr>
<td>EDUC 2200</td>
<td>Introduction to Education</td>
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</tr>
<tr>
<td>MATH 1100</td>
<td>*Introduction to Algebra</td>
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<tr>
<td>POLI 1103</td>
<td>American Government</td>
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<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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### SPRING FIRST YEAR

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<td>Development of Young Children</td>
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<tr>
<td>EDUC 2206</td>
<td>Instructor Support Strategies</td>
<td>3</td>
</tr>
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<td>EDUC 2995</td>
<td>Behavior Support Strategies</td>
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<td>EDUC 2220</td>
<td>Introduction to Special Education</td>
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### FALL SECOND YEAR

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<td>ENGL 1109</td>
<td>Technical Report Writing</td>
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<td>(PR: &quot;C&quot; or higher in ENGL 1104)</td>
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<tr>
<td>ENGL 2220</td>
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<td>OR</td>
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<tr>
<td>ENGL 2230</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1107</td>
<td>*Fundamental Concepts</td>
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<td>HIST 1107</td>
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### SPRING SECOND YEAR

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<td>ENGL 2221</td>
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<td>ENGL 2231</td>
<td>Introduction to Literature II</td>
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</table>

* MATH PR Act 19 Or Math 0080 Series
PARAPROFESSIONAL IN EDUCATION
Certificate in Applied Science

Kristie Latocha, Program Manager
137 Education Building / (304) 367-4919
Locust Avenue Campus
Kristie.latocha@pierpont.edu

Program Purpose:
This program is designed to prepare qualified Paraprofessionals to work in the elementary and secondary classrooms. This is a Certificate that will satisfy the West Virginia Department of Education’s qualifications for a Paraprofessional position in both elementary and secondary classrooms. Students who complete this Certificate may continue in a curriculum that ultimately provides a pathway to a teaching degree.

Student Learning Outcomes:
Upon successful completion of the Certificate Program completers will be able to do the following:
- Demonstrate competency in basic skills, including reading, writing, and mathematical computation, while working with children and assisting the teaching professional
- Identify developmental stages of growth and development
- Apply developmentally appropriate teaching strategies while working with special needs children
- Apply and practice appropriate classroom management techniques while teaching alongside a professional educator

Opportunities:
NOTE: A background check is required for employment in this field. Completers with this Certificate program will be classified as Paraprofessionals as defined by the West Virginia Department of Education. Completers will have the opportunity to work in a special education classroom in both the elementary and secondary levels. In addition, the graduate will be qualified to work alongside a professional educator in a Kindergarten setting. Many students continue their education by working towards an Associate degree in Para-Education and ultimately towards a Bachelor’s degree in Elementary Education.

PARAPROFESSIONAL IN EDUCATION
MODEL SCHEDULE 37 SEM. HRS.

FALL FIRST YEAR
ENGL 1104  Written English I (“C” or higher for graduation) 3
EDUC 1105  ***Basic Skills for Instructor Support 3
EDUC 2200  Introduction to Education 3
MATH 1100 *Introduction to Algebra 3
POLI 1103  American Government 3
INFO 1100  Computer Concepts and Application 3

18
**SPRING FIRST YEAR**

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<th>Course</th>
<th>Title</th>
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<tr>
<td>EC 1105</td>
<td>Development of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2206</td>
<td>***Instructor Support Strategies</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2995</td>
<td>***Behavior Support Strategies</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2220</td>
<td>Introduction to Special Education</td>
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<td>Scientific Discovery Course</td>
<td>4</td>
</tr>
<tr>
<td>COMM 2200, 2201, or 2202</td>
<td>Communication</td>
<td>3</td>
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</table>

* MATH PR ACT 19 or MATH 0080 Series

18 hour skill set certificate equivalent to WVDOE qualifications for Teacher Aide IV
PARALEGAL STUDIES
Associate in Applied Science

Susan Woods Coffindaffer, Program Coordinator/Advisor
144 Education Building / (304)367-3668
Locust Avenue Campus
Scoffindaffer@pierpont.edu

Program Purpose:
Paralegals are highly skilled paraprofessionals who work in a variety of settings under the direct supervision of an attorney. Job responsibilities require the Paralegal to have knowledge of the law and legal procedures, interviewing and case investigation skills, the ability to conduct legal research and prepare and manage legal documents. Interpersonal communication and office management skills are also important for success. The Associate in Applied Science in Paralegal Studies is designed to build professional competencies in each of these areas.

Student Learning Outcomes:
Upon successful completion of the A.A.S. in Paralegal Studies, graduates will be able to do the following:

- Apply knowledge of local, state, and federal law and legal procedures in a variety of situations, both civil and criminal
- Apply concepts of interviewing and case investigation skills in a variety of situations to establish baseline information for cases being handles through the law practice
- Conduct independent legal research using primary and secondary documents, both physical and from on-line databases
- Prepare and manage legal documents for multiple applications, maintaining confidentiality, security, and ethical issues
- Practice and apply interpersonal communication and office management skills contributing to the successful operation of the legal office

Opportunities:
Graduates of the Paralegal program can enter the field into a variety of paralegal and related jobs, including the following job titles: Paralegal (private and public); Director and or Coordinator for law office; Preparer of legal documents (including briefs, pleadings, appeals, wills); Contract and Estate Closing Officer; Real and Personal Property Appraiser (may require some additional training); Assistant Real Estate Closing Processor; Legal Investigator; Data Collection/Analyzer; Legal Writing Assistant (statutes, decisions and legal articles, codes and documents); Private investigator; and Legal Aid Assistant.

AAS PARALEGAL STUDIES 60 SEM. HRS.
REQUdURED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<td>PARA 1101</td>
<td>Introduction to Paralegal Studies</td>
<td>3</td>
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<tr>
<td>PARA 1102</td>
<td>General Law I</td>
<td>3</td>
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<tr>
<td>PARA 1103</td>
<td>General Law II</td>
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<tr>
<td>PARA 1104</td>
<td>Interviewing and Investigating</td>
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<td>(General Paralegal Studies Only)</td>
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<td>Course Code</td>
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<tr>
<td>PARA 1141</td>
<td>Introduction to Landwork (Landwork Specialization Only)</td>
<td>3</td>
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<tr>
<td>PARA 2201</td>
<td>Legal Research and Writing I</td>
<td>3</td>
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<tr>
<td>PARA 2202</td>
<td>Legal Research and Writing II</td>
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<tr>
<td>PARA 2203</td>
<td>Computer Applications for Legal Professionals*</td>
<td>3</td>
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<td>PARA 2204</td>
<td>Civil Litigation and Procedure*</td>
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<td>PARA 2213</td>
<td>Property and Probate</td>
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<tr>
<td>PARA 2241</td>
<td>Title Examinations and Abstracting</td>
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<td>PARA 2242</td>
<td>Negotiating Essentials</td>
<td>3</td>
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<tr>
<td>PARA 2243</td>
<td>Mineral Law (Landwork Specialization Only)</td>
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<td>PARA 2994</td>
<td>Ethics and Professional Responsibility</td>
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<td>PARA 2995</td>
<td>Paralegal Professional Practicum*</td>
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<td>PARA 2996</td>
<td>Paralegal Professional Development</td>
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<td>COMM 2200, 2201 or 2202</td>
<td>Introduction to Human Communication</td>
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<tr>
<td>CRJU 2240</td>
<td>Adjudication Process (General Paralegal Studies Only)</td>
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<td>ENGL 1104</td>
<td>Written English I (“C” or higher for graduation)</td>
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<td>ENGL 1109</td>
<td>Technical Report Writing (PR: “C” or higher for graduation) (“C” or higher in ENGL 1108 or ENGL 1109 for graduation)</td>
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<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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<tr>
<td>MATH 1104</td>
<td>Mathematics in Business</td>
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<tr>
<td>POLI 1103</td>
<td>Am Gov or PSYCH 1101 or SOCY 1110</td>
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<tr>
<td>DRFT 2254</td>
<td>Mapping (Landwork Specialization Only)</td>
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* Requires Prerequisite or Permission

**AAS PARALEGAL STUDIES**  
**60 SEM. HRS.**

**MODEL SCHEDULE**

**FIRST SEMESTER**

- PARA 1101 Introduction to Paralegal Studies 3
- PARA 1102 Intro to Law: Fundamentals 3
- ENGL 1104 Written English I (“C” or higher for graduation) 3
- INFO 1100 Computer Concepts and Applications 3
- POLI 1103 American Government 3

**SECOND SEMESTER**

- PARA 2201 Legal Research and Writing I 3
- PARA 2241 Title Examinations and Abstracting 3
- PARA 2242 Negotiating Essentials 3
- PARA 2243 Mineral Law (Landwork Specialization Only) 3
- PARA 2994 Ethics and Professional Responsibility 2
- PARA 2995 Paralegal Professional Practicum* 3
- PARA 2996 Paralegal Professional Development 1
- COMM 2200, 2201 or 2202 Introduction to Human Communication 3
- CRJU 2240 Adjudication Process (General Paralegal Studies Only) 3
- ENGL 1104 Written English I (“C” or higher for graduation) 3
- ENGL 1109 Technical Report Writing (PR: “C” or higher for graduation) (“C” or higher in ENGL 1108 or ENGL 1109 for graduation) 3
- INFO 1100 Computer Concepts and Applications 3
- MATH 1104 Mathematics in Business 3
- POLI 1103 Am Gov or PSYCH 1101 or SOCY 1110 3
- DRFT 2254 Mapping (Landwork Specialization Only) 3

15
### SECOND SEMESTER

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<td>PARA 1104</td>
<td>Interviewing and Investigating</td>
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<td>Legal Research Writing I (PR: ENGL 1104)</td>
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<td>PARA 2204</td>
<td>Civil Litigation &amp; Procedure (PR: PARA 1102)</td>
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<td>PARA 2213</td>
<td>Property and Probate</td>
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### THIRD SEMESTER

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<td>PARA 2203</td>
<td>Computer Applications for Legal Professionals (PR: INFO 1100)</td>
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<td>Title Exams &amp; Abstracting (PR: PARA 2213)</td>
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### FOURTH SEMESTER

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<td>Paralegal Professional Practicum (PR: Permission)</td>
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<td>PARA 2996</td>
<td>Paralegal Professional Development (PR: Permission)</td>
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<td>CRJU 2240</td>
<td>Adjudication Process</td>
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<td>ENGL 1109</td>
<td>Technical Report Writing</td>
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**Notice to all Students:**

- It is to the responsibility of the student to meet with the faculty advisor to schedule all courses for the completion of this degree. Failure to seek assistance from the advisor may delay graduation.
- A “C” or better is required for graduation in ENGL 1104 and ENGL 1109.
- A “C” or better is required for graduation in PARA 1101, PARA 1102, PARA 1103, PARA 2201 and PARA 2202.
- A cumulative 2.00 overall GPA is required for graduation in Paralegal Studies.
- The semester before graduation, the student should schedule a Senior Evaluation through the Registrar's Office and must also apply for graduation. There is no graduation fee.
- In the semester in which they graduate, Paralegal Studies students should enroll concurrently in PARA 2994, PARA 2995 and PARA 2996, which together comprise the Paralegal Studies capstone experience.
- Students are reminded to review campus policies and procedures posted in the college catalog and student handbook.
AAS PARALEgal STUDIES – LANDWORK 60 SEM. HRS.

MODEL SCHEDULE

FIRST SEMESTER
PARA 1101 Introduction to Paralegal Studies 3
PARA 1102 Intro to Law: Fundamentals 3
PARA 1141 Introduction to Landwork 3
ENGL 1104 Written English I (“C” or higher for graduation) 3
INFO 1100 Computer Concepts and Applications 3

SECOND SEMESTER
PARA 1103 Introduction to Law: Practice Areas 3
PARA 2201 Legal Research Writing I (PR: ENGL 1104) 3
PARA 2213 Property and Probate 3
COMM 2200, 2201, OR 2202 (PR: ENGL 1104) 3
DRFT 2254 Mapping 3

THIRD SEMESTER
PARA 2202 Legal Research Writing II (PR: PARA 2201) 3
PARA 2203 Computer Applications for Legal Professionals (PR: INFO 1100) 3
PARA 2241 Title Exams & Abstracting (PR: PARA 2213) 3
PARA 2242 Negotiating Essentials 3
PARA 2243 Mineral Law (PR: PARA 2213) 3

FOURTH SEMESTER
PARA 2204 Civil Litigation & Procedure (PR: PARA 1102) 3
PARA 2994 Ethics and Professional Responsibility (PR: Permission) 2
PARA 2995 Paralegal Professional Practicum (PR: Permission) 3
PARA 2996 Paralegal Professional Development (PR: Permission) 1
ENGL 1109 Technical Report Writing (PR: “C” or higher in ENGL 1104) (“C” or higher in ENGL 1108 or 1109 for graduation) 3
MATH 1104 Mathematics in Business 3

Notice to all Students:
- It is to the responsibility of the student to meet with the faculty advisor to schedule all courses for the completion of this degree. Failure to seek assistance from the advisor may delay graduation.
- A “C” or better is required for graduation in ENGL 1104 and ENGL 1109.
- A “C” or better is required for graduation in PARA 1101, PARA 1102, PARA 1103, PARA 2201 and PARA 2202.
- A “C” or better in PARA 1141, PARA 2243, PARA 2213, PARA 2241, PARA 2242 and PARA 2243 is required to take PARA 2995.
• A cumulative 2.00 overall GPA is required for graduation in all Paralegal Studies and Landwork specialization courses.
• The semester before graduation, the student should schedule a Senior Evaluation through the Registrar's Office and must also apply for graduation. There is no graduation fee.
• In the semester in which they graduate, Paralegal Studies students should enroll concurrently in PARA 2994, PARA 2995 and PARA 2996, which together comprise the Paralegal Studies capstone experience.
• Students are reminded to review campus policies and procedures posted in the college catalog and student handbook.
PETROLEUM TECHNOLOGY PROGRAM
Certificate in Applied Science
*(Waiting US DOE Approval – Expected launch date – January 2014)*

Ron Walsmith, Coordinator
503 Morgantown Avenue, Fairmont
The Atrium
RWalsmith@pierpont.edu

Program Purpose:
The Certificate Degree Program in Petroleum Technology is designed to prepare students for employment in the upstream oil and gas industry. As the exploration and development of petroleum and shale gas resources expands in the Marcellus, Utica and other regional geological formations, excellent employment opportunities exist throughout this region and across the country for students who complete this program.

The program includes 30 credit hours of study. Of the 30 hours, 6 are general education courses and 24 are specific to the petroleum industry. This program prepares students for continuation into the Associate of Applied Science Degree Program in Petroleum Technology or for direct employment into the emerging oil and gas industry. The curriculum focuses on the knowledge, skills and attitudes that are required for success in technician-level jobs within the upstream petroleum production industry.

Admission Requirements:
- Students need to have a score of 19 or better in the Math portion of the ACT or SAT equivalent; or 36 or better on the COMPASS Algebra test; or have completed MATH 0081-0086 series.
- Students need to have a score of 18 or better in the English portion of the ACT or SAT equivalent; or a 71 or better on the COMPASS Writing Skills test; or have completed ENGL 0097 or 0098.

Student Learning Outcomes:
Upon successful completion of the Certificate Degree in Petroleum Technology, graduates will be able to do the following:

- Demonstrate a functional knowledge of the duties and responsibilities of a technician associated with petroleum production such as a roustabout or entry level lease operator.
- Demonstrate the ability to perform safely the skills commonly associated with a technician working as a roustabout or entry level lease operator.
- Demonstrate a functional knowledge of the duties and responsibilities of a roustabout or floorhand working in land-based rotary drilling.
- Demonstrate the ability to perform safely the basic skills commonly associated with a technician working as a roustabout or floorhand including working with rotary tongs, elevators, and slips.
- Demonstrate the ability to recognize hazards commonly found in drilling and production operations.
**Program Expectations**
The Certificate Degree in Petroleum Technology program is designed to require two 15 credit hour semesters with combined class, lab, and study times of up to 45 hours per week. The amount of personal study times may vary for students depending upon academic abilities and physical capabilities. The program includes a significant amount of reading of manuals, books, job aids, study guides, and other printed materials. Mathematic calculations are routine in studies and field work.

Physical requirements during on-campus labs, field trips, and internship includes walking over uneven ground with potential seen and unseen obstacles and tripping hazards, lifting and carrying objects up to 50 pounds or more, listening for auditory warnings and alerts, and avoiding potential pinch points, caught-betweens, falls, and other hazards. Students are also expected to pursue on campus and off campus opportunities to participate in technical meetings/seminars and invest a part of their personal time in industry societies and organizations as well as career networking opportunities that may be made available to students.

Students interested in careers in this industry should be aware that the following working conditions are typical: working outdoors in summer and winter, working as a member of a crew or working alone, the possibility of heavy lifting, as well as working with common and specialized hand-tools. Jobs in this field require mental and physical alertness. Stringent ongoing drug testing is typical, and background checks are typically required prior to employment. Frequently, there are strict limitations on tobacco and cell phone use.

**Opportunities**
The target population of the Certificate Degree Program in Petroleum Technology is both traditional and non-traditional college students who are seeking a career in a high demand and highly technical career field offering entry level salaries of $35 to $50K annually with the ability to advance in position and income throughout their career. These students may be male or female. They would typically be persons who like to participate in competitive sports such as football, basketball, baseball, and racquetball. Members of the target population also typically enjoy year round outdoor activities such as hiking, camping, hunting, and fishing.

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**CERTIFICATE IN PETROLEUM TECHNOLOGY**

30 SEM. HRS.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 1003</td>
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<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
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<tr>
<td>PTRM 1100</td>
<td>Appalachian Petroleum Industry and Careers Options</td>
<td>3</td>
</tr>
<tr>
<td>PTRM 1102</td>
<td>Health, Safety and Environment / Hazard Recognition</td>
<td>3</td>
</tr>
<tr>
<td>PTRM 1104</td>
<td>Production Technology with Hands-On Lab</td>
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</tr>
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<td>ENGL 1005</td>
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<td>(<em>C</em> or higher for graduation)</td>
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<tr>
<td>PTRM 1105</td>
<td>First Aid / CPR for Petroleum Industry</td>
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<tr>
<td>PTRM 1107</td>
<td>Rigging for Land-Based Oil and Gas Operations</td>
<td>2</td>
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<td>PTRM 1109</td>
<td>Drilling Technology with Hands-On Lab</td>
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</tr>
<tr>
<td>PTRM 1113</td>
<td>Free Plunger Lift with Hands-On Lab</td>
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<tr>
<td>PTRM 1115</td>
<td>Sucker Rod Pumping with Hands-On Lab</td>
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## PETROLEUM TECHNOLOGY PROGRAM
### MODEL SCHEDULE

#### FIRST SEMESTER
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 1003</td>
<td>Applied Math for Industry</td>
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<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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<tr>
<td>PTRM 1102</td>
<td>Health, Safety and Environment / Hazard Recognition</td>
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</tr>
<tr>
<td>PTRM 1104</td>
<td>Production Technology with Hands-On Lab</td>
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#### SECOND SEMESTER
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<thead>
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<td>ENGL 1005</td>
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<td>PTRM 1105</td>
<td>First Aid / CPR for Petroleum Industry</td>
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<tr>
<td>PTRM 1115</td>
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</table>

Total Credits: 15
PETROLEUM TECHNOLOGY PROGRAM
Associate in Applied Science

Ron Walsmith, Coordinator
503 Morgantown Avenue, Fairmont
The Atrium
RWalsmith@pierpont.edu

Program Purpose:
The Associate of Applied Science Degree Program in Petroleum Technology is designed to prepare students for employment in the upstream and midstream segments of the oil and gas industry. As the exploration and development of petroleum and shale gas resources expands in the Marcellus, Utica and other regional geological formations, excellent employment opportunities exist throughout this region and across the country for students who complete this program.

The program includes 60 credit hours of study. Of the 60 hours, 15 are general education courses and 45 are specific to the petroleum industry. The curriculum focuses on the knowledge, skills and attitudes that are required for success in technician-level jobs within the upstream and midstream segments of the petroleum industry.

Admission Requirements:
- Students need to have a score of 19 or better in the Math portion of the ACT or SAT equivalent; or 36 or better on the COMPASS Algebra test; or have completed MATH 0081-0086 series.
- Students need to have a score of 18 or better in the English portion of the ACT or SAT equivalent; or a 71 or better on the COMPASS Writing Skills test; or have completed ENGL 0097 or 0098.

Student Learning Outcomes:
Upon successful completion of the Certificate Degree in Petroleum Technology, graduates will be able to do the following:
- Demonstrate a functional knowledge of duties and responsibilities of a technician associated with petroleum production such as a roustabout, lease operator, meter technician, compressor technician, geological technician, or engineering technician.
- Demonstrate the ability to safely perform skills commonly associated with working as a production technician working in flowing production, beam pumping, free plunger lift, production surface equipment, gas measurement, compressor operations, flowback operations, or cased-hole wireline operations.
- Demonstrate a functional knowledge of duties and responsibilities of a well stimulations hand, cementing operations hand, or a well servicing crew member in support of and drilling and/or production operations.
- Demonstrate the ability to safely perform basic skills commonly associated with a technician working in pressure pumping or wireline services.
- Demonstrate a functional knowledge of duties and responsibilities of a roustabout, floorhand, MWD technician, mud logger, or open-hole wireline technician working in land-based rotary drilling operations.
- Demonstrate the ability to safely perform basic skills commonly associated with a technician working as a roustabout, floorhand, MWD technician, mud logger, or open-hole wireline technician.
- Demonstrate the ability to recognize hazards commonly found in drilling, services, and production operations.
**Program Expectations:**
The Petroleum Technology AAS program requires four 15 credit hour semesters with combined class, lab, and study times of up to 45 hours per week. The amount of personal study times may vary for students depending upon academic abilities and physical capabilities. The program includes a significant amount of reading of manuals, books, job aids, study guides, and other printed materials. Mathematic calculations are routine in studies and field work.

Physical requirements during on-campus labs, field trips, and internship includes walking over uneven ground with potential seen and unseen obstacles and tripping hazards, lifting and carrying objects up to 50 pounds or more, listening for auditory warnings and alerts, and avoiding potential pinch points, caught-betweens and other hazards.

Students are also expected to pursue on campus and off campus opportunities to participate in technical meetings/seminars and invest a part of their personal time in industry societies and organizations as well as career networking opportunities that may be made available to students.

Students interested in careers in this industry should be aware that the following working conditions are typical: working outdoors in summer and winter, working as a member of a crew or working alone, the possibility of heavy lifting, as well as working with common and specialized hand-tools. Jobs in this field require mental and physical alertness. Stringent ongoing drug testing is typical, and background checks are typically required prior to employment. Frequently, there are strict limitations on tobacco and cell phone use.

**Opportunities:**
The target population of the AAS Degree Program in Petroleum Technology is both traditional and non-traditional college students who are seeking a career in a high demand and highly technical career field offering entry level salaries of $35 to $60K annually with the ability to advance in position and income in the near future and throughout their careers. A limited number of career positions are also typically available in office support positions for persons with an AAS degree in Petroleum Technology.

These students may be male or female. They would typically be persons who like to participate in competitive sports such as football, basketball, baseball, and racquetball. Members of the target population also typically enjoy year round outdoor activities such as hiking, camping, hunting, and fishing.

A student may complete a summer internship if a compatible opening is available.

Students successfully completing the AAS program in Petroleum Technology typically will have received an opportunity to earn the following professional certifications associated with the petroleum industry:

- Medic First Aid/CPR
- SafelandUSA HSE
- OSHA 30 Hour – General Industry
- IADC WellCap – Supervisory or Fundamental Level in Well Control
- Off-Road Diesel Forklift Operations Training Certificate

The following are possible career options for persons who complete all the studies in the AAS degree program in Petroleum Technology and successfully complete the Petroleum Technology Exit Exam:

**Production Related Careers:**

- Roustabouts in support of production operations.
- Pumpers, lease operators, well tenders. May be a long term position.
- Compression technicians.
- Measurement technicians.
- Echometer technician.
- Flowback technicians.
- Water handling and disposal techs.
- Well completions technicians.

Drilling Related Careers:
- Roustabouts in support of drilling operations.
- Floorhands for drilling. This is the beginning of a career path in drilling.
- Rigging and load handling technician.
- Fishing Tool Technician.
- Mud engineers. (Typically requires additional training.)

Services Related Careers:
- Floorhands for well servicing. This is the beginning of a career path in well servicing.
- Flowback technicians.
- Water handling and disposal techs.
- Logging operators/engineers. (Typically requires internship and/or additional training.)
- LWD and MWD technicians. (Typically requires internship and/or additional training.)
- Mud logging technicians. (Typically requires internship and/or additional training.)
- Rigging and load handling technician.
- Pressure Pumping Services Careers:
  - Frac crew member/operator.
  - Flowback technicians.
  - Rigging and load handling technician.
  - Cementing crew member/operator.
- Engineering Support Related Careers:
  - Assistant to Production Engineer.
  - Assistant to Completions Engineer.
  - Assistant to Reservoir Engineer.
  - Assistant to Production Manager.
  - Assistant to Drilling Manager.
- Other Careers:
  - Geophysical technicians.
  - Assistant to the Geologists.
  - Site preparation manager trainee.
  - Supply store sales (Delivers supplies and equipment to field locations).
  - Manufacturer’s representative.
  - Rigging and load handling technician.
  - Lab technicians.
- HSE Related Careers:
  - EHS/HSE technicians (Particularly if student already has a bachelor’s degree in a science or health related field).
  - Assistant to HSE Manager.
AAS in PETROLEUM TECHNOLOGY

REQUIRED COURSES

60 SEM. HRS.

MATH 1003  Applied Math for Industry  3
INFO 1100  Computer Concepts and Applications  3
PTRM 1100  Appalachian Petroleum Industry and Careers  3

Options

PTRM 1102  Health, Safety and Environment / Hazard Recognition  3
PTRM 1104  Production Technology with Hands-On Lab  3
ENGL 1005  Written English for Industry  3
(“C” or higher for graduation)
PTRM 1105  First Aid / CPR for Petroleum Industry  1
PTRM 1107  Rigging for Land-Based Oil and Gas Operations  2
PTRM 1109  Drilling Technology with Hands-On Lab  3
PTRM 1113  Free Plunger Lift with Hands-On Lab  3
PTRM 1115  Sucker Rod Pumping with Hands-On Lab  3
PTRM 2219  Hydraulic and Pneumatic Applications for Petroleum w/Lab  3
PTRM 2200  Soft Skills/Leadership Skills for Technical Professions  3
PTRM 2202  Well Completions Design and Operations with Lab  3
PTRM 2206  Applied Chemistry for the Petroleum Industry with Lab  4
PTRM 2211  Supervisory Level Well Control with Hands-On Lab  3
PTRM 2213  Gas Measurement with Hands-On Lab  2
PTRM 2215  Electrical, Analog, and Digital Applications for Petroleum w/Lab  3
PTRM 2217  Petroleum Geology of Appalachia  2
ENGL 1109  Technical Report Writing  3
(PR: “C” or higher in ENGL 1104)
(“C” or higher in ENGL 1109 for graduation)

AAS in PETROLEUM TECHNOLOGY

MODEL SCHEDULE

60 SEM. HRS.

FIRST SEMESTER

MATH 1003  Applied Math for Industry  3
INFO 1100  Computer Concepts and Applications  3
PTRM 1100  Appalachian Petroleum Industry and Careers  3
Options
PTRM 1102  Health, Safety and Environment / Hazard Recognition  3
PTRM 1104  Production Technology with Hands-On Lab  3

Pierpont C&TC Catalog 2013-2014 Version 1.1
**SECOND SEMESTER**

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**THIRD SEMESTER**

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<td>PTRM 2200</td>
<td>Soft Skills/Leadership Skills for Technical Professions</td>
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<td>PTRM 2202</td>
<td>Well Completions Design and Operations with Lab</td>
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<td>PTRM 2206</td>
<td>Applied Chemistry for the Petroleum Industry with Lab</td>
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**FOURTH SEMESTER**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>PTRM 2211</td>
<td>Supervisory Level Well Control with Hands-On Lab</td>
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<tr>
<td>PTRM 2213</td>
<td>Gas Measurement with Hands-On Lab</td>
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<tr>
<td>PTRM 2215</td>
<td>Electrical, Analog, and Digital Applications for Petroleum w/Lab</td>
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<td>PTRM 2217</td>
<td>Petroleum Geology of Appalachia</td>
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<td>ENGL 1109</td>
<td>Technical Report Writing</td>
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<td></td>
<td>Petroleum Elective</td>
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</table>
PHLEBOTOMY
Advanced Skill Set

Dr. Rosemarie Romesburg, Program Director
Dean, School of Health Careers
211 Education Building / (304) 367-4284
Locust Avenue Campus
Rosemarie.Romesburg@pierpont.edu

Program Purpose:
The Phlebotomy Advanced Skill Set courses provide students with the opportunity to attain the skills and education needed to work as phlebotomists. The Advanced Skills Set is part of the Laboratory Assistant Certificate in Applied Science.

Program Admission:
Admissions standards must be met in order to be considered for entry into the Phlebotomy Skills Set program, applicants must:

- Meet the general admission requirements of Pierpont Community and Technical College.
- Have a high school GPA and, if applicable, a college GPA of 2.0 or better.
- Meet the prerequisites for MATH 1106. These include successful completion of the appropriate academic skills math class, OR a score of 19 or better on the Math section of the ACT (or SAT equivalent) OR a score of 36 on the Algebra COMPASS test.
- All applicants are expected to meet nonacademic criteria (essential functions) in order to participate in the Phlebotomy Skills Set program and are accepted according to date of application.

Clinical Affiliates:
The Phlebotomy Advanced Skill Set course HLCA 2205 is currently affiliated with several medical institutions where students obtain practical experience in blood drawing techniques. Students are required to have background clearances, submit health documentation, and meet essential functions of the program before attending clinical placements.

Program Requirements:
To remain in and complete the Phlebotomy Advanced Skill Set, students must maintain an overall GPA of 2.0 and earn a grade of “C” or better in HLCA 1100 Medical Terminology; HLCA 1110 Basic Clinical and Laboratory Skills; HLCA 2205 Phlebotomy Practicum; HLCA 1170/1171 Human Anatomy and Physiology; and receive credit for HLCA 1101. GPA’s are reviewed each semester. Failure to meet any of these requirements will result in dismissal from the program. Students who have been dismissed for academic reasons may reapply to the program.

Readmission to the Phlebotomy Advanced Skill Set will be determined on an individual basis. The decision will be made by the Laboratory Assistant Admissions Committee on the basis of the student’s prior academic performance in the program, the student’s qualifications when compared to other applicants, and the availability of space.
**Student Learning Outcomes:**
Upon successful completion of the Phlebotomy Advanced Skill Set Program, completers will be able to do the following:

- Meet the academic qualifications to sit for the exam to become a certified phlebotomist
- Communicate verbally and non-verbally with patients, health care personnel and others in a professional manner, respecting the confidentiality of patient results
- Exhibit conduct that reflects professional standards that are legal, ethical and safe

**Opportunities:**
Phlebotomists are employed in a variety of settings, including hospitals, clinics and industry. Credits earned through the Phlebotomy Advanced Skill Set may be applied to the Laboratory Assistant certificate program or another Associate degree program in the Pierpont C&TC School of Health careers. Some credits may be transferred to a baccalaureate degree program. According to a recent national wage and vacancy survey conducted by The American Society for Clinical Pathology (ASCP), the average annual salary for phlebotomists is $25,000-30,000.

**PHLEBOTOMY**
**MODEL SCHEDULE**

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>12 SEM. HRS.</th>
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<tbody>
<tr>
<td>HLCA 1100</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HLCA 1101</td>
<td>Introduction to Health Careers Programs</td>
</tr>
<tr>
<td>HLCA 1110</td>
<td>Basic Clinical &amp; Laboratory Skills</td>
</tr>
<tr>
<td>HLCA 1170</td>
<td>Anatomy and Physiology Lecture</td>
</tr>
<tr>
<td>HLCA 2205</td>
<td>Phlebotomy Practicum</td>
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<tr>
<td></td>
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</table>

Students seeking admission into an Associate degree program in the School of Health Careers are encouraged to complete HLCA 1171, “Human Anatomy and Physiology Laboratory”, during the first semester of the program.

*This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.*
PHYSICAL THERAPIST ASSISTANT
Associate in Applied Science

Beverly Born, Program Coordinator
310A Caperton Center / (304) 367-4042
Beverly.Born@pierpont.edu

Accrediting Agency:
Commission on Accreditation in Physical Therapy Education
1111 North Fairfax Street
Alexandria, VA 22314
(703) 706-3245
Email: accreditation@apta.org
Website: www.capte.org

Program Purpose:
The Physical Therapist Assistant program is designed to educate and prepare students to work under the supervision of a physical therapist to provide therapeutic treatments to patients who have lost functional ability because of illness or injury. The program prepares students to sit for a state licensing exam and graduates must pass this exam in order to work as a Physical Therapist Assistant.

Program Admission:
Admission to the PTA program is competitive. A numerical score sheet is used to select 20 students for each class. Points are assigned for GPA, ACT scores, grades in algebra, physics, and certain other college courses. The students with the highest scores are chosen. To be considered for admission, applicants must:

- Complete a Pierpont Community & Technical College application.
- Have at least a 2.0 grade point average.
- Have a score of 18 or higher on the English portion of the ACT; a CREDIT in English 0097; OR a C or better in English 1104.
- Have grades of C or better in physics and algebra taken in high school or college.
- Complete a total of 10 volunteer/observation hours divided between at least 2 physical therapy practice settings.
- Complete and submit a separate PTA program application, official high school and college transcripts, official ACT or SAT scores, and 2 volunteer/observation forms to the Director of Admissions by January 31 for the next entering class.

Students must have a “C” or better in every course that is part of the curriculum and at least a 75% test average in PTA courses to continue in the program.
**Student Learning Outcomes:**
Upon successful completion of the PTA program, graduates will be able to do the following:

- Implement a plan of care established by the physical therapist
- Demonstrate the cognitive knowledge basic to physical therapy intervention
- Demonstrate competence in data collection through tests, measurements, and observations
- Use verbal, non-verbal, and written communication in an effective and appropriate manner
- Exhibit conduct that reflects practice standards that are legal, ethical, and safe
- Exhibit professional behavior through integrity, service, and the ability to assume appropriate responsibility

**Opportunities:**
Career opportunities for licensed PTAs can be found in hospitals, clinics, rehabilitation centers, nursing care facilities, offices of physical therapists in private practice, and in home health care.

According to the US Department of Labor, employment of PTAs is expected to grow much faster than average for the next several years, and the average annual salary is over $40,000.

Many PTA graduates continue their education in a baccalaureate field such as Allied Health Administration or Exercise Science. PTAs who wish to become physical therapists must first earn a Bachelor’s degree in a field that satisfies the prerequisites for the Doctor of Physical Therapy program they wish to attend.

**PHYSICAL THERAPIST ASSISTANT 70 SEM. HRS.**

**REQUIRED COURSES:**

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<tr>
<td>ENGL 1108</td>
<td>Written English II</td>
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<tr>
<td>OR ENGL 1109</td>
<td>Technical Report Writing</td>
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<td></td>
<td>(PR: “C” or higher in ENGL 1104)</td>
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<tr>
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<td>(“C” or higher in ENGL 1108 or ENGL 1109 for graduation)</td>
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<tr>
<td>HLCA 1100</td>
<td>Medical Terminology</td>
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<td>HLCA 1102</td>
<td>Pathophysiology of Disease</td>
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<td>HLCA 1170</td>
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<td>INFO 1100</td>
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<td>PHTA 1100</td>
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<td>Patient and Professional Relationships</td>
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<td>Introduction to Patient Care</td>
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<td>Techniques I</td>
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<td>PHTA 2200</td>
<td>Physical Therapy Assistant Techniques III</td>
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<td>PHTA 2204</td>
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<td>PHTA 2206</td>
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<tr>
<td>PSYC 1101</td>
<td>Introduction to Psychology</td>
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<tr>
<td>COMM 2200</td>
<td>Introduction to Human Communication</td>
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**Physical Therapist Assistant**

**Model Schedule**

**70 Sem. Hrs.**

**Fall First Year**

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<td>HLCA 1170</td>
<td>Human Anatomy and Physiology</td>
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**Spring First Year**

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<td>Pathophysiology of Disease</td>
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<td>Patient and Professional Relationships</td>
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<td>Introduction to Patient Care</td>
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<td>Techniques I</td>
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**Summer First Year**

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**Fall Second Year**

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<td>Physical Therapy Assistant Techniques IV</td>
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<td>COMM 2200</td>
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Pierpont C&TC Catalog 2013-2014 Version 1.1
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<td>PHTA 2995</td>
<td>Capstone Seminar</td>
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Total Credits: 12
POWER PLANT TECHNOLOGY
Certificate in Applied Science

Doug Furr, Coordinator
411 Engineering Technology Building / (304) 367-4911
Locust Avenue Campus
dfurr1@pierpont.edu

Program Purpose:
This program is designed to prepare students for employment as power plant operators. Excellent employment opportunities exist in West Virginia and throughout the United States for students who complete this program. Current industry studies indicate that between 40-50% of existing power industry workers will be retiring within the next 5 years. Students are not obligated to work for sponsoring utilities upon completion of this certificate program, and are free to obtain employment with any company.

Classes are held in a cohort format, with students progressing together through the program. Class sizes are limited to match the predicted employment needs of regional power stations, thus assuring a high probability of employment. A 10-week paid internship is typically offered on a competitive basis at local power stations which can provide students with field experience. Internship opportunities are contingent upon successful completion of the course with passing grades and a 2.0 GPA or higher, a comprehensive background investigation, post-offer physical examination and drug screening, and utility participation in the internship portion of the program. Successful completion of the POSS/MASS utility workers exam is also considered a requirement by most utilities in order to qualify for the internship portion of the program.

Admission Requirements:
- Students need to have a score of 19 or better in the MATH portion of the ACT or SAT equivalent or 36 or better on the COMPASS Algebra test or have completed MATH 0081-0086 series.
- Students need to have a score of 18 or better in English portion of the ACT or SAT equivalent or a 71 or better on the COMPASS test or have completed ENGL 0097 or 0098

Student Learning Outcomes:
Upon successful completion of the Power Plant Technology program, graduates will be able to do the following:

- Demonstrate theoretical knowledge of power plant operations, including applicable physical laws, boiler and flue gas processes, steam and thermodynamics, water treatment, emissions controls, instrumentation and controls, electrical and plant component fundamentals
- Demonstrate practical and theoretical knowledge of typical and selected power plant systems
- Have practical knowledge of power plant operations gained through participation power plant start-up, shut down and abnormal conditions on a plant referenced simulator, lab activities and/or internship
- Be prepared to successfully complete the Edison Electric Institute POSS and MASS battery of tests
Opportunities:
This program is designed to prepare students for employment as power plant operators. Excellent employment opportunities exist in West Virginia and throughout the United States for students who complete this program. Current industry studies indicate that between 40-50% of existing power industry workers will be retiring within the next 5 years. Students are not obligated to work for sponsoring utilities upon completion of this certificate program, and are free to obtain employment with any company.

Typical starting wages at area power generation stations are about $15 - $18 per hour, and a power station operator can earn approximately $35,000 to $40,000 per year after six months of initial employment. This job offers stable employment and significant opportunities for advancement. Current placement rate for individuals that have completed this program is approximately 60-70%.

POWER PLANT TECHNOLOGY 36 SEM. HRS.
MODEL SCHEDULE

FALL FIRST YEAR
MATH 1003 Applied Math for Industry 3
PWPL 1160 Power Plant Fundamentals, Components And Theory 3
PWPL 1165 Basic DC Circuits 3
PWPL 1168 Technical Physical Science 3
PWPL 1172 Power Plant Instrumentation & Control 3
15

SPRING FIRST YEAR
ENGL 1005 Written English for Industry 3
("C" or higher for graduation)
PWPL 1162 Plant Water Chemistry, Cooling, Fuel & Combustion Air Systems 3
PWPL 1166 Basic AC Circuits 3
PWPL 1174 Advanced Power Plant Systems 3
PWPL 1179 Power Plant Simulation 3
15

SUMMER FIRST YEAR
PWPL 1995 Power Plant Capstone 6
-OR
PWPL 1994 Power Plant Safety, Tooling/Mechanics 6
6

*One-year certificate, Power Plant Technology, will be issued following completion of first year curriculum.
POWER PLANT TECHNOLOGY
Associate in Applied Science

Doug Furr, Coordinator
411 Engineering Technology Building / (304) 367-4911
Locust Avenue Campus
dfurr1@pierpont.edu

Program Description:
This program is designed to meet the needs of First Energy and other local and regional power producers. The program provides entry and mid-level replacement personnel for First Energy generating facilities and also supplies an available workforce to other local and regional utilities and industries. Technical and academic courses are offered through Pierpont Community and Technical College. A limited amount of internships are provided by First Energy on a competitive basis.

Student Learning Outcomes:
Pierpont Community & Technical College’s motto of “Practical, Possible, Pierpont” focuses on creating practical learning experiences, while increasing employment opportunities for our graduates. By incorporating mathematics, physics, communication skills, computer technology, professional and industry safety standards to real-life learning experiences, graduates of the Power Plant Technology program will become successful entry level power plant operators.

Upon successful completion of the Power Plant Technology A.A.S. degree program, graduates will be able to:

- Use written and spoken English effectively and professionally.
- Use a computer to perform work-specific duties.
- Apply mathematics and physics as a means of solving problems in the work environment.
- Apply appropriate safety precautions when working with various tools, machinery, or processes.
- Interpret schematic drawings of, use appropriate measuring devices for, and demonstrate the ability to perform basic troubleshooting of fluid and electrical systems.
- Perform entry level and routine duties as a plant operator at electrical power generating facilities.
- Operate hand and power tools to repair electrical and mechanical systems.
- Appreciate the diversity found in the field of Power Plant Technology and how lifelong learning will be instrumental to career advancement within the industry.
- Demonstrate basic workplace skills and responsibilities, including punctuality, etiquette and courtesy, and teamwork.

Career Opportunities:
Graduates of the Power Plant Technology Program may accept positions in the electrical power generating industry within plant operations and maintenance departments. Graduates may also find placement in water treatment facilities, chemical processing facilities, and other industrial facilities that use components and systems that are similar to those used in power generating stations.

The electrical power industry as a whole projects that approximately 50% of their workforce will be retiring in the next 3-5 years. Conservatively, this equates to approximately 150-200 jobs at local power generating facilities, which should become available within in that time frame.

Professions within the electrical power generation sector are among the highest paying, and most stable professions in the country. The average starting wage of a plant operator or maintenance technician is approximately $40,000-
$45,000 per year. It is not uncommon for individuals to progress through the ranks and make $80,000 – $100,000 per year within their first 3-5 years of employment. Generally speaking, electrical power generation workers stay employed at the same location throughout their career.

**Program Assessment:**
Written exams, homework assignments, written reports and oral presentations will be used to assess course and program cognitive outcomes. Lab exercises and evaluations, simulator evaluations, and troubleshooting exercises will be used to evaluate performance objectives.

**Admission Requirements**
Students need to have a score of 19 or better in the MATH portion of the ACT or SAT equivalent or 36 or better on the COMPASS Algebra test or have completed the MATH 0081-0086 series. Students need to have a score of 18 or better in the English portion of the ACT or SAT equivalent or a 71 or better on the COMPASS test or have completed ENGL 0097 or ENGL 0098.

**REQUIRED COURSES:**
**POWER PLANT TECHNOLOGY**

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<th>Hours</th>
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<td>ENGL 1109</td>
<td>Technical Report Writing</td>
<td>3</td>
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<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Applications</td>
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<td>MATH 1003</td>
<td>Applied Math for Industry</td>
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<td>PWPL 1168</td>
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**REQUIRED TECHNICAL COURSES**

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<td>ENRG 1020</td>
<td>Mechanics I</td>
<td>3</td>
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<td>ENRG 1030</td>
<td>Electrical Machinery I</td>
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<td>Mechanics II</td>
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<td>ENRG 2030</td>
<td>Electrical Machinery II</td>
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<td>Industrial Safety</td>
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<td>Emerging Energy Technologies</td>
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<td>OR</td>
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**POWER PLANT TECHNOLOGY**

**MODEL SCHEDULE**

**64 SEM. HRS.**

**FALL FIRST YEAR**

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<td>PWPL 1172</td>
<td>Instrumentation and Controls</td>
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**SPRING FIRST YEAR**

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<td>PWPL 1994</td>
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**FALL SECOND YEAR**

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**SPRING SECOND YEAR**

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RESPIRATORY CARE
Associate in Applied Science

Michael Walls, Program Coordinator
316-D Wallman Hall/ (304) 367-4874
Locust Avenue Campus
Michael.Walls@pierpont.edu

Accrediting Agency:
Commission on Accreditation for Respiratory Care (CoARC)
1248 Hardwood Road
Bedford, TX  76021-4244
(817) 283-2835
Fax: (817) 354-8519
www.coarc.com

Program Purpose:
The Respiratory Care field will experience an increased demand in the near future. As a result of substantial growth in the middle-aged and elderly population, the rates of cardiopulmonary disease will increase, and respiratory therapists will be needed for case management, disease prevention, and emergency care of pulmonary disorders. The A.A.S. Respiratory Care Degree is designed to prepare competent Respiratory Therapists by providing an appropriate sequence of classroom, laboratory, and clinical activities through an 18-month program.

The Respiratory Care Program takes pride in its safety program, which follows national guidelines published by the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC), and the Environmental Protection Agency (EPA).

Students admitted into the program must arrange for a physical examination and submit the completed health examination form to the Respiratory Care Program Coordinator prior to the first day of classes. The completed health examination form is required for full admission into the program.

Overview of essential function for acceptance into the Respiratory Care program include:

- Sufficient vision to effectively operate instruments and equipment
- The ability to visually differentiate colors
- Motor functions sufficient to permit effective operation of instruments and equipment
- Communication skills adequate for transmitting and receiving information from patients and hospital setting
- Good general health as evaluated by a physician during a physical examination including urinalysis, RPR and PPD tests.
- Appropriate vaccinations including a current tetanus toxoid, DPT, MMR, polio and Hepatitis B vaccine. A Hepatitis B surface antibody test demonstrating sufficient antibody titer may be submitted in lieu of the hepatitis vaccine series. All students are required to obtain a Hepatitis surface antibody titer six months after their final vaccination.
Admission Procedures:
Admission into the RC Program at Pierpont Community and Technical College is selective and students are admitted each year prior to the opening of the Summer session.

To be considered for admission, applicants must:

1. Submit an application for admission designating RC as a major field of study, official ACT, SAT or Compass scores, GED or high school transcripts, and college transcripts (if applicable) to the office of the registrar.
2. Meet the general admission requirements of Pierpont Community & Technical College.
3. Have a high school GPA of 2.0 or better and, if applicable, a college GPA of 2.0 or better.
4. Have successfully completed one year of study in Physics, Chemistry, and Anatomy in high school or one semester in college.
5. Have a score of 19 or better on the Math 1110 or Math 1107 section of the ACT (or SAT equivalent) or meet the prerequisites for Math 1100 and Chem 1101.
6. Have a score of 18 or better on the English section of the ACT (or SAT equivalent) or meet the prerequisites for English 1104.
7. Submit program application with $20 application fee. An impartial scoring system is employed to rank the RC applicants. ACT/SAT/Compass scores, high school or college GPA, GED scores, grades in high school chemistry, biology, algebra, and grades in any college courses completed which may be applied to the RC curriculum requirements are considered in the evaluation process.
8. Applicants will be scored and ranked with accordance an admission score sheet. Applicants may be interviewed in cases where rankings are equivalent.

Applications, Transcripts and Letters of Interest must be sent to the Office of the Registrar. Application packages are accepted by the registrar's year-round. Application deadline is January 31 each year. Cohorts begin to matriculate each August.

Progression Requirements:

- To progress in the respiratory program, a student must receive a grade of "C" or above in each course in the model schedule.
- All Respiratory courses must be completed in the sequence displayed in the model schedule.
- Failure to meet either of these requirements will result in dismissal from the program.
- Dismissed students may re-apply and will be assessed and scored by the system in place at that time. Re-applying does not guarantee re-entry into the program.
- A student who has been dismissed from the program twice, may not re-apply to the program.

Exit Requirements: To successfully graduate from the Respiratory Care Program:

- A student must have a grade of “C” or above in each course in the model schedule and have a cumulative G.P.A of 2.0 or higher.
- Students must meet or exceed the cut score of 79 out of 140 correct answers on the NBRC Self-Assessment Examination (SAE) administered within the last semester of the program.
- Students with scores of less than 79 will be given an incomplete for RESP 1202 and will be given a year to pass the SAE exam with a score of 79 or higher.
- Students not meeting the cut score and wishing to retest are required to pay for any additional exam attempt.
- Students receiving incomplete grades who pass the NBRC SAE exam with a score of 79 or higher within the calendar year will be given a grade of “C” for RESP 1202; students who do not retest within the calendar year or who receive a score below 79 will be given a grade of “F” in RESP 1202
The initial cost of the SAE exam is included within RESP 1202 course fees. Students needing to retake the exam will do so at their own cost.

Successful completion of the AAS Respiratory Care program of study does not guarantee success on the NBRC examinations or job placement.

Accreditation:
Commission on Accreditation for Respiratory Care (CoARC)
1248 Hardwood Road
Bedford, TX 76021-4244
(817) 283-2835
(817) 354-8519
www.coarc.com
Medical Director: Salam Rajjoub, MD, FCCP

Opportunities:
Graduates of the program will be eligible to take the Certified Respiratory Therapist (CRT) and Registered Respiratory Therapies (RRT) credentialing exam offered by the National Board for Respiratory Care (NBRC). Upon successful attainment of the CRT credential, the graduate is eligible to be licensed by the West Virginia Board of Respiratory Care (WVBORC).

Employment of respiratory therapists nationwide is expected to grow 19 percent from 2006 to 2016, faster than the average for all occupations. Average annual earnings of wage-and-salary respiratory therapists in May 2006 ranged from $40,000-56,000, according to the Bureau of Labor Statistics. Job placement is not guaranteed.

REQUIRED COURSES: 65 SEM. HRS.

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<tr>
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<td>RESP</td>
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<td>RESP</td>
<td>Clinical Practice II</td>
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<td>RESP</td>
<td>Neonatal/Pediatric Respiratory Care</td>
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<td>Respiratory Care Internship</td>
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<td>Neonatal/Pediatric Clinical Practice</td>
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<td>RESP 1210</td>
<td>Intensive Respiratory Care</td>
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<td>RESP 2995</td>
<td>Respiratory Care Capstone</td>
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**RESPIRATORY CARE MODEL SCHEDULE**

**65 SEMS. HRS.**

**SUMMER I FIRST YEAR**
- HLCA 1170 Human Anatomy and Physiology 3
- HLCA 1171 Human Anatomy and Physiology Lab 1
- MATH 1106 Applied Math in Health Careers 3

**SUMMER II FIRST YEAR**
- INFO 1100 Computer Concepts and Applications 3
- CHEM 1101 Chemistry 4

**FALL FIRST YEAR**
- ENGL 1104 Written English I ("C" or higher for graduation) 3
- RESP 1101 Introduction to Respiratory Care 3
- RESP 1109 Respiratory Pathophysiology 3
- RESP 1105 Clinical Practice I 4
- RESP 1107 Mechanical Ventilation I 3

**SPRING FIRST YEAR**
- RESP 1103 Respiratory Pharmacology 3
- RESP 1110 Clinical Practice II 4
- RESP 1112 Neonatal/Pediatric Respiratory Care 3
- RESP 1114 Mechanical Ventilation II 3
- ENGL 1109 Technical Report Writing 3
  (PR: "C" or higher in ENGL 1104)
  ("C" or higher in ENGL 1109 for graduation)

**SUMMER I SECOND YEAR**
- RESP 1205 Neonatal/Pediatric Clinical Practice 4

**SUMMER II SECOND YEAR**
- RESP 1210 Intensive Respiratory Care 4
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<td>RESP 1204</td>
<td>Respiratory Care Internship</td>
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<td>RESP 2995</td>
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<tr>
<td>RESP 1202</td>
<td>Respiratory Care Exam Review</td>
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FALL SECOND YEAR
SERVSAFE
Skill Set

Brian Floyd, Certified Executive Chef, Associate Professor
Executive Director
Pierpont Culinary Academy
140 Education Building / (304) 367-4409
Locust Avenue Campus
bfloyd@pierpont.edu

Program Purpose:
This Skill Set is a single course. Student who successfully complete the course and pass the national certification exam will be awarded the skill set certificate by Pierpont Community & Technical College. Many food service industry employers require ServSafe Certification training in sanitation and procedures for food service workers. Consult Program Advisor for more details.

Student Learning Outcomes:
Upon successful completion of the ServSafe Skill Set Certificate, completers will be able to do the following:

- Apply all required and recommended safe food handling procedures including selection, preparation and storage or both fresh and refrigerated or frozen foods
- Complete all requirements to sit for the National Restaurant Association examination on safe food practices

Opportunities:
This Skill Set certificate is recognized by the food industry as evidence of satisfactory food practices required by health departments for food handlers in any/all public and private businesses and institutions.

REQUIRED COURSE:
FOSM 1122 Sanitation and Safety 2
-OR
FOSM 1100 Servsafe 1

Must pass national certification exam.

This program alone does not qualify for financial aid. Students seeking financial aid eligible degrees may incorporate the classes as electives when their schedule allows or may declare an Associate or Certificate of Applied Science degree major of study in which the courses are embedded.
Technical Studies
Associate of Applied Science

Linda Cronin (304-642-1372)
200 Hardway Building
Linda.cronin@pierpont.edu

Program Purpose:
The Associate of Applied Science degree program in Applied Technology is a cooperative program between Pierpont Community &Technical College and the Career Technical Education Centers. To complete the program, students must successfully complete an indicated program emphasis at a career-technical center and selected courses at Pierpont. The courses below are required to meet the core curriculum requirements for the Associate of Applied Science degree. Additional technical elective courses are suggested to provide background appropriate to the field being studied. It is a useful option for individuals who wish to earn an applied degree and who have been trained in areas such as building construction, carpentry, automotive, masonry, electrical, agriculture, information technology and other technical trades. The institution will work with Career & Technical Education Centers in the service area to develop educational pathways for degree completion.

Students complete general education requirements and coursework from restricted content area based on background. Technical electives used to complete the program of study can be a combination of approved credits earned from previous college coursework trade-based training, or vocational studies, and will be evaluated on a case-by-case basis.

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

Program Admission (incoming expectations):
• Meet with an advisor before admission to Pierpont and the program to determine eligibility and credits to be approved upon admission into program of study.
• Proof of completion of Career and Technical Education Center program of study through selected centers (currently including: Calhoun Gilmer Career Center, Fred Eberle Technical Center, Marion County Technical Center or Adult and Community Education Center, Monongalia Technical Education Center and United Technical Center), GPA of 2.0 or greater, score of 75% or greater on WV Global 21 Performance Assessment. Current areas of partnerships may be found in the offices of the advisors.
• Meet with an advisor before admission to Pierpont and the program to determine eligibility and credits to be approved upon admission into program of study.
• Meet the general admission requirements of Pierpont Community & Technical College and complete all necessary prerequisite coursework (ACT ENGL 18 and MATH 19 or equivalent or successfully complete ENGL 0097 and MATH 0086 or higher depending on MATH course choice for general education).
• Submit an application for admission to Pierpont and complete and submit a separate AAS – Technical Studies, Applied Technology program application, official high school transcript or verified GED score and if applicable EDGE transcript to Office of Admissions.

Student Learning Outcomes:
Upon successful completion of the A.A.S. in Technical Studies, students will be able to:
• Meet the learning outcomes set forth in the general education statements for an AAS degree,
• Work at an advanced level in their craft with exposure to additional technical, managerial and/or entrepreneurial skills.
Opportunities:
Graduates of the Technical Studies, Applied Technology program of study will be able to enter or continue in an in-demand job market with industry recognized credentials and additional skills to enhance marketability in their specialized field.

**REQUIRED COURSES**

60 SEM. HRS

combined 1 & 2 – GENERAL EDUCATION & TECHNICAL CORE CLASSES

| APPT  | 2290 | Applied Technology Workplace Skills | 2 |
| DRFT  | 1100 | Engineering Graphics | 3 |
| -OR | |
| DRFT  | 2200 | Fundamentals of CAD | |
| -OR | |
| BUSN  | 1102 | Introduction to Business | |
| EMMS  | 1109 | CPR and Workplace Safety | 1 |
| ENGL  | 1104 | Written English I | 3 |
|  | (“C” or higher for graduation) |
| ENGL  | 1109 | Technical Report Writing | 3 |
|  | (PR: “C” or higher in ENGL 1104) |
|  | (“C” or higher in ENGL 1109 for graduation) |
| HUSV  | 1100 | Freshman Seminar or College 101 | 3 |
| INFO  | 1100 | Computer Concepts and Applications | 3 |
| MATH  | 1104 | Math course with prefix 1100 or higher | 3 |
| Any program internship | 3 |
| History, Political Science or INTR elective | 3 |
| Science, Psychology or Sociology elective | 3-4 |
|  | 30-31 |

**MODEL SCHEDULE**

FIRST SEMESTER

| MATH  | 1100 | Math 1100 or higher* | 3 |
| -OR HIGHER | |
| ENGL  | 1104 | Written English I** | 3 |
|  | (“C” or higher for graduation) |
| HUSV  | 1100 | Freshman Seminar | 3 |
| -OR | |
| College 101 | |
| INFO  | 1100 | Computer Concepts & Applications | 3 |
| DRFT  | 1100 | Engineering Graphics | 3 |
| -OR | |
| DRFT  | 2200 | Fundamentals of CAD | |
| -OR | |
| BUSN  | 1102 | Intro to Business | |
| EMMS  | 1109 | CPR & Workplace Safety | 1 |
|  | 16 |
SECOND SEMESTER

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<td>ENGL 1109</td>
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<tr>
<td>HIST, POLI OR INTR Elective</td>
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<tr>
<td>Science, Psychology or Sociology Elective</td>
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FINAL SEMESTER

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* PR: MATH ACT 19 or equivalent or successful completion of MATH 0086 or higher depending on course
** PR: ENGL ACT of 18 or equivalent or successful completion of ENGL 0097
*** PR: ENGL 1104 with grade of “C” or better

COMPONENT 3 – TECHNICAL/OCCUPATIONAL PARTNERSHIPS COURSES 20-21 hrs
(transfer credits or may substitute additional approved core coursework)

COMPONENT 4 – ON THE JOB TRAINING 9 hrs
(may substitute approved skill set)

EXAMPLE OF SUGGESTED TECHNICAL CORE COURSES (List subject to annual update)

For students interested in management:
ACCT 1100, BUSN 1102, 2210, BUSN 2220, MGMT 2214, OFAD 2232, 2233 (21 credits);
ENTR 1100, 1110, 1120, 1130, 1140, 1150 (9 credits);
BUSN 2251 (3 credits)
FINC 2230 (3 credits)

For students interested in computer aided drafting:
DRFT 2200, 2205, 2215, 2235, 2245 (15 credits)
Pierpont Community & Technical College has an official partnership with the Radiologic Technology programs of United Hospital Center (UHC), Bridgeport, WV and West Virginia University Hospital (WVUH), Morgantown, WV, to offer an Associate of Applied Science Degree in Technical Studies, Radiologic Technology. Students complete general education courses at Pierpont and Radiologic Technology courses at West Virginia University Hospital or United Hospital Center through an integration of clinical and didactic assignments. The program consists of 70 credit hours, 15 hours of General Education and 55 hours of core specific courses. As a component of the core radiologic technology courses, students must perform supervised clinical assignments.

This program is a competitive, selective admission program. Students should enroll at Pierpont, and applicants meeting admission standards should complete a Pierpont Radiologic Technology application and pay a program application fee to Pierpont. All supporting material should be sent to Pierpont by February 1st for consideration into the program. Application material will be made available to the hospital-based facility to assist in deliberations. Student selection for enrollment is based upon academic qualifications, personal interview, previous healthcare and/or work experience, and the individual’s projected ability to make a significant contribution to the healthcare profession. Interviews are conducted by program faculty for individuals whose scores rank highest among those pursuing admission each year. Students are selected annually for program participation.

To be considered for admission, applicant must:

- Have a high School diploma with overall GPA ≥2.0
- Submit ACT/SAT scores, Official High School Transcripts or acceptable High School Equivalency (GED, etc) documentation
- Have a score of 19 or better MATH ACT Composite (or SAT equivalent), or 36 or better COMPASS score on the algebra test, or have successfully completed MATH 0082-0086 or equivalent; and a score of 18 or better ENGLISH ACT Composite (or SAT equivalent) or 71 or better COMPASS writing test or have successfully completed ENGL 0097 or equivalent
- Meet all hospital admission standards
- Applicant must be able to fully participate in all activities and a physical and background check, drug testing, immunizations, and psychological testing may be required
- Applicant must meet ethical standards as imposed by the American Registry of Radiologic Technologists (ARRT). Individuals with convictions records related to misdemeanor, gross misdemeanor or felony, or any alcohol or
drug related violations as adults may be ineligible for professional certification.

- Scoring for admissions includes a section for completion (grade of “C” or higher) of high school mathematics courses (Algebra, Geometry, Algebra II, or Trigonometry or the College course equivalents), and for completion (grade of “C” or higher) of high school level science courses (Biology, Physics, Chemistry, Human Anatomy and Physiology) or the College course equivalents.

To remain in the program, grades of “C” or above must be earned in model schedule courses, with an overall GPA of 2.0 or greater.


General education courses should be taken before selection into the program. Students wishing additional preparation before applying to the program should review the preparatory health career menu of coursework. Completion of coursework does not guarantee entry into the program of study, as this is a selective, competitive program of study.

**PROGRAM GOALS**

Upon successful completion of the AAS degree in Technical Studies, Radiologic Technology graduates will be able to,

1. Demonstrate entry-level clinical competence in diagnostic imaging
2. Practice effective communication skills
3. Employ critical thinking
4. Reflect professional behavior
5. Integrate professional growth and development practices

**GENERAL EDUCATION COURSES:**

**RADIOLOGIC TECHNOLOGY STUDENTS**

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<td>COMM 2200</td>
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<td>INFO 1100</td>
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*Plus additional math and science courses as required based on ability to meet admissions and graduation standards.*
## WEST VIRGINIA UNIVERSITY HOSPITAL
### MODEL SCHEDULE

**55 SEM. HRS.**

### FALL FIRST YEAR

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<td>Human Structure and Function I</td>
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<td>Medical Terminology for Radiologic Technicians</td>
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<td>RADI 1150</td>
<td>Radiographic Procedures</td>
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<td>RADI 1160</td>
<td>Image Production &amp; Characteristics I</td>
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<td>Radiation Physics</td>
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<td>RADI 2290</td>
<td>Clinical Experience I</td>
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<td>RADI 1161</td>
<td>Image Production &amp; Characteristics II</td>
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<td>RADI 2220</td>
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<td>RADI 2240</td>
<td>Radiation Protection/Radiology</td>
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<td>RADI 2288</td>
<td>Senior Research</td>
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<td>RADI 2292</td>
<td>Clinical Experience III</td>
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### SPRING SECOND YEAR

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<td>RADI 2213</td>
<td>Sectional Anatomy</td>
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<td>RADI 2237</td>
<td>Digital Imaging &amp; Computer Tomography</td>
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<td>RADI 2236</td>
<td>Drugs &amp; Pharmacology in Imaging</td>
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<td>RADI 2284</td>
<td>Radiography Seminar</td>
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<td>RADI 2293</td>
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UNITED HOSPITAL CENTER  
MODEL SCHEDULE  
55 SEM. HRS. 

FALL FIRST YEAR 
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<td>Medical Terminology for Radiologic Technicians</td>
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<td>RADI 2200</td>
<td>Advanced Imaging Modalities</td>
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<td>Neuro. Interventional Procedures</td>
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<td>Radiation Physics</td>
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<td>Radiation Protection/Radiobiology</td>
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SPRING SECOND YEAR 
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VETERINARY TECHNOLOGY
Associate in Applied Science

Anna Romano, RVT/Program Coordinator
116 Hunt-Haught Hall / (304) 367-4763
Locust Avenue Campus
Anna.Romano@pierpont.edu

Program Purpose:
The A.A.S. Veterinary Technology Degree is designed to prepare students for careers in the dynamic field of veterinary medicine as Veterinary Technicians, who work with veterinarians in all aspects of animal health, disease, and welfare. This program prepares students to become vital and contributing members of a veterinary health care team who are fully capable of performing a wide variety of professional roles within the veterinary medical setting. (This is not, however, a pre-veterinary program of study.)

Accrediting Agency:
American Veterinary Medical Association
1931 N. Meacham Road, Suite 100
Schaumburg, IL  60173-4361
(800) 248-2862
www.avma.org

Program Admission:
This program has a competitive admissions process and requires a separate program application. All applications must be received by the Office of Admissions by March 1 for the following academic year. Applications will only be considered after the deadline if space is available. Applicants who are not admitted to the program must reapply if they wish to be considered for acceptance the following academic year.

To be considered for admission, applicants must have:
- A minimum grade point average of 2.0
- A score of 19 or better in the Math portion of the ACT (or SAT equivalent) or a 36 or better in the COMPASS algebra test, or have successfully completed Math 0081-0086
- A score of 18 or better in the English portion of the ACT (or SAT equivalent) or a 71 or better in the COMPASS writing test, or have successfully completed ENGL 0097
- Successfully completed high school algebra and chemistry (or college alternative)
- At least 20 hours of clinical experience in a veterinary hospital

Program Requirements:
To remain in the Veterinary Technology program, students must earn a “C” or better in every VETT course and maintain an overall GPA of 2.0.
**Student Learning Outcomes:**
Upon successful completion of the A.A.S. degree in Veterinary Technology, graduates will be able to do the following:

- Demonstrate competency in the entry-level skills needed to support companion animal medicine, equine and food animal medicine, biomedical research, and other veterinary technology disciplines
- Be a vital and contributing member of the veterinary health care team by demonstrating the oral and written skills necessary to effectively communicate with employers, coworkers, and clients.
- Demonstrate the ability to think critically by analyzing, understanding, and problem solving.
- Exhibit conduct that reflects practice standards that are professional, ethical, and legal
- Attain and apply relevant information necessary to pass the Veterinary Technician National Exam (VTNE) with an overall 80% student pass rate for graduating students who take the exam.

**Opportunities:**
Graduates of the program who become certified can pursue several career opportunities in Veterinary Technology in a variety of settings, including small animal practice, herd health management, biomedical research, pharmaceutical sales, government agencies, emergency medicine, education, and zoos.

**VETERINARY TECHNOLOGY**

**MODEL SCHEDULE**

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<td>(PR: &quot;C&quot; or higher in ENGL 1104)</td>
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<td>(&quot;C&quot; or higher in ENGL 1108 or ENGL 1109 for graduation)</td>
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HEALTH CAREERS COURSE SUGGESTIONS FOR STUDENTS WORKING TOWARD ACCEPTANCE INTO HEALTH CAREERS PROGRAMS OF STUDY

Admittance into Health Careers programs at Pierpont Community and Technical College is very competitive. Not all students interested in those programs of study will qualify for acceptance into the program for a variety of reasons. Work closely with your advisor as you consider applying for admittance in any of the programs of study.

The following charts outline the suggested course offerings for the Health Career programs at Pierpont to help better prepare you for admission into the programs. Successful completion of these courses does not guarantee your admittance into the program.

You may also want to consider applying to the Certificate of Applied Science, Laboratory Assistant Program as you prepare for acceptance into an Associate level Health Career Program. This program serves as an excellent foundational program for students desiring a career in one of the health fields. Students receive one year of didactic instruction and laboratory training in basic and advanced laboratory skills, technical report writing, basic anatomy and physiology, CPR (Basic Life Support and safety procedures), venipuncture and capillary puncture techniques, and computer concepts and applications.

Health Careers faculty can also help to direct students interested in transfer to Colleges and Universities with Health Careers programs of interest.

“Pre-Health Career” major designation may be given to a student for one year and then a major must be chosen.

Check your COMPASS scores to determine in what level of Math and English you may enroll. You may need to take MATH 0080 or ENGL 0097 as prerequisites to MATH 1106 or MATH 1107 or ENGL 1104.

Refer to the website for specific admission criteria:
http://www.pierpont.edu/schoolofhealthcareers/academics
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## Pre-Health Careers Support Courses

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# Courses of Instruction

| PR | Prerequisite. Courses that must be passed before enrollment in the course in question |
| CR | Co-requisite. Courses that must be taken concurrently with the course in question |
| S  | C&TC = Shared course, coordinated by Pierpont C&TC |
| S-FSU | Shared course, coordinated by Fairmont State University |

## ACADEMIC DEVELOPMENT CENTER

**ACCS 1110**

**Online Tutorial Practicum**

| 1 hr. |

This course is designed to equip tutors with the necessary skills to effectively communicate with students in an individual and group setting. The course entails an orientation to tutorial procedures and assignments that emphasize specific skills such as tutoring special populations, tutoring study skills, and recognizing diverse response styles. The course is a requirement for all new tutors; instructor permission is required for registration.

**ENGL 0092**

**S-C&TC**

**Basic Reading and Study Skills**

| 3 hrs. |

English 0092 emphasizes basic reading techniques and study skills necessary to succeed in college-level courses. It is recommended for students scoring below a 17 on the Reading portion of the ACT and 75 on the COMPASS test or who have difficulty with academic tasks in general. The course offers individualized and group instruction for college-level reading tasks, including word recognition, vocabulary and comprehension skills, and for study skills, including time management, textbook comprehension, note-taking, study techniques, and test preparation. Incoming basic literacy is assumed. Credit hours will not apply toward hours required for graduation.

**ENGL 0097**

**S-C&TC**

**Composition Skills**

| 3 hrs. |

English 0097 is required of ALL students scoring below an 18 on the English portion of the ACT, below 450 on the SAT (Critical Reading) verbal section, or below 71 on the writing portion of the COMPASS test. This computer-enhanced course focuses on improving skills in written composition to help students develop the skills necessary to earn a “C” or better in English 1104. The course emphasizes the generation of a series of multi-paragraph essays. According to state college system mandates, to earn a Credit in the class and move on to college-level writing, students must be able to write an essay that demonstrates the following characteristics:

- a central idea or thesis;
- an introduction/body/conclusion;
- paragraphs with topic sentences and supporting details;
- complete, grammatical sentences with some variety in syntax;
- appropriate word choice;
- clear flow of ideas from one part to another;
- proficient use of standard English punctuation and spelling.

This course offers institutional credit only. Credit hours will not apply toward hours required for graduation. This course must be completed in the first 32 hours of work in a student’s program of study.
ENGL 0098 S-C&TC Composition Skills Lab 0 hrs.
This lab will be taken concurrently with a designated section of English 1104. This is a Credit/No-Credit course that fulfills requirements for English 0097 for students scoring between 60-70 on the English COMPASS exam or 17 on the English ACT. This computer-enhanced lab focuses on improving skills in written composition to help students develop the skills necessary to earn a “C” or better in English 1104. The lab emphasizes honing the necessary skills to generate multi-paragraph essays. According to state college mandates, to earn a Credit in the lab, students must be able to write an essay that demonstrates the following:
• a central idea or thesis;
• an introduction/body/conclusion;
• paragraphs with topic sentences and supporting details;
• complete, grammatical sentences with some variety in syntax;
• appropriate word choice;
• clear flow of ideas from one part to another;
• proficient use of standard written English, punctuation, and spelling.

This course offers institutional credit only. Credit hours will not apply toward hours required for graduation. It must be taken concurrently with a designated section of English 1104, and be completed within the first 32 hours of work in a student’s program of study.

MATH 0080 SC&TC Developmental Math 1-8 hrs.
Students will register for MATH 0080, the course shell that contains the MATH 0081-0088 Developmental Mathematics Modules, based on their COMPASS score. Student transcripts will reflect the MATH 0081-0088 courses as described below. Students will need computer access to use the online homework system required in the class. Approximately three additional hours per week should be expected using My Labs Plus to complete online homework and tutorial programs. This course offers institutional credit only. Credit hours will not apply toward hours for graduation. This course must be completed in the first 32 hours of work in the student’s program of study. Students with ACT below 19 or SAT below 460 must take the COMPASS exam.

To meet Mathematics minimums students will complete MATH 0081-0086; students requiring MATH 1101 must complete MATH 0081-0088.

MATH 0082 S-C&TC Solving Linear Equations and Inequalities 1 hr.
Students will complete the second unit of developmental mathematics within Math 0082. Module two is solving linear equations, applications and solving linear inequalities. Students will be required to complete each unit with a mastery level of 75% or better. Students are encouraged to enroll in both MATH 0081 and Math 0082 simultaneously

MATH 0083 S-C&TC Graphing Linear Equations and Inequalities 1 hr.
In Math 0083, students will complete the third unit of developmental math. Module three is graphing linear equations and inequalities. Students will be required to complete each unit with a mastery level of 75% or better. Students are encouraged to enroll in both Math 0083 and Math 0084 simultaneously.
MATH 0084  S-C&TC  Solving Systems of Linear Equations  1 hr.
In Math 0084, students will complete the fourth unit of developmental math. Module four is solving systems of linear
equations in two variables. Focusing on the three methods used to solve a system, students will be required to complete
each unit with a mastery level of 75% or better. Students are encouraged to enroll in both Math 0083 and Math 0084
simultaneously.

MATH 0085  S-C&TC  Operations with Exponents and Polynomials  1 hr.
In Math 0085, students will complete the fifth unit of developmental math. Module five is operations with exponents
and polynomials. This unit will focus on the rules of exponents, as well as, the definition and basic operations of
polynomials. Students will be required to complete each unit with a mastery level of 75% or better. Students are
couraged to enroll in both Math 0085 and Math 0086 simultaneously.

MATH 0086  S-C&TC  Factoring and Applications  1 hr.
In Math 0086, students will complete developmental math sequence (unless enrolling in Math 1101). Module six is
factoring and its applications. Students will further examine polynomials and the methods used to factor. Students will
be required to complete each unit with a mastery level of 75% or better. Students are encouraged to enroll in both Math
0085 and Math 0086 simultaneously.

MATH 0087  S-C&TC  Rational Expressions and Applications  (Req. for Math 1101)  1 hr.
Math 0087 is a course for students planning to enroll in Math 1101. Module seven is rational expressions and their
applications. Students will use factoring and knowledge of basic fractions to explore the rational expressions and some
rational equations. Students will be required to complete each unit with a mastery level of 75% or better. Students are
couraged to enroll in both Math 0087 and Math 0088 simultaneously.

MATH 0088  Roots, Radicals & Solving Quadratic Equations  (Req. for Math 1101)  1 hr.
Math 0088 is a course for students planning to enroll in Math 1101. Module eight is roots, radicals and solving quadratic
equations. Students will begin by simplifying radicals, and then use this knowledge as well as factoring and other
methods for solving quadratic equations. Students will be required to complete each unit with a mastery level of 75% or
better. Students are encouraged to enroll in both Math 0087 and Math 0088 simultaneously.

ACCOUNTING

ACCT 1100  S-C&TC  Fundamentals of Accounting  3 hrs.
This course provides a brief but comprehensive introduction to accounting. It gives students a basic understanding of
accounting principles and procedures used for recording, classifying, and summarizing financial data. Students also learn
accounting terminology and are introduced to the financial forms, records, and statements used in the business world.

ACCT 1189  S-C&TC  Guided Experience I  VAR 1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through
research, field experience, presentation, computer applications, lab experience, or other project agreed upon between
the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be
applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval
required.
ACCT 2201 S-FSU Principles of Accounting I 3 hrs.
This course covers fundamental accounting theory and procedures: organization of accounts, the accounting cycle, working papers and the preparation of financial and operating statements for proprietorships.

ACCT 2202 S-FSU Principles of Accounting II 3 hrs.
The second semester of this course is a further study of the accounting process as applied to various business organizations. The two semesters of this course are designed to give students an adequate understanding of the recording, classifying and summarizing of business transactions in order to proceed with the interpretation and analysis of accounting data. This is a basic course for accounting majors, majors in other areas of business administration, and those whose major interest is in economics, political science, law or other professional areas. PR: ACCT 2201.

ACCT 2215 S-C&TC Managerial Accounting 3 hrs.
The managerial accounting course is designed to acquaint students with the use of accounting information for the purpose of managerial control and decision-making. Concepts of cost, profit, and budgeting will be discussed and aspects of performance measurement and evaluation will also be covered. PR: ACCT 2202 and INFO 2220.

ACCT 2216 S-C&TC Income Tax Procedures 3 hrs.
An introduction to the concepts of income taxation and the applications of these concepts through problem solving with the use of tax forms. PR: ACCT 2202.

ACCT 2217 S-C&TC Concepts of Computerized Accounting (QuickBooks) 3 hrs.
This course is designed to reinforce topics presented in Principles of Accounting and to introduce the student to computerized accounting methods. Through hands-on computer work, the student will become familiar with accounting software (QuickBooks) and have the opportunity to work in greater depth with accounting topics. Completion of this course will provide students with the skills needed to attain certification in QuickBooks. PR: ACCT 2201.

ACCT 2289 S-C&TC Guided Experience II VAR 1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

ACCT 2995 S-C&TC Professional Internship and Portfolio Dev. 3 hrs.
The purpose of this course is to allow students to bring business topics into focus by using all their collected business knowledge. This will be accomplished through completion of a portfolio that will demonstrate to prospective employers the student’s career preparation. Students will also be required to complete a professional internship in the workplace. The importance of career and goal planning will be emphasized. A total of 140 hours of supervised work will be required. PR: Instructor approval required. Capstone course.
AMERICAN SIGN LANGUAGE COMMUNICATION

AMSL 1101 Deaf Culture and History 3 hrs.
This online course provides an introduction to Deaf culture. Students will study Deaf history from the 1800s to the present.

AMSL 1104 ASL Fingerspelling 1 hr.
This course will develop skill in expressive and receptive fingerspelling and numbers with emphasis on the proper form and use of the manual alphabet and numbers. Students will fingerspell fluently, accurately, and concisely. Spring semester only. PR: AMSL 1111.

AMSL 1105 Intro to American Sign Language 2 hrs.
This course introduces an array of vocabulary and skill sets required to learn American Sign Language. Vocabulary and skill sets include: people, cities, states, numbers, and basic conversation. Fall semester only. ITTP majors only.

AMSL 1108 ASL Classifiers 3 hrs.
Students explore, analyze and perform American Sign Language Classifiers. Classifiers are used to show movement, location and appearance. Emphasis is placed on the purpose, use of space, developing and demonstrating classifiers using appropriate handshapes, as well as the use of proper nonmanual markers. ITTP majors only.

AMSL 1111 American Sign Language I 3 hrs.
In this course attention is given to the proper syntax and basic grammatical constructs. Over 500 signs will be used in this course enabling the student to express basic ideas. Non-verbal and pantomime will be emphasized. This course consists of 6 hours of lecture and 3 hours of lab per week. Fall Semester: offered in an eight week format. Spring Semester: a sixteen week online version is available for students not yet enrolled but interested in exploring ITTP major.

AMSL 1112 American Sign Language II 3 hrs.
Students continue to develop sign vocabulary with an introduction to idiomatic phrases. Emphasis will be placed on the use of classifiers, expressions, body posture, and signing space. AMSL 1112 is an eight week class requiring 6 hours of lecture and 3 hours of lab each week. Fall Semester: AMSL 1112 is an eight week class requiring 6 hours of lecture and 3 hours of lab each week. Summer Semester: a sixteen week online version is available for students not yet enrolled but interested in exploring ITTP major. PR: AMSL 1111 or CR: AMSL 1111.

AMSL 1113 American Sign Language III 3 hrs.
This course intensifies sign vocabulary. Students use familiar signs and learn the differences in meaning through the use of non-manual gestures. Students will be able to engage in full conversations using the nature context of American Sign Language. This course is an eight week class requiring 6 hours of lecture and 3 hours of lab each week. This course is offered the first eight weeks of the spring semester. Fall Semester: a sixteen week online version is available for students not yet enrolled but interested in exploring ITTP major. PR: AMSL 1112.

AMSL 1114 American Sign Language IV 3 hrs.
Slang, “home signs”, idioms and signs that have become obsolete or are native to specific geographic areas are learned and used. This course is an eight week class requiring 6 hours of lecture and 3 hours of lab each week. Fall Semester:
offered in an eight week format. Spring Semester: a sixteen week online version is available for students not yet enrolled but interested in exploring ITTP major. PR: AMSL 1113, or CR: AMSL 1113.

**AMSL 1140**  
**Non- Manual Signals**  
3 hrs.  
Students focus on grammar features, producing and recognizing how the functions of non manual signals affect the structure of ASL at the phonemic, morphological, syntactic and semantic level. Fall semester only. ITTP majors only.

**APPLIED DESIGN**

**APPD 1101**  
**S-C&TC Principles of Clothing Construction**  
3 hrs.  
The student will study the application of principles of clothing construction in relationship to selection of compatible fabric and design to produce garments for individuals. The student will use various fabrics during the development of construction techniques, and will study the use and care of equipment and the techniques in pattern alterations.

**APPD 1102**  
**S-C&TC Apparel Design**  
3 hrs.  
This course explores the fashion design industry from creation of the designer collection through retail merchandising. The students will create their own collection and develop a merchandising plan. Apparel design software will be used, in addition to traditional design and rendering techniques.

**APPD 1103**  
**S-C&TC Clothing and Culture**  
3 hrs.  
This course is a cross-cultural study of clothing for the individual, family, and special needs groups. The course will cover fashion trends, fashion terminology, clothing and behavior, color and computer-aided body analysis, professional dress and management, and socio-psychological aspects of clothing.

**APPD 1115**  
**Intro. to the Fashion Industry**  
3 hrs.  
An overview of the fashion industry, past and present, with emphasis on career opportunities, the impact of fashion on world economy, and the fashion marketing system from manufacturer to consumer.

**APPD 1116**  
**S-C&TC History of Contemporary Fashion**  
3 hrs.  
The study of historical costume from ancient times through modern costume will be covered to understand the impact of historical costume on contemporary design. Students will participate in research, restoration and display of period garments from the Masquers Historical Costume Collection.

**APPD 1120**  
**Fashion Accessories**  
3 hrs.  
This course will cover the broad spectrum of fashion accessories and the business of design, manufacturing, and marketing for this industry. The fashion accessories business is a critical partner within the fashion business. The history of the accessories market will be covered including the wide range of materials, both natural and man-made. The accessories industry includes men’s, women’s, and the expanding children’s market. This course will survey the current domestic and global markets.

**APPD 1130**  
**History of Design**  
3 hrs.  
This course will introduce the student to major areas of design history from the mid-nineteenth and early twentieth centuries. Students of all curricula will have a better understanding of the history of design and its influences on
contemporary product design. The course will cover artists and design schools from 1851-1914. Topics will include the Arts and Crafts Movement, Art Nouveau and Vienna Werkstatte.

**APPD 1140 Introduction to Interior Design** 3 hrs.
This course will include historical overview covering architectural and furniture periods, materials and components of Interior Design, and the design process through an introduction to drafting tools and techniques.

**APPD 1151 Design Concepts** 3 hrs.
This course will explore the principles and elements of design and will allow students to apply their knowledge in a series of projects, both two and three dimensional with a variety of materials and media. Focus will be on how the basic principles apply to Fashion and Interior Design.

**APPD 1189 Guided Experience I** VAR 1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

**APPD 1199 Special Topics in Applied Design** 0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

**APPD 2202 Advanced Apparel Design** 3 hrs.
This course further develops student design abilities through the creation of an original collection. The role of the designer from fashion concept through merchandised products will be studied with emphasis on design principles and elements, silhouette, style, and fabrication in a variety of apparel categories. Computer based design will be included. Emphasis is on developing an original collection and portfolio development. PR: APPD 1102

**APPD 2210 Textiles** 3 hrs.
The study of textile fibers from origin to end use will be covered. Consideration will be given to properties of textile fibers in relationship to performance and use, textile selection, maintenance for apparel and home furnishings, and textiles in the world economy.

**APPD 2217 Visual Merchandising** 3 hrs.
Visual merchandising for retail stores will be covered in this course. Both window and interior display will be included. Students will plan a store layout to include visual display areas. The student will plan and execute creative displays, applying principles of merchandise selection, development of a theme, props and layout, lighting, and targeting the customer, at in-house and/or off campus sites. PR: APPD 1115 or 1140.
APPD 2240 Residential Design 3 hrs.
Coordination of interior design components allows the students to develop and apply complete room plans and decorating schemes for various residential and commercial applications. Color, lighting, space needs and materials are covered. PR: APPD 1140.

APPD 2250 S-C&TC Design in Home Furnishings 3 hrs.
The principles and elements of design are explored through an examination of home furnishings and accessories. The course will include a study of interior textiles, furnishings, window treatments, and the appropriate selection of enrichment accessories. Computer-aided design will be included.

APPD 2255 Kitchen and Bath Design 3 hrs.
This course focuses on the coordination of interior design components. Through this course the students will develop and apply complete space plans, floor plans, and design schemes for Kitchen and Bath applications. The students will use kitchen specification plan guidelines to build cabinet components as well as using appropriate multipliers to determine retail, cost, and selling pricing of their finished product and design. In addition, areas of appropriate cabinetry, kitchen mechanical systems, Drawing and Presentation standards, electrical/ lighting, appropriate placement of materials, finishes, codes, function of space, and equipment are covered. PR: APPD 1140.

APPD 2260 Contract Design 3 hrs.
This course covers the design of various non-residential and public spaces with an emphasis on space planning, presentation skills, professional practices, interior systems, furnishings, and equipment. Students explore space as it relates to functional and aesthetic requirements including commercial code and access issues. Emphasis is on portfolio development. PR: APPD 1140

APPD 2289 Guided Experience II VAR 1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

APPD 2299 Special Topics in Applied Design 0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

APPD 2995 Applied Design Practicum 3 hrs.
Students will be placed in various businesses in the interior or fashion field to provide on-site training and experience. Preparation of an electronic portfolio and resume will be included. PR: APPD 1115 or APPD 1140. Capstone course.
**APPLIED TECHNOLOGY**

**APPT 2290**  **Applied Technology Workplace Skills**  **2 hrs.**
This course is designed to prepare the student for successful employment in the workforce, interaction within the community, appreciation of lifelong learning and commitment to self. Presentations end of program exam, community service and teamwork assignments will be given. PR: Technical Studies, Applied Technology majors only, Final Semester of Program. 30 Contact hour lecture.

**ARCHITECTURE**

**ARCH 1130 S-FSU**  **Architectural History I**  **3 hrs.**
This course covers architectural history from prehistoric times through the Gothic period. The emphasis will be on the historical, social and technological factors behind the structures discussed.

**ARCH 1160 S-FSU**  **Architectural History II**  **3 hrs.**
This course is a continuation of architectural history, covering the Renaissance period to the present. The emphasis will be on the historical, social and technological factors behind the structures discussed. PR: ARCH 1130.

**ART**

**ART 1120 S-FSU**  **Art Appreciation**  **3 hrs.**
This introductory course is a study of art of the Western world. It explores the emergence of new forms and salient factors contributing to changes in art from prehistoric Europe to the contemporary West. The works of art are presented within their historical contexts.

**ART 1140 S-FSU**  **Design I: 2D**  **3 hrs.**
The elements and principles of two-dimensional design are explored in this Foundations course. Students learn the vocabulary of two-dimensional design, and apply scholarly responses to visual images. Students explore, through visual problem-solving, issues of composition, color theory, content, and presentation. Students work with a variety of two-dimensional media in this studio course. Reading and writing assignments accompany studio coursework.

**ART 1141 S-FSU**  **Design II: 3D**  **3 hrs.**
The elements and principles of three-dimensional design are explored in this Foundations course. Students learn the vocabulary of three-dimensional design, and apply scholarly responses to visual images. Students explore, through visual problem-solving, issues of space, inherent properties of materials, and content in the three-dimensional realm. Students work with a variety of three-dimensional media in this studio course. Reading and writing assignments accompany studio coursework.

**ART 1142 S-FSU**  **Drawing I: Foundations of Drawing**  **3 hrs.**
This introductory course focuses on the traditions of drawing. Space, form, value, proportion, and composition are emphasized for the development of the beginning student’s ability to perceive and record forms on a two-dimensional surface. Students use a variety of drawing media as they work toward an understanding of the technical, expressive, and conceptual possibilities of mark-making.
ART 2241 S-FSU Drawing II: Drawing from Life 3 hrs.
Drawing from the posed model, accompanied by analytical studies of anatomy. PR: ART 1140 and 1142. Spring semester only.

ART 2261 S-FSU Painting I: Foundations of Painting 3 hrs.
Painting I is an introductory course in oil painting. Materials, tools, techniques, and stretcher construction are emphasized. Students explore the relationships among paint application, color theory, design elements, representation, and expressive intent. PR ART 1140 and 1142.

ART 2283 S-FSU Sculpture I: Foundations of Sculpture 3 hrs.
This introductory course in sculpture explores materials, tools, techniques and design principles related to the creation of three dimensional objects. PR ART 1141.

AVIATION

AVMT 1101 Introduction to Aviation Maintenance 3 hrs.
A study of the fundamentals of Aviation Maintenance. Topics include: aircraft familiarization, nomenclature, materials, hardware used on aircraft, theory of flight, and basic physics. Meets FAR 147 requirements. Must have a “C” grade or better to pass.

AVMT 1102 Aircraft Regulations & Publications 3 hrs.
A study of federal aviation regulations, maintenance publications, weight and balance, technical drawings, charts and graphs. Meets FAR 147 requirements. Must have a “C” grade or better to pass.

AVMT 1103 Aviation Shop Practices 3 hrs.
A study of the use of basic hand tools and power equipment, shop safety, aircraft fluid lines and fittings, aircraft cleaning and corrosion control. The use and care of precision measuring equipment and the use and interpretation of various non-destructive inspection methods. Meets FAR 147 requirements. Must have a “C” grade or better to pass.

AVMT 1105 Aircraft Utility Systems 3 hrs.
This course covers the areas of airframe ice and rain control systems, fire protection systems, (airframe and engine), and fuel systems (airframe and engine). Also included are transport aircraft systems including doors, lavatory systems, galley systems, passenger service units, windows, emergency equipment, and cargo loading systems. Meets FAR 147 requirements. Must have a “C” grade or better to pass.

AVMT 1109 Aviation Electronics 3 hrs.
This course examines the fundamental principles of electronics as applied to aircraft electrical systems. Specific topics covered include AC/DC, series-parallel circuits, circuit analysis theorems, transistors, digital theory and devices. Meets FAR 147 requirements. CR: AVMT 1101, AVMT 1103. Must have a “C” grade or better to pass.

AVMT 1199 Special Topics in Aviation 0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up
to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

**AVMT 2201 Reciprocating Engines and System**

This course is a study of the theory of operation of reciprocating engines and their systems. The course emphasizes the principles of operation, nomenclature, construction and system design. PR: AVMT 1101, 1102. Meets FAR 147 requirements. Must have a “C” grade or better to pass.

**AVMT 2202 Aircraft Sheet Metal Structures**

This course covers all aspects of sheet metal structures and aircraft welding. A strong emphasis is placed on acquiring hands-on skills. PR: AVMT 1102, 1103. Meets FAR 147 requirements. Must have a “C” grade or better to pass.

**AVMT 2203 Reciprocating Engine Maintenance and Return to Service**

This course emphasizes the hands-on maintenance and overhaul of piston engines. Topics include engine removal, replacement, troubleshooting, inspection, engine maintenance and overhaul, system component repair, inspection, and troubleshooting. PR: AVMT 1101, 2201. Meets FAR 147 requirements. Must have a “C” grade or better to pass.

**AVMT 2204 Aircraft Propeller and Control Systems**

A detailed study of propellers, their components, operation and maintenance. PR: AVMT 1101, 2201. Meets FAR 147 requirements. Must have a “C” grade or better to pass.

**AVMT 2205 Turbine Engines and Systems**

A study of the theory of operation of turbine engines and their systems. This course emphasizes the principles of operation, nomenclature, construction and system design. PR: AVMT 1102, 1103. Meets FAR 147 requirements. Must have a “C” grade or better to pass.

**AVMT 2206 Aircraft Fluid Power and Landing Gear Systems**

A detailed study of aircraft hydraulic, pneumatic and landing gear systems. This includes a study of wheels, tires and brakes found in aircraft landing gear systems. The course will cover many aircraft systems from small general aviation aircraft up to and including transport category aircraft. PR: AVMT 1103 or Instructor Approval. Meets FAR 147 requirements. Must have a “C” grade or better to pass.

**AVMT 2207 Turbine Engine Maintenance and Inspection**

This course emphasizes the hands-on maintenance, overhaul, repair, troubleshooting, and inspection of turbine engines and their systems. PR: AVMT 1103, AVMT 2205. Meets FAR 147 requirements. Must have a “C” grade or better to pass.

**AVMT 2208 Cabin Atmosphere Control Systems**

This course is a detailed study of aircraft heating, oxygen, air conditioning, and pressurization systems. Large airliner systems will be covered. PR: AVMT 1103, 1109. Meets FAR 147 requirements. Must have a “C” grade or better to pass.

**AVMT 2209 Airframe Inspection and Flight Control Systems**

A detailed study of aircraft control surfaces, including operation, assembly and rigging. Airframe inspection procedures are also covered. PR: AVMT 1105, AVMT 1109. Meets FAR 147 requirements. Must have a “C” grade or better to pass.
AVMT 2210 Non Metallic Structures 3 hrs.
A study of wood, fabric, composite and plastic aircraft structures; also covered is the finishing of these structures. PR: AVMT 1101, 1103. Meets FAR 147 requirements. Must have a “C” grade or better to pass.

AVMT 2211 Aircraft Avionics and Information Systems 3 hrs.
This course will provide an overview of the communications, navigation, and instrument systems of the aircraft and power plant. Course outcomes will equip aviation maintenance technicians with the necessary knowledge, skills and work practices to positively impact their knowledge in advanced avionics and information systems. PR: AVMT 1109. Must have a “C” grade or better to pass.

AVMT 2212 Advanced Independent Study 1-3 hrs.
This course will provide an opportunity for exceptional students to further their study of the principles and concepts in the aviation field beyond the traditional FAA-approved 15 week curriculum. This course will allow such students to apply their knowledge in a variety of advanced applications both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the students and permission of the schools director. PR: successful completion of all first year AVMT course AND instructor approval.

AVMT 2215 FAA Certification Review 1-3 hrs.
The FAA Certification Review is an optional course for students offering a compilation and review of the areas of knowledge required for successful completion of the Federal Aviation Administration (FAA) written, oral, and practical examinations which culminate in the issuance of an FAA Airframe certification, Power plant certification or a combined Airframe and Power plant certification. The course is designed to accommodate students who have completed FAA approved formal classroom training requirements or have been approved by the FAA based on practical Industry or military experience. Instructor approval required.

AVMT 2299 Special Topics in Aviation 0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

AVIATION ADMINISTRATION

AVMA 1100 Aircraft Flight Theory 3 hrs.
A study of the subject areas and information needed to operate as a private pilot in the aviation environment. Must have a “C” grade or better to pass.

AVMA 1109 Air Rescue Fire Fighting 3 hrs.
This course is designed to provide the beginning student with a basic understanding of the principles and methodology of Air Rescue and Fire Fighting in aircraft incidents both on and off the airfield. It reviews the physics of fire and the different types of fires that are extinguished during the first responders handling of different aircraft emergencies. The student will be able to identify the different types of firefighting retardants and the correct application of each. The
A student will be trained in the correct procedures for approaching aircraft in emergency situations, gaining access to crashed aircraft, the safe extraction of survivors, and basic triage procedures. The students will also be able to explain how to secure a crash site and the damaged aircraft. They will also have an understanding of the handling of hazardous materials at the scene of an incident. PR: Major in Homeland Security. Must have a “C” grade or better to pass. Homeland Security majors only.

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVMA 1189</td>
<td>Guided Experience I VAR</td>
<td>1-4 hrs.</td>
</tr>
<tr>
<td>AVMA 1199</td>
<td>Special Topics in Aviation Administration</td>
<td>0-4 hrs.</td>
</tr>
<tr>
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<td>Aviation Law</td>
<td>3 hrs.</td>
</tr>
<tr>
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<td>Airline Operations</td>
<td>3 hrs.</td>
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<td>Aviation Security</td>
<td>3 hrs.</td>
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*AVMA 1189 Guided Experience I VAR*

This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

*AVMA 1199 Special Topics in Aviation Administration*

Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

*AVMA 2202 Aviation Law*

A study of the legal issues and case law/decisions affecting the Aviation industry. Topics covered include contracts, liabilities, rights or operators, criminal statutes and the US legal system, as applied to aviation. Must have a “C” grade or better to pass.

*AVMA 2203 Airline Operations*

A study of the administrative aspects of airline operation and management, including a detailed study of airline organization, structure and operational issues. Topics to be covered include airline history, economics, pricing, marketing, fleet planning and labor relations. A case study approach will be used to study individual airlines and/or airline-related issues. Must have a “C” grade or better to pass.

*AVMA 2205 Airline Operations*

A study of the general aviation industry, including general aviation aircraft manufacturing, fixed-based operations and corporate flight departments. A basic definition of general aviation, its role and major components will be covered. The course also has a business development assignment during which the students develop and present a business plan for a proposed aviation company. Must have a “C” grade or better to pass. PR: ENGL 1109.

*AVMA 2206 Aviation Security*

This course is designed to provide the beginning student with a basic understanding of the history of aircraft security in the aviation industry. The changing nature of aviation security over the years and how it has impacted society will be discussed. It will discuss and analyze the different methodologies of aviation security both in domestic and foreign methodologies. The course will also examine the industries responses to the changes in aircraft security in both general, corporate, and transport aviation. It will also address the needs of aviation personnel for security both in the air and on the ground. PR: Major in Homeland Security or Pre-Homeland Security. Must have a “C” grade or better to pass. Aviation or Homeland Security majors only.
AVMA 2207  Aviation Safety  3 hrs.
This course introduces the student to various aspects of aviation safety, including flight safety, ground safety and management and planning for safety in aviation. Case studies of individual aviation incidents, safety studies and accidents will be presented. The course is also listed as AVMA 3307 for Baccalaureate majors.

AVMA 2211  Airport Management  3 hrs.
This course presents a study of airfield operations, and management with a focus on the role of the airport manager, the role of the airport in the community, budgeting, marketing and tenant relationships. Must have a “C” grade or better to pass.

AVMA 2213  Airport Planning and Development  3 hrs.
The principles of airport system planning and airport master planning will be studied. Airport design standards, historical evolution of airports, key airport legislation and environmental impact planning for airports are key course topics. Must have a “C” grade or better to pass.

AVMA 2225  Airline Transport Security  3 hrs.
This course is designed to provide the beginning student with a basic understanding of the airline transport security system currently in use at major airports around the world. The student will be trained in security considerations at both the airport terminal and in the air. The student will be familiar security requirements as set by the Transportation Security Administration.

The student will demonstrate knowledge of security responsibilities of screeners and other security personnel, submission to screening and inspection, procedures security and handling of interference with screening personnel, carriage of weapons, explosives, and incendiaries by individuals. The student will demonstrate knowledge of security of a secured area, security of the air operations area, security of the security identification display area, access control systems, and Law enforcement support. The student will be trained in procedures currently in place to provide in-flight safety of the crew and airline passengers. Must have a “C” grade or better to pass. Aviation or Homeland Security majors only.

AVMA 2289  Guided Experience II  VAR 1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

AVMA 2299  Special Topics in Aviation Administration  0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.
AVIONICS

AVIO 1110 Aircraft Power Generation & Distribution Systems 3 hrs.
This course examines DC and AC power generation systems, generator paralleling, voltage regulation, power distribution and circuit protection devices, and DC and AC machines used in aircraft systems. Emphasis is on developing an understanding of the systems adequate to test, inspect, troubleshoot, and repair at the system and component levels. PR: AVMT 1109. Must have a “C” grade or better to pass.

AVIO 1199 Special Topics in Avionics 1-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

BIOLOGY

BIOL 1105 S-FSU Biological Principles I 4 hrs.
This introductory course in population biology explores the organization and function of populations, including reproduction and transmission genetics, patterns and mechanisms of evolutionary change and the fundamental concepts of ecology. 3 hours of lecture and one 3-hour laboratory per week. PR: A score of 21 or better on the ACT Science Reasoning section or SCIE 1000 with a C or better or BIOL 1106 with a C or better. Fall semester only.

BIOL 1106 S-FSU Biological Principles II 4 hrs.
This introductory course in cellular biology emphasizes the organization and functions common to all living cells. The major topics to be explored include cell organelle structure and function, the molecular basis of cell energetics, the cell cycle and basic molecular biology of the cell. 3 hours of lecture and one 3-hour laboratory per week. PR: A score of 21 or better on the ACT Science Reasoning section or SCIE 1000 with a C or better or BIOL 1105 with a C or better. Spring semester only.

BIOL 2205 S-FSU Technical Microbiology 4 hrs.
Designed for the Allied Health Programs, this course emphasizes the history of microbiology, microbial morphology and structure; microbial growth and physiology; environmental effects on bacteria; inhibition and killing of bacteria; virulence, pathogenicity, and invasiveness of microbes; modes of disease transmission; resistance and immunity; techniques of isolation; handling, culturing, identifying bacteria and the inhibition of bacteria. Safety, cleanliness, and responsibility are taught in the laboratory. 3 hours of lecture and one two-hour lab per week. This course is designed for the FSU Allied Health Program, Nursing, and Pre-Pharmacy Majors and Pierpont Vet Tech majors. FSU BIOL 2224 will not substitute for BIOL 2205. Spring semester only.
(BUSINESS) INFORMATION SYSTEMS MANAGEMENT

BISM 1200 S-FSU Introduction to Computing 3 hrs.
This course provides an overview of the current state of computing and its social implications. This is intended to be used as a breadth-first introductory course for majors and non-majors. Topics include organization of a computer system, examination of computing disciplines, social implications of computing, problem solving using productivity software applications, and investigations of emerging areas in information systems.

BUSINESS ADMINISTRATION

BUSB 1102 S-C&TC Introduction to Business 3 hrs.
This entry-level course helps the student when choosing a major. The course is a survey of the various fields of business designed to acquaint the student with the basic principles, practices, and employment opportunities of each field.

BUSB 1141 S-C&TC Business Mathematics 3 hrs.
This course is designed to provide knowledge and skill in the computation of the practical problems of business. The course content is an introduction to procedures in the fields of accounting, business finance, marketing, and related business subjects. PR: Math ACT 19 or successful completion or Math 82 Challenge Exam (70% or greater or completion of Math 82).

BUSB 1189 S-C&TC Guided Experience I VAR 1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

BUSB 1199 C&TC Business Administration Special Topics in Business 0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

BUSB 2205 S-FSU Small Business Fundamentals 3 hrs.
An introductory course designed to familiarize students with small business dynamics. Students analyze personal strengths and weaknesses relative to launching an entrepreneurial career. Attention is given to planning, financing, starting, and managing a new business.

BUSB 2210 S-C&TC Human Relations in Business 3 hrs.
The goal of this course is to teach skills and procedures and to raise students’ awareness for the many issues involving relationships on the job. Students will be exposed to the most significant human relations issues in today’s workplace and will explore the relationship between effective human relations skills and ongoing career success.
BUSN 2248 S-C&TC Business Essentials 3 hrs.

Students must possess many tangible and intangible attributes in order to obtain and maintain successful employment in today's workforce. Potential candidates must possess not only the technical skills essential to that particular employment field, but must also possess the "soft skills" that employers seek. This course incorporates four "soft skills" that are essential to employability--Professional Image, Professional Etiquette, Professional Documents, and Business Ethics. Professional Image incorporates overall presence, appearance, and dress. Professional Etiquette includes customer relations, diplomacy, interacting with people, dining, and gift giving. Professional Documents addresses the all-important topics of business English/grammar, editing, and proofreading. Business Ethics approaches ethical decisions of the employee as well as the organization. This course provides useful and timely topics for job-seeking students in all programs of study. PR: BUSN 2251.

BUSN 2251 S-C&TC Corporate Communications 3 hrs.

Writing Intensive

This course focuses on the foundations of communication in the business world. The content includes verbal and nonverbal communication skills; interpersonal communication; business English/grammar, editing and proofreading; effective business document composition, including letters, memos, and email messages; business report preparation; and business presentations. PR: ENGL 1104.

BUSN 2289 S-C&TC Guided Experience II VAR 1-4 hrs.

This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

BUSN 2995 S-C&TC Integrated Business Strategies 3 hrs.

Integrated Business Strategies is an experiential, integrated business simulation. The course provides students with a capstone experience of cross-disciplinary business knowledge and skills essential to succeed in today's global economy. It also provides a cornerstone for further experience and education in the business field. In a simulated environment, students work in teams to manage and coordinate corporate strategies across all functional areas of a company: research and development, marketing, production, finance, human resources, and total quality management. Individual student success is measured throughout the simulation to determine the student's level of business judgment and analytical skills. PR: Instructor approval required. Capstone course.

BUSN 2299 Special Topics in Business Administration 0-4 hrs.

This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.
BUSN 2300  Legal Aspects of Business  3 hrs.
This course emphasizes business and consumer applications within the framework of federal, state, and local laws, and discusses the impact of globalization. Students will examine the differences between civil and criminal law, and the emerging influence of technology and the Internet. The relationship of law and ethics, due process, contract law, court systems, and methods of dispute resolution will also be covered. Analysis of relevant cases and current issues in the law will be incorporated. PR: None.

BUSINESS AND INDUSTRY TECHNICAL STUDIES (BITS)

BITS 1189  Guided Experience I  VAR 1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

BITS 2289  Guided Experience II  VAR 1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

CHEMISTRY

CHEM 1101  S-FSU  General Chemistry I  4 hrs.
A study of the theoretical concepts needed to understand typical chemical phenomena. The course addresses the nature of science, matter and measurements, the stoichiometry of chemical reactions, solutions and the calculation of concentration, energy relationships in chemistry, modern atomic theory, chemical bonding and molecular structure and the classification of reactions. 3 lectures and one 3-hour laboratory per week. PR: ACT math score of 19; or SAT Math score of 460 or Compass score of 36 or MATH 0080 Series.

CHEM 1102  S-FSU  General Chemistry II  4 hrs.
This course is an extension of CHEM 1101. It covers acid base theory, chemical equilibrium, oxidation-reduction and an introduction to organic chemistry which includes the various classes of organic compounds, their nomenclature, structure, properties and reactions. The synthesis of polymers and their uses are included. The course consists of 3 hours of lecture and one 3-hour laboratory per week. PR: CHEM 1101. Spring semester only.

CHEM 1105  S-FSU  Chemical Principles I  5 hrs.
This course and the following one, CHEM 1106, constitute an introduction to modern chemistry and its applications to society, including structure, nomenclature, properties and simple reactivity of inorganic and organic chemicals, descriptive chemistry, periodic properties, spectroscopy, stoichiometry involving solids, gases and solutions, basic thermodynamics, chemical equilibrium (acid/base and solubility), introductory kinetics, biochemistry, electrochemistry
and nuclear chemistry. 4 hours of lecture and one 3-hour laboratory per week. PR: ACT math score of 20; SAT Math 480, Compass score of 42 or CHEM 1101 with a grade of C or better. Fall semester only.

CHEM 2200 S-FSU Foundational Biochemistry 4 hrs.
An introduction to biochemistry with emphasis on the role of basic general chemistry principles, including molecular structure and intermolecular forces, periodic properties, acid-base chemistry, diffusion and osmosis, kinetics and energetics, structural models and visualization. Introduces biochemical reaction mechanisms, cell components and their functions, and a chemical view of proteins, lipids, and cell membranes. CHEM 1105 and CHEM 2200 satisfy the first-year chemistry requirements for science majors and students pursuing pre-professional studies (e.g., pre-medical, pre-dental, pre-pharmacy, etc.). 3 hours of lecture and one 3-hour laboratory per week. PR: Chem 1105. Spring only.

COMMUNICATION

COMM 1171 S-C&TC Mass Communication 3 hrs.
This course is a survey of the mass communication industry and its role in today’s society. Students will discuss historical developments and current responsibilities of those working in the various areas of mass communication. Special emphasis will be given to the ever-changing nature of mass communication, including the computer and Internet as new tools. Fall semester only.

COMM 2200 S-FSU Introduction to Human Communication 3 hrs.
Examines the theoretical foundations of human communication through definitional analysis and examination of communication models, code elements and ethical considerations pertinent to communication in our society. This course provides the opportunity for each student to participate in interpersonal and public speaking presentations to develop his/her skills in interacting with others in both the personal and professional arenas. This course satisfies the General Studies oral communication requirement. PR: Completion of ENG 1104 with a “C” or better grade or a Verbal ACT score of 21 or higher. (Previously SPCH 1100)

COMM 2201 S-FSU Introduction to Group Discussion 3 hrs.
This course focuses on the theories, concepts and skills necessary to function effectively in a variety of group settings. Students will use research, organization, critical thinking and presentational skills when participating in groups to investigate social problems and create potential solutions for those problems. Topics include group norms, rules, roles, conflict management, leadership, problem solving, decision-making and team building. This course satisfies the General Studies oral communication requirement. PR: Completion of ENG 1104 with a “C” or better grade or a Verbal ACT score of 21 or higher.

COMM 2202 S-FSU Introduction to Communication in the World of Work 3 hrs.
This course focuses on personal and professional communication. It examines the nature of communication in the world of work. Students will exam and practice individual, group and presentational communication skills necessary to work effectively with peers, supervisors, supervisees and constituents. Topics addressed will include interpersonal communication, socialization, organizational culture, group dynamics, leadership, power and status, meeting facilitation, problem solving, presentation research, organization and delivery. This course satisfies the General Studies oral communication requirement. PR: Completion of ENG 1104 with a “C” or better grade or a Verbal ACT score of 21 or higher.
**COMPUTER SCIENCE**

**COMP 1100 S-FSU Introduction to Computing** 3 hrs.
This course provides an overview of the current state of computing and its social implications. This is intended to be used as a breadth-first introductory course for majors and non-majors. Topics include organization of a computer system, discussion of a broad range of software systems, problem solving, database systems, networking, computer security, ethical issues, and emerging areas in computer science.

**COMP 1101 Applied Technical Programming** 3 hrs.
This course provides familiarity with hardware and software concepts and an introduction to the Visual BASIC programming language. Several short programming projects are assigned to provide the students with experience in program development. This course may not be substituted for either COMP 1100 or 1102. PR: MATH 1101.

**CRIMINAL JUSTICE**

**CRJU 1100 Introduction to Criminal Justice** 3 hrs.
This course introduces the student to the three principal components of the criminal justice system: law enforcement, the judiciary and corrections. It will examine the history, structure, functions and issues of each component, and introduce the student to the measurement of crime, criminological theories, criminal law, justice perspectives and the juvenile justice system.

**CRJU 1101 Police Operations** 3 hrs.
The student will be introduced to the day-to-day duties of a police officer. Emphasis will be placed on community and human relations, patrol and traffic functions, order maintenance, report writing, investigations, communications, interviewing, search and seizure and arrest. Police stress and survival skills will also be discussed.

**CRJU 1189 Guided Experience I** VAR 1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

**CRJU 1199 Special Topics in Criminal Justice** 0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

**CRJU 2202 Principles of Criminal Law** 3 hrs.
Structure, definitions and interpretations of criminal statutes of particular interest. The course will cover the scope, purpose and definition of criminal law in general, including the study of crimes against individuals and property and other offenses.
This course provides an overview of computer crime and procedures which forensic computing specialists, law enforcement investigators and prosecutors must invoke to successfully prosecute computer criminals.

CRJU 2205 Natural Resources Laws 3 hrs.
This course involves a study of the state Natural Resources Laws dealing with the objectives of the Department of Natural Resources, the meaning of these various laws and regulations and the authority granted officers in their enforcement. PR: CRJU 1100.

CRJU 2206 Introduction to Corrections 3 hrs.
A survey of the current correctional process in America, including the origin and legal procedures of the present system and its effects on the individuals as well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Students will also be introduced to the administration of the adult and juvenile institutions and the alternatives to and future of the present system.

CRJU 2209 Firearms 3 hrs.
This course addresses safety precautions, legal provisions, moral aspects, principles of decision shooting and restrictions in the use of firearms. Nomenclature and the firing process of the sidearm and shotgun will be demonstrated. PR: CRJU 1100.

CRJU 2212 Deviant Behavior 3 hrs.
A study of the recognition and handling of abnormal persons with emphasis on those mental conditions most often encountered by the criminal justice practitioner. Methods of crisis intervention, basic conflict management and referral and diversion will also be discussed.

CRJU 2215 Introduction to Private Security 3 hrs.
This course will analyze the evolution, philosophy, responsibilities and functions of the private security industry. It will include risk management, occupational safety and health, public relations and loss prevention measures. The student will examine similarities and differences between private security and public policing. PR: CRJU 1100.

CRJU 2218 Police Administration 3 hrs.
A survey of public police administration, this course covers political influences and controls, principles of leadership, interpersonal and organizational communication, human resource management, labor relations, information systems and applications, planning and decision making, financial management, measurement of productivity and organizational change. PR: CRJU 1101.

CRJU 2220 Juvenile Justice Process 3 hrs.
This course addresses definitions of delinquent behavior, contributing social problems, adolescence as a subculture, the philosophy and practice of adjudication process for juveniles and treatment procedures.

CRJU 2226 Crime Scene Investigation 3 hrs.
This course will examine all aspects of performing a thorough and methodical crime scene investigation. This course will address a variety of crime scene ranging from crimes of violence to property crime scenes. Various types of physical
evidence such as latent prints, trace evidence, biological fluids will be examined. The methods and procedures utilized for the collection of evidence will be demonstrated and examined. PR: CRJU 1100.

**CRJU 2236  Criminal Investigation  3 hrs.**
This course will survey the fundamental techniques of criminal investigation. Students will be exposed to the history of criminal investigation and criminalistics, interviewing and interrogation, physical evidence, crime scene procedures, crime analysis, investigation techniques, report writing, case preparation and courtroom testimony. PR: CRJU 1100.

**CRJU 2240  Adjudication Process  3 hrs.**
Topics include the role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law and procedural law and its relation to constitutional guarantees. PR: CRJU 1100.

**CRJU 2246  Criminal Evidence  3 hrs.**
This course covers constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment; the origin, development, philosophy and constitutional basis of evidence; kinds and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights and case studies. The primary focus is on the case study approach. PR: CRJU 1100.

**CRJU 2255  Law of Corrections  3 hrs.**
This course is designed to introduce the student to the concepts of law related to the rights of the accused and convicted in the corrections environment, both pre-conviction and post-conviction. Topics include the constitutional rights of pretrial detainees and prisoners, remedies available for the violation of such rights, potential liability (civil and criminal) of corrections officials for violation of such rights and some practical applications of such principles. The course will utilize the case study method in combination with lectures and readings to achieve the stated goals. PR: CRJU 2206.

**CRJU 2256  Homicide Investigation  3 hrs.**
This course will examine all aspects of performing a thorough and methodical death investigation. The course will address the initial arrival, securing the scene, forensic evidence, follow-up, causes and motives. Suicides, accidental deaths, natural causes, homicide, serial and mass murder will also be examined. Students will learn about the importance of latent prints, blood spatters, rigor mortis, liver mortis, entomology, bite marks, interrogations and current software to aid in an investigation. PR: CRJU 2236.

**CRJU 2257  Risk Management  3 hrs.**
This course is designed to assist the student in obtaining an advanced understanding of risk management. The process of risk management is utilized in determining your assets, vulnerabilities, and threats and then protecting them. Required core class for the Homeland Security Degree Program. PR: Must be admitted to the A.A.S. Homeland Security Degree Program or Pre-Homeland Security Program. PR: CRJU 1100.

**CRJU 2260  Terrorism, Counter Terrorism and Terrorism Response  3 hrs.**
This course is designed to provide the beginning student with a basic understanding of the history of terrorism, its impact on society, the domestic and foreign evolution of terrorism, various terrorist groups around the world, and the appeal of terrorism to fringe and un-empowered groups. The course will also examine the law enforcement responses to terrorism. Required for the Criminal Justice Track of the HS AAS Degree. PR: Must be admitted to the A.A.S. Homeland Security Degree Program or Pre-Homeland Security Program. PR: CRJU 1100, CRJU 1101.
CRJU 2266  Sex Crimes  3 hrs.
This course will examine all aspects of performing a thorough sex crime investigation. The course will also examine sexual behavior, theories of sexual deviance, nuisance sex behavior, incest, pedophilia and dangerous sex practices. The student will be further exposed to investigative issue such as: bite marks, latent prints, interrogation, and profiling. PR: CRJU 1100, CRJU 2236.

CRJU 2289  Guided Experience II  VAR 1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

CRJU 2295  Ethics in Criminal Justice  3 hrs.
This course introduces the student to ethical decision making. The student will analyze the major ethical perspectives and then incorporate them into the social and criminal justice context as it relates to law, police, courts, and corrections. The course also addresses the future development of ethics in everyday life.

CRJU 2299  Special Topics in Criminal Justice  0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

DANCE

DANC 1100  S-C&TC  Introduction to Social Ballroom Dancing  2 hrs.
This course will introduce students to the study of basic figures of the American Style of waltz, foxtrot, swing, tango, cha cha, and mambo in accordance with the DVIDA bronze level syllabus. Students will also be introduced to the character of each dance, as well as how to recognize the music. This course will enable the student to participate in social occasions requiring ballroom dancing skills, such as weddings and formal social and business parties, as well as informal occasions.

DANC 1110  Ballroom Dancing Culture and Repertoire  1 hr.
This course will introduce students to the history, etiquette, and rhythm of ballroom dancing. Course content will include how each dance has evolved through history and cultural influence. Students will learn how to display proper etiquette in dance, and become aware of this influence personal lifestyle. The study of music and its rhythm as it applies to each dance style will also be a focus. Lecture.

DANC 1115  Physical Conditioning for Ballroom Dance  1 hr.
This course is designed to introduce students to the good health needs required of professional dancers. Students will be introduced to a variety of activities including proper eating habits, exercise, muscle building, and flexibility programs intended for healthy living. In addition, students will study how to assist future students as dance instructors in these activities. Lecture.
DANC 1117 Ballroom Fun Dancing 1 hr.
In this eight-week course, students will explore the more “relaxed” dances of ballroom dancing. These dances may include club dances such as salsa, merengue, hustle, and the west coast swing. They will also study the character of each dance, as well as how to recognize the music. This course will enable students to dance through entire songs at parties and weddings. This is an eight-week course and is a free elective open to all students.

DANC 1189 Guided Experience I VAR 1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

DANC 1199 Special Topics in Ballroom Dance 0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

DANC 1995 Ballroom Dancing Instruction Practicum 1 hr.
This course will enable the student to learn and practice ballroom dancing teaching skills at the college, schools and other venues such as youth and community groups. Must be taken during three separate semesters at two or three different venues. PR: DANC 1100.

DANC 2201 Bronze Waltz/Rumba 2 hrs.
In this course, students will complete the fifteen (15) figures that compose the DVIDA Bronze syllabus in the American style of waltz and rumba plus variations. Students will polish technique and should feel comfortable dancing with partners of multiple levels in these two dances at the end of the course. In addition, this course will provide an opportunity for students to test and receive the DVIDA Bronze certification for American style waltz and rumba at the end of the semester. PR: DANC 1100.

DANC 2202 Bronze Foxtrot/Swing 2 hrs.
In this course, students will complete the fifteen (15) figures that compose the DVIDA Bronze syllabus in the American style of foxtrot and east coast swing plus variations. Students will polish technique and should feel comfortable dancing with partners of multiple levels in these two dances at the end of the course. In addition, this course will provide an opportunity for students to test and receive the DVIDA Bronze certification for American style foxtrot and east coast swing at the end of the semester. PR: DANC 1100.

DANC 2203 Bronze Tango/Cha Cha 2 hrs.
In this course, students will complete the fifteen (15) figures that compose the DVIDA Bronze syllabus in the American style of tango and cha cha plus variations. Students will polish technique and should feel comfortable dancing with partners of multiple levels in these two dances at the end of the course. In addition, this course will provide an opportunity for students to test and receive the DVIDA Bronze certification for American style tango and cha cha at the end of the semester. PR: DANC 1100.
DANC 2204 Bronze Viennese/Bolero/Mambo 2 hrs.
In this course, students will complete the ten (10) figures that compose the DVIDA Bronze syllabus in the American style of Viennese waltz and bolero and the fifteen (15) figures that compose the DVIDA Bronze syllabus in the American style of mambo plus variations. Students will polish technique and should feel comfortable dancing with partners of multiple levels in these three dances at the end of the course. In addition, this course will provide an opportunity for students to test and receive the DVIDA Bronze certification for American style Viennese waltz, bolero, and mambo at the end of the semester. PR: DANC 1100.

The emphasis of this course is on identifying and responding to appropriate business, ethical, promotional, and creative challenges that happen when managing/owning a performing arts studio. Topics include (but not limited to) studio site selection, curriculum development, client services, creative marketing/promotion, staff development, and industry outlets for advancement. Students are expected to analyze examples via news articles and multi-media, discussing ethical issues, developing appropriate courses of action. Course assessments will include individual research and reporting on current trends and creating a mock studio profile.

DANC 2289 Guided Experience II VAR 1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

DANC 2299 Special Topics in Ballroom Dance 0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

DRAFTING

DRFT 1100 S-C&TC Engineering Graphics 3 hrs.
This introductory course covers basic drawing processes and techniques, including freehand lettering, geometric construction, sketching, multi-view and pictorial drawing, dimensioning and sheet layout. Tools, drawing surfaces, computer graphics, and projection theory will be stressed throughout the course.

DRFT 1200 Print Reading 1 hr.
This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.
DRFT 1189 Guided Experience I VAR 1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

DRFT 1199 Special Topics in Drafting 0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

DRFT 1199 1200 Blueprint Reading 3 hrs.
Blueprint Reading provides students with flexible courseware and instruction that enables them to understand the various types of blueprints, shop prints and schematics used in an industrial environment. Learning to read blueprints, students discover how to comprehend, and interpret the different types of standard symbols and abbreviations found on mechanical layouts, electrical drawings, schematics, and other various industrial drawings. Paper and electronic formats will be studied.

DRFT 2200 S-C&TC Fundamentals of AutoCAD 3 hrs.
This is an introductory Computer Aided Drafting (CAD) course. Software to be covered will be Windows and the use of AutoCAD. The student will learn on a PC workstation and become familiar with plotters and printers.

DRFT 2205 Introduction to Solid Modeling 3 hrs.
An introduction to conveying information as to the shape, size, and formation of a three-dimensional object. Topics include technical sketches, drawings and illustrations for parts catalogues. Content areas include isometrics, perspectives, three-dimensional wire frames and solid models. Three-dimensional rendering will also be explored. PR: DRFT 2200.

DRFT 2215 Architectural Drafting 3 hrs.
A comprehensive study of the planning, design and drawing of a single-family residence. Primary considerations include the site, styling, codes, zones and basic construction techniques. Modern house planning results in a complete set of plans and specifications. PR: DRFT 2200.

DRFT 2224 Inventor Sheet Metal and Fabrication 3 hrs.
The course emphasizes the use if Inventor software in sheet metal design and fabrication. Students will examine the characteristics of various ferrous and non-ferrous metals and the creation of solid models and flat patterns from these metals.
DRFT 2235  S-C&TC  Technical Drafting  3 hrs.
This course covers advanced drafting and design techniques by using a computer graphics workstation. The course content will include industrial detail drawing, electrical/electronic drawing, topographic mapping, pipeline drawing and production/working drawings. PR: DRFT 2200.

DRFT 2245  Architectural Design  3 hrs.
As approach to the development of residential design problems. Sketching, interior perspective and rendered perspective will be covered to prepare interior design majors. Content covers: architectural, pictorial and presentation drawings. PR: DRFT 2200.

DRFT 2254  Mapping  3 hrs.
This course is an introduction to computer-aided/drafting software for civil, surveying and land development disciplines. Topics include mapping scales and symbols, civil and surveying fundamentals, location and direction of line plan, profile, and cross section drawings, topographic mapping, boundary and legal description plats.

DRFT 2289  Guided Experience II  VAR 1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

DRFT 2299  Special Topics in Drafting  0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

DRFT 2995  Drafting/Design Capstone Course  3 hrs.
This course is designed as the capstone for the Drafting/Design/CAD Engineering Technology program. Students will complete assignments and projects based on the culmination of skills and knowledge gained in the completed DDET courses. Students will develop a portfolio, resume and job search skills. Internships and practicum hours are encouraged. Students will be required to take the ATMAE Engineering Graphics program assessment exam. PR: Instructor Consent.

EARLY CHILDHOOD

EC 1105  Development of Young Children  3 hrs.
The student will study the physical, social, emotional, and cognitive development of young children with the focus on the preschool period from ages three through five. The course emphasis will be on applying the theories and research of child development to practices and procedures used when working with young children in an early childhood program. PR: EC 1130 with a grade of C or instructor permission.
EC 1106  Health and Safety in Early Childhood Programs  2 hrs.
This course provides an introduction to health and safety requirements and responsibilities for individuals working in early childhood programs. Health, nutrition, and safety policies, procedures, and practices are studied. Students will meet state health and safety licensing requirements for child care employees. PR: Early Childhood Majors only. A current Pediatric First Aid and CPR card is required for this course. Students may take EMMS 1113 to satisfy this requirement.

EC 1107  Early Childhood Curriculum  3 hrs.
The student studies how to plan, prepare and implement developmentally appropriate curriculum for early childhood programs. Opportunities for hands-on learning experiences are provided. Practicum experience is required. Students must register for a laboratory session. PR: EC 1106 and EC 1130 with a grade of C or better in each.

EC 1130  Foundations of Early Childhood  3 hrs.
Students become familiar with various types of early childhood programs and the career opportunities they provide. The history of early childhood is introduced as well as current trends and quality program criteria. Concepts for providing developmentally appropriate practices are introduced.

EC 1189  Guided Experience I  VAR 1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required. PR: EC 1130 with a grade of C or instructor permission.

EC 1199  Special Topics in Early Childhood  0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

EC 2206  The Child in the Family  3 hrs.
This course examines relationships between the young child and other members of the family unit and the relationship between the family and the early childhood program. The focus is on the child during infancy, toddler and preschool years. Studies include the diversity of family lifestyles and cultures. PR: Early Childhood Majors only.

EC 2210  Emergent Literacy in Early Childhood Education  3 hrs.
This course aims to promote an understanding of all aspects of literacy including speaking, listening, reading and writing through the early childhood years. Topics discussed include theory, methods, cultural and linguistic difference and integrating play. Language and literacy performance assessments adaptations for special needs children are explored. 15 hours field experience is required. PR: Admission to Early Childhood AAS, Occupational Development, EC Practitioner AAS Degree, or instructor permission for non EC majors.

EC 2230  Classroom Strategies  3 hrs.
Students study theories of early childhood education with emphasis on classroom management, teaching methods, assessment and behavior guidance. Students demonstrate their knowledge and understanding of theories and best
practices by preparing appropriate thematic units and lesson plans for preschool children. PR: EC 1106, EC 1130 with a grade of C or better in each.

EC 2231 Administration of Programs 3 hrs.
This course allows students to study early childhood programs from the perspective of the person serving in the role of leader and administrator. Studies include the planning and development of a program or center, budgeting issues, environmental planning and preparation, state licensing regulations, health and safety guidelines, staffing and personnel issues and parent-school relationships. PR: EC 1130 with a grade of C or instructor permission.

EC 2232 Early Childhood Practicum I 3 hrs.
The student will gain practical experience interacting with young children as a practicum student in a community early childhood program and in the campus Laboratory Preschool. PR: EC 1107 and EC 2230 with a grade of C or better in each.

EC 2240 S-C&TC Infant Toddler Development and Care 3 hrs.
The physical, social, emotional, cognitive and language development of the child from conception to age three will be studied. The course will include developmentally appropriate practices to use when caring for infants and toddlers in a group setting as well as in a private home.

EC 2283 Cognitive Development 3 hrs.
Students study theory and research relevant to the cognitive development of children during early childhood. Emphasis is placed on applying theory and research to behavior guidance and curriculum planning. PR: PR: “C” or better in EC 1107 and competency in general math skills.

EC 2289 Guided Experience II VAR 1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

EC 2299 Special Topics in Early Childhood 0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

EC 2995 Early Childhood Practicum II 4 hrs.
Students will utilize the knowledge and skills from all theory and practicum courses as they participate in an early childhood program. Lesson planning, preparation and presentation will be required as the student gains actual teaching experience. PR: EC 2232 with a grade of C or better. Capstone course.
ECONOMICS

ECON 2200  S-FSU  Economics  3 hrs.
Economics 2200 is a General Studies course for nonbusiness majors, which provides the student with a broad macroeconomic theory and international economics, and should develop adequate knowledge to understand the role of economic systems and the application of economic principles in modern society.

ECON 2201  S-FSU  Economic Principles and Problems I  3 hrs.
This course approaches the subject from the point of view of macroeconomics, studying the nature and method of economics and describing how the capitalist system functions. Further study is made of the business cycle, fiscal policy, monetary policy, gross national product, and similar concepts. Some time is devoted to the study of competing economic systems.

ECON 2202  S-FSU  Economic Principles and Problems II  3 hrs.
This course is devoted to microeconomics. It follows the analysis of the firm and the decisions made by the managers of the firm, and includes the analysis of demand and supply and price and output determination. It is also concerned with the important problems in the field of economics: monopoly, agriculture, international trade, labor, economic development and similar issues. PR: ECON 2201.

EDUCATION

EDUC 1105  S-C&TC  Basic Skills for Instructional Support  3 hrs.
This course will cover learning strategies and study skills for the paraprofessional, including strategies for remembering information, reading and taking notes, interpreting graphic aids, improving time management, preparing for and taking tests and finding and using information. In addition, math strategies and learning problems in mathematics, plus reading skills, phonics, sight words, and reading comprehension will be covered.

EDUC 2200  S-FSU  Introduction to Education  3 hrs.
This course provides the teacher candidate with an overview of the profession. Its primary purpose is to offer information necessary for an informed career decision and a professional commitment to teaching. It also includes an analysis of the historical, philosophical and sociological basis for programs, instructional strategies and teaching behaviors in American education.

EDUC 2206  S-C&TC  Instructional Support Strategies  3 hrs.
This course will cover legislation affecting special education laws and the learning experience, the difference between mainstreaming and inclusion, the IEP and the self-contained classroom for the paraprofessional. Students will also learn about implementation of effective classroom management. Behavioral support in a positive learning environment and the role of the family, for encouraging and including parental input in an educational plan, will be included.

EDUC 2220  S-FSU  Introduction to Special Education  3 hrs.
This course is a guided survey of the areas of exceptionality in the field of Special Education (emotionally/behaviorally disturbed, physically handicapped, speech and language, visually impaired, hearing impaired, mentally impaired, gifted and learning disabled), and the historical, philosophical, political and sociological foundations related to exceptional
children. The laboratory component of the course is designed to provide experience in the areas of exceptionality through observation and limited participation in these areas.

**EDUC 2995 S-C&TC Behavior Support Strategies 3 hrs.**
This course presents basic principles and practices in the use of applied behavior management with both normal and exceptional learners for the paraprofessional. Students will gain firsthand experience in using behavior analysis and other behavioral support strategies in field settings. Capstone course.

**EMERGENCY MEDICAL SERVICES**

**EMMS 1100 Introduction to EMS 2 hrs.**
This course is 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.

**EMMS 1103 Emergency Medical Technician-Basic 7 hrs.**
This course provides didactic and practical application in basic life support aspects of pre-hospital care and is based upon the U.S. Department of Transportation’s National Standard Curriculum for Emergency Medical Technician - Basics. This course prepares students for the National Registry of EMT’s certification examination. There will be six lecture hours and two lab hours each week.

**EMMS 1104 Emergency Medical Services-Operation 2 hrs.**
This course will include in-depth review of such topics as emergency vehicle operations, medical incident command, rescue awareness and operations, hazardous materials recognition and crime scene awareness.

**EMMS 1106 Emergency Medical Services-Practicum I 2 hrs.**
This course provides the student with the opportunity to observe and apply the skills learned in EMS 103 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 is required and will be scheduled by the student on an individual basis through the EMS Coordinator. Majors only.

**EMMS 1107 Basic Trauma Life Support 1 hr.**
This two day course is designed to teach EMT’s First Responders and other health care professionals to rapidly assess, resuscitate, package, and transport patients with traumatic injuries. Simulated traumatic injuries in situations and scenarios will be used to evaluate the students’ practical skills. Participants who choose to be certified will be required to pay the necessary certification fees required by State or National certifying agencies.

**EMMS 1109 Cardiopulmonary Resuscitation (CPR) and Workplace Safety 1 hr.**
In this course students will learn adult and pediatric basic like support skills CPR and study the numerous health and safety issues associated with health care facilities. The topics include but are not limited to: OSHA standards, emergency preparedness, fire safety, electrical safety, compressed gas safety, tuberculosis/respiratory protection, blood borne pathogens and biological hazards, potential chemical and drug exposures, ergonomic hazards from lifting and repetitive tasks and how to safely handle these potential hazards. This course may be repeated for re-certification purposes.
EMMS 1110 Intro. to Advanced Life Support Skills Lab 3 hrs.
This course introduces the student to the opportunity to develop the psychomotor skills of the paramedic. The Advanced Life Support (ALS) skills are integrated into the curriculum in such a way as to present skills in a sequential, building fashion. Initially, the skills are typically taught in isolation, and then integrated into simulated patient care situations. The ALS Skills are set forth by the U.S. Department of Transportation National Safety Administration EMT Paramedic Curriculum. Majors only.

EMMS 1111 Home Land Security Practicum I 1 hr.
This course provides the student with the opportunity to observe and apply the skills learned in the homeland security core courses. The locations visited will include hospital emergency departments and triage areas, 911 centers, regional medical command center and field EMS unit rotations. A minimum of twenty-four hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator.

EMMS 1112 Emergency Response to Terrorism: Basic Concepts 3 hrs.
This course is designed to prepare first-responder personnel to take the appropriate course of action at the scene of a potential terrorist incident. The course will provide students with a general understanding and recognition of terrorism, defensive considerations (biological, nuclear, incendiary, chemical and explosive), as well as command and control issues associated with criminal incidents. The student will be able to recognize and implement self-protective measures, secure the scene, complete appropriate notifications to local, State, and Federal authorities, and assist in completing a smooth transition from emergency to recovery and termination operations. PR: Must be admitted to the A.A.S. Homeland Security Degree Program or Pre-Homeland Security Program.

EMMS 1113 Pediatric First Aid & CPR 1 hr.
This course is designed to identify and prevent injuries in childhood. This course is ideal for anyone involved in pediatrics, childhood education, and child care fields. Accidental injuries are the leading health problem in children over the age of 1 year, and this program helps prepare the user for accidents involving children. This course presents all the latest information and procedures for first aid and CPR. Upon successful completion of the course providers will receive a The National Safety Council course completion card.

EMMS 1114 First Aid & CPR Instructor 1 hr.
During this course you will learn new methods that involve, influence and facilitate adult learning while refining your teaching skills. This course covers a proven, standardized method of teaching first aid, CPR and AED with high effectiveness and you will be provided with the reasons and dynamics behind each topic or visual presentation. The Standard First Aid, CPR and AED course topics include: Breathing and cardiac emergencies in adults, infants and children, identifying and caring for bleeding, sudden illnesses and injuries, preventing disease transmission and introduction to AED’s.

EMMS 1115 Principles of Extrication 1 hr.
The goals of this course are to provide a good basis to the principles of extrication rescue techniques through focusing on sound extraction philosophy and the emergency care of the entrapped patient. One of the main objectives of this course is to understand that good patient care during any extrication effort is an important aspect of successful rescues and it is strongly advised that skills in patient treatment be emphasized to the fullest extent. The course includes team organization; rescue and safety considerations. In this course students will explore foundational concepts of safe and effective vehicle extraction.
EMMS 1117  Emergency Vehicle Driving  1 hr.
This course presents a comprehensive emergency vehicle driver training program that is designed to present the necessary classroom, competency course training, and testing for new and existing emergency vehicle drivers. The program will verify proficiency in the knowledge and understanding of, as well as, the practical application to emergency vehicle driving.

EMMS 1189  Guided Experience I VAR  1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

EMMS 1199  Special Topics in Emergency Medical Services  0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

EMMS 2200  Advanced Cardiac Life Support  1 hr.
This two day course is designed to teach EMT - Intermediates, Paramedics, and other advanced life support health care professional the most current knowledge and skills in caring for adult patients with cardiac emergencies. Scenario based instructions is used to teach and evaluate the participants knowledge and skills. A basic understanding of electrocardiography and arrhythmia recognition is recommended. Participants who choose to be certified will be required to pay the necessary certification fees required by State or National certifying agencies.

EMMS 2201  Pediatric Education for the Pre-hospital Provider  1 hr.
This course represents a comprehensive source of pre-hospital medical information for the emergent care of infants and children. Developed by the American Academy of Pediatrics, this course is an exciting program designed specifically to teach pre-hospital professionals how to better access and manage ill or injured children. PR: EMMS 1103.

EMMS 2202  Advanced Medical Life Support  1 hr.
This course is an education program sponsored of the National Association of Emergency Medical Technicians. The program is endorsed by the National Association of EMS Physicians This program is for all levels of healthcare practitioners committed to providing quality care for patients in medical crisis. AMLS is a course that offers a “think-outside-the-box” method of assessing and managing a patient in medical crisis. It emphasizes using scene size up, interactive group discussion on potential treatment strategies, history, and probabilities in diagnosing a patient’s medical problem. AMLS implements an initial assessment-based approach that progresses to a diagnostic-based approach to develop a treatment plan for a specific medical condition.

EMMS 2203  Advanced Life Support Skills Lab  2 hrs.
This course enhances the student’s development in the psychomotor skills of the paramedic. The Advanced Life Support (ALS) skills are integrated into the curriculum in such a way as to present skills in a sequential, building fashion. Initially,
the skills are typically taught in isolation. In this course the skills are integrated into simulated patient care situations. The ALS Skills are set forth by the U.S. Department of Transportation National Safety Administration EMT Paramedic Curriculum.

**EMMS 2207**  
Airway Management and Advanced Patient Assessment  
2 hrs.
In this course students will learn the proper approach to patient assessment and advanced airway management skills for both medical and trauma patients. Majors only.

**EMMS 2208**  
Pathophysiology and Shock Trauma Resuscitation  
3 hrs.
In this course students will learn the general principles of pathophysiology, treatment of shock and recognition and management of specific traumatic emergencies. Majors only.

**EMMS 2209**  
Emergency Medical Services - Practicum II  
2 hrs.
This course provides the student with the opportunity to observe and apply the skills learned in EMMS 2207, 2208 and ALLH 1106 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 is required and will be scheduled by the student on an individual basis through the EMS Coordinator.

**EMMS 2210**  
Medical Emergencies I  
4 hrs.
In this course the student will review the pathophysiology, assessment and management of medical patients with pulmonary and cardiovascular emergencies. Majors only.

**EMMS 2211**  
Emergency Medical Services - Practicum III  
2 hrs.
This course provides the student with the opportunity to observe and apply the skills learned in EMMS 2210 in a supervised clinical setting including a local hospital emergency department, respiratory therapy, cardiac care unit, and on a field EMS unit. A minimum of one hundred clinical hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator.

**EMMS 2212**  
Medical Emergencies II  
4 hrs.
In this course the student will review the pathophysiology, assessment and management of medical patients with neurological and endocrinological emergencies, allergies and environmental emergencies, infectious and communicable diseases, behavioral, gynecological and obstetrical emergencies. Majors only.

**EMMS 2213**  
Special Patients & Situations  
2 hrs.
In this course the student will take 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.

**EMMS 2214**  
Emergency Medical Services - Practicum IV  
3 hrs.
This course provides the student with the opportunity to observe and apply the skills learned in EMMS 2212 and 2213 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 is required and will be scheduled by the student on an individual basis through the EMS Coordinator.
EMMS 2221 Home Land Security Practicum II 1 hr.
This course provides the student with the opportunity to observe and apply the skills learned in the homeland security core courses. The locations visited will include the Center for Rural Emergency Medicine, Local branch of the West Virginia Office of Emergency Services and field EMS unit rotations. A minimum of twenty-four hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator.

EMMS 2222 Emergency Response to Terrorism: Tactical Considerations-EMS 3 hrs.
This course is designed for first on-the-scene responding EMS personnel with the responsibility to render patient care to victims of terrorist incidents. The student will be trained in security considerations, identifying signs of terrorism, anticipating unusual response circumstances, assessing information, and initiating self-protection actions. The student also will apply their knowledge about responding to a terrorist event, providing patient care, identifying and preserving evidence, managing site safety, documenting the event, and debriefing personnel.

EMMS 2223 Home Land Security Practicum III 1 hr.
This course provides the student with the opportunity to observe and apply the skills learned in the homeland security core courses. The locations visited will include Local Emergency Planning Committees, Fire Departments, and field EMS unit rotations. A minimum of twenty-four hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator.

EMMS 2224 Basic Life Support and Hazardous Materials Response 3 hr.
This course will emphasize critical concerns for emergency medical responders at hazardous materials incidents. Elements of this course include safety issues for emergency medical service hazardous materials response, managing contaminated victims requiring emergency medical assistance, decontamination and treatment procedures of a basic life support nature, and transportation and receiving facilities. The course will assist the student in understanding and complying with Federal regulations and national recommendations concerning emergency medical response to hazardous materials incidents.

EMMS 2225 Home Land Security Practicum IV 1 hr.
This course provides the student with the opportunity to observe and apply the skills learned in the homeland security core courses. The locations visited will include a branch of the West Virginia Department of Health and Human Resources, a branch of the Federal Emergency Management Agency, and field EMS unit rotations. A minimum of twenty-four hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator.

EMMS 2289 Guided Experience II VAR 1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

EMMS 2299 Special Topics in Emergency Medical Services 0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in
consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

**EMMS 2995 Assessment Based Management** 2 hrs.

This course will serve as the cumulative review and remedial application of what the student has learned in EMMS 2207 - 2214. The course will focus on providing summative evaluation of the student’s performance in simulated situations and or scenarios. Capstone course.

**ENERGY TECHNOLOGY PROGRAMS**

*Electric Utility Technology, Mechatronics, Petroleum Technology, Power Plant Technology*

**ENRG 1010 (formerly BITS 1012) Fluids I** 3 hrs.

This course will introduce the concepts and technology of hydraulic and pneumatic systems. The concepts of pressure, force, and flow rates will be applied using pumps, valves, and actuators. Circuit building, parameter measurements, and a systems view will be emphasized to develop basic troubleshooting ability. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology majors only. Co-requisite: MATH 1003

**ENRG 1020 (formerly BITS 1013) Mechanics I** 3 hrs.

This course will introduce and emphasize safe work practices and physical measurements, along with basic machine concepts, fasteners, and various hand tools. Mechanical drive systems, including belt drives, chain drives, and gear drives, coupling and shaft alignment, lubrication, and typical power tool usage will be covered using training simulators. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology majors only.

**ENRG 2020 Mechanics II** 3hrs

This course covers installation of bearings, gaskets, and clutch and brake systems. Basic rigging principles will be studied and practiced. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology majors only. PR: ENRG 1020 or coordinator consent.

**ENRG 2040 Industrial Safety** 3 hrs.

This course covers a foundational overview of best industry practices and guidelines for health, safety, and environmental issues facing the process industry. Students will gain practical knowledge in a variety of topics to help them stay healthy, keep safe and protect the environment to allow them longevity in the process industry. Hazard Recognition is also included in the study of OSHA standards and regulations. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology majors only.

**ENRG 2050 Emerging Energy Technologies** 3 hrs.

This course will consist of a study of Emerging Process Technologies including, Integrated Gasification with Carbon Capture Technology, Gas Turbines, Combined Cycle Units, Wind Power Generation, Solar Power Generation, and Nuclear Power. The course of study will focus on the systems aspect of these technologies. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology majors only. PR: PWPL 1179 or instructor consent.
ENRG 1030 (formerly BITS 2014)  Electrical Machinery I  3 hrs.
This course will introduce three phase electricity, ladder logic and single line diagrams, relays and contactors, DC and AC motors, and motor control circuits. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology majors only. PR: PWPL 1166.

ENRG 2030 (formerly BITS 2024)  Electrical Machinery II  3 hrs.
This course is a continuation of BITS 2014. Electric motor control circuits, transformers and troubleshooting will be emphasized. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology majors only. PR: ENRG 1030 (BITS 2014) or coordinator consent.

EUTP 1100  Electric Utility Practice I Line Worker  3 hrs.
Supervised practical applications of electrical overhead line worker job duties in a setting under direct supervision of FirstEnergy personnel. Emphasis on skills to safely climb wood poles, the operation of a line truck, setting poles, framing poles on the ground, and operation of a digger derrick. Upon completion of training, student will successfully pass the Class “A” Commercial Driver’s License skills test. Rigging, wire identification, and use of rubber goods will also be learned. Safety topics include: Rigging Safety Awareness; Fall Protection; Flame Retardant Personal Protective Equipment; Medic First Aid; Bloodborne Pathogens; and, Good Housekeeping.

EUTP 1100  Electric Utility Practice I Substation Worker  3 hrs.
This course is the first in a series of four which provides the student with the basic knowledge and skills necessary to assist with the performance of maintenance and testing in substations and switchyards.

EUTP 1200  Electric Utility Practice II Line Worker  3 hrs.
Supervised practical applications of electrical overhead line worker job duties in a setting under personal supervision of FirstEnergy personnel. Emphasis on skills required to perform work on secondary voltage circuits. Emphasis on the installation of services, street lighting, and secondary circuits, bucket truck familiarization and bucket rescue. Overview of distribution electrical systems, and Occupational Safety and Health Administration (OSHA) rules are also included. Based on Commercial Driver’s License (CDL) training schedule in EUTP 1100, some students may complete training and securement of Class “A” CDL as part of EUTP 1200. Safety topics include: Work Zone Traffic Control; Minimum Approach Distances; Rubber Protective Equipment; and Knowledge of UD Excavation/Trenching/Shoring.

EUTP 1200  Electric Utility Practice II Substation Worker  3 hrs.
This course is the second in a four part series providing the student with a broader skill set as well as enhanced knowledge and skill level necessary to safely assist in the performance of routine repairs on distribution and power transformers, bushings, circuit breakers, disconnect switches, control equipment and other de-energized electrical equipment used in the distribution of electrical energy.

EUTP 2000  Electric Utility Field Experience  0 hrs.
Following successful completion of the second semester of the Electric Utility Technology program, qualified students are required to participate in a compensated, 10-week (40 hr/week) evaluated field experience. Work assignments begin in May and end in August. Pre-employment screening with FirstEnergy is required. Instructor approval required.

EUTP 2100  Electric Utility Practice III Line Worker  4 hrs.
Supervised practical applications of electrical overhead line worker job duties in a setting under personal supervision of FirstEnergy personnel. Emphasis on skills required to identify, install, and maintain primary underground residential...
distribution (URD) equipment, including various methods of troubleshooting URD primary and secondary circuits. Grounding distribution circuits will also be learned. Students will develop the knowledge and skill to safely perform rubber gloving assignments utilizing the insulate and isolate techniques, will perform various tasks while working on an energized three-phase circuit under controlled conditions. Safety topics include: fire extinguisher safety, temporary protective grounds, stored energy devices, and utilities protective service.

**EUTP 2100 Electric Utility Practice III Substation Worker 4 hrs.**

This course is the third in a four part series providing the student with the advanced knowledge and skills necessary to safely work in a supervised capacity on energized equipment and in an unsupervised capacity on de-energized equipment employed in the production and distribution of electrical energy. This course also introduces the student to power transformer testing, troubleshooting, alarm systems, circuit breaker troubleshooting, reclosers and sectionalizers, OCB maintenance and voltage regulators.

**EUTP 2200 Electric Utility Practice IV Line Worker 4 hrs.**

Supervised practical applications of electrical overhead line worker job duties in a setting under direct supervision of FirstEnergy personnel. Emphasis on line equipment, hot line tools, power industrial trucks, and transmission (including wood pole, steel pole, ladder, and tower climbing). Bucket, Pole Top, and Self Rescue will also be reviewed. Safety topics include: Spill Response, Live Line Tools, Hazardous Communications, and Accident Prevention Handbook review.

**EUTP 2200 Electric Utility Practice IV Substation Worker 4 hrs.**

This course is the fourth and final semester in a four part series providing the student with the knowledge and skills to work safely and competently in a supervised or unsupervised capacity. The fourth semester is the culmination of prior courses with the introduction of advanced knowledge and skills related to Motor Operates Air Brake Switch, electronic recloser controls, SF6 gas breakers, ACB maintenance, OCB timing and travel tests, calibration of various substation equipment, PT testing, phasing, switching procedures and the performance of energized primary work. The work activities in this final semester will be performed in a crew setting and will require continuous team work with fellow students.

**EUTP 2995 Power Systems Institute Capstone 3 hrs.**

This course is designed as the capstone for the Electric Utility Technology program. Students will develop a portfolio, resume, contact cards, and prepare job search documents. Interview techniques will be discussed, and students will participate in mock interviews. Students will prepare for and be required to take the program assessment instrument—SkillsUSA, Center for Energy Workforce Development, Energy Industry Employability Skills Blueprint exam. Students must be in their last semester of the PSI program to enroll. Instructor approval required.

**MECT 1040 (formerly BITS 1014) Computers for Technicians 3 hrs.**

This course will introduce the fundamentals of modern personal computer systems, including hardware, BIOS and drivers, operating systems, and application software. Formatting and partitioning of HDD’s, loading of operating systems, and then basic system updating and maintenance will be practiced. The binary and hexadecimal numbering systems will be introduced. A robotics module will introduce basic programming concepts. This course is open to Mechatronics, Power Plant Technology, and Electric Utility Technology majors only. Priority will be given to Mechatronics majors.
MECT 1050 (formerly BITS 2011) Electronics 3 hrs.
This course introduces active devices into DC and AC circuits. Semiconductor materials, pn junctions, diodes, BJT’s, FET’s, and more complex active devices such as operational amplifiers will be examined. Parameter measurements in normal and faulted circuits will be emphasized in order to further develop system troubleshooting competence. The fundamentals of digital circuit concepts will also be explored, including digital number systems, logic gates, and flip flops. This course is open to Mechatronics, Power Plant Technology, and Electric Utility Technology majors only. Priority will be given to Mechatronics majors. PR: PWPL 1166

MECT 1060 (formerly BITS 2012) Programmable Logic Controllers I (PLC I) 3 hrs.
This course will introduce the programmable logic controller, how it is structured and programmed, and how it is applied to control machine/process systems. Emphasis will be placed on learning the common instructions and symbols used in PLC programs and how to read and interpret these to determine faults in a malfunctioning system. Programmable logic controllers will be used to control various processes. This course is open to Mechatronics, Power Plant Technology, and Electric Utility Technology majors only. Priority will be given to Mechatronics majors.

MECT 2010 (formerly BITS 1022) Fluids II 3 hrs.
This course introduces electrical control of hydraulic and pneumatic systems. The concepts of pressure, force, and flow rates will be applied using pumps, valves, and actuators on a daily basis. Circuit building, parameter measurements, and a systems view will be emphasized to develop troubleshooting ability. This course is open to Mechatronics, Power Plant Technology, and Electric Utility Technology majors only. Priority will be given to Mechatronics majors. PR: ENRG 1010

MECT 2030 (formerly BITS 2023) Instrumentation and Process Control 3 hrs.
This course will explore various measuring, recording, and controlling devices and their application in industrial processes, along with the symbols and diagrams associated with process control. Processes involving pressure, level (fluid), and flow will be explored. Closed-loop PID controllers will be introduced. This course is open to Mechatronics, Power Plant Technology, and Electric Utility Technology majors only. Priority will be given to Mechatronics majors.

MECT 2050 Introduction to Robotics 2 hrs.
The purpose of this course is to introduce the fundamentals of robotics with an emphasis on industrial uses. This course will build on other courses such as PLC’s and will focus on movement of both fixed and mobile robot bodies with servo control, microcontrollers, sensors and software. This course is open to Mechatronics, Power Plant Technology, and Electric Utility Technology majors only. Priority will be given to Mechatronics majors.

This course will apply previously learned concepts from electronics, mechanics, fluids, electrical machinery, and PLC’s to understand, maintain, and troubleshoot complex automated machine systems. This course is open to Mechatronics, Power Plant Technology, and Electric Utility Technology majors only. Priority will be given to Mechatronics majors. PR: INSTRUCTOR CONSENT

PTRM 1100 Appalachian Petroleum Industry and Career Options 3 hrs.
This course introduces the student to the Appalachian petroleum industry from its birth along the banks of Oil Creek in 1859 to the current emphasis on the Marcellus Shale gas play and the Utica Shale oil play. The lessons cover the growth of the American energy industry from West Virginia, Pennsylvania, and Ohio to the Midwestern states, and across the country including the Southwestern US. Next the course focuses on up-stream, mid-stream, and down-stream aspects of the petroleum industry before concentrating on various careers in drilling, services, and production in Appalachia. This
class begins with an overview by the instructor and the students conducting research using the internet. The students then make short presentations about their research using video slide presentations that they create. The course also includes a video slide presentation by the instructor on careers in the Appalachian petroleum industry.

**PTRM 1102 Health, Safety, and Environment – Hazard Recognition 3 hrs.**
This course covers a foundational overview of best industry practices and guidelines for health, safety, and environmental issues facing the petroleum industry. Students will gain practical knowledge in a variety of topics to help them stay healthy, keep safe and protect the environment to allow them longevity in the petroleum industry. Hazard recognition is the study of OSHA standards and regulations as applicable to the oil and gas industry. Full attendance and a passing grade of seventy percent are required to provide successful students with an IADC Rig Pass®/SafeLand USA certification as well as an OSHA 30 Hour certificate of completion.

**PTRM 1104 Production Technology with Hands-on Lab 3 hrs.**
This course trains the student in tasks, methods, and procedures commonly used in the production of oil and gas in the Appalachian Basin. Major topics included in this course includes two, three, and four phase flow, production surface equipment, artificial lift, gauging tanks, thieving tanks, preparing oil to be run, gas dehydration, and gas measurement. The course also includes wellhead construction, and skills needed to use pipe cutters, threaders, tongs, and wrenches. Also included in the course is the maintenance of stuffing boxes, compressors, packing glands, and chemical injection systems.

**PTRM 1105 First Aid/CPR for the Petroleum Industry 1 hr.**
This course covers standard First Aid/CPR with specific topics applicable to the upstream gas and oil industry including how to handle amputations, impalement, eye injuries, severe burns, and snake and animal bites as well as insect stings and bites. In this training, students also learn basic first aid skills such as checking the airway, breathing, and circulation; recognizing and treating illnesses; controlling bleeding through the use of dressings, compression, and pressure points; the use of PPE; and the problem of blood-borne pathogens. The CPR portion of the training requires the successful application of hands-on skills using manikins. Applications will be made to work in the drilling, services, and production industries. Successful completion of this course based on attendance, academic performance, and hands-on evaluations can lead to an industry recognized certification in First Aid/CPR. All First Aid/CPR certifications must be renewed every two years during your career in the petroleum industry.

**PTRM 1107 Rigging for Land-Based Oil and Gas Operations 2 hrs.**
This course trains the student in proper and safe ways to use lifting equipment and rigging hardware in the handling of machinery, supplies, and loads. This course uses the Crosby Rigging Training Manual. Students receive the Crosby Rigging Certification for Land-Based Oil and Gas Applications upon successful completion of the class. The course trains students in load handling applications that would be appropriate when using hoists, rig-up trucks, cranes, forklifts, manlifts/aerial platform lifts and standard gin-pole trucks. Included in the course is training on the use of screw, hydraulic, and lever jacks. PR: Math 1003, or MATH 1101, or MATH 1107.

**PTRM 1109 Drilling Technology with Hands-on Lab 3 hrs.**
This course trains the student in the tasks, methods, and procedures commonly used in drilling for oil and gas in the Appalachian Basin. It covers fluid and air drilling. Fluid drilling includes water, oil, and synthetic based fluid systems. Topics addressed in the course include hoisting, circulating, and rotating systems, and considerations for safely operating those systems. The course also covers events associated with routine drilling as well as special operations.
Hands-on training includes the proper and safe use of elevators, slips, tongs, and pipe spinners while making a connection or tripping the drill string. PR: PTRM 1100.

**PTRM 1113**  
**Free Plunger Lift with Hands-On Lab**  
3 hrs.  
This course trains the student in the operation and troubleshooting of Free Plunger Lift (FPL) wells. Persons taking the course learn the proper application of FPL technology, applications of differing types of plungers to meet well conditions, and how to limit plunger arrival failures. In addition students learn the terminology and function of FPL components as well as basic calculations associated with FPL. PR: MATH 1003 and PTRM 1104.

**PTRM 1115**  
**Sucker Rod Pumping with Hands-On Lab**  
3 hrs.  
This course trains the student in the operation of sucker rod pumping (SRP), also called beam pumping, for the purpose of extracting liquids from oil, gas, and/or water wells. The course examines the various options associated with SRP as well as methods to minimize operational issues. SRP is the most common form of artificial lift accounting for 85 percent of the wells in Appalachia and the rest of the world. PR: MATH 1003 and PTRM 1104

**PRTM 1120**  
**Summer Internship**  
2 hrs.  
A summer internship is a student practicum for the purpose of gaining experience while working as a temporary employee of a company in the petroleum industry. The student must satisfactorily work a minimum of 320 hours to qualify for two credit hours towards the AAS Degree in Petroleum Technology. PR: Minimum of 24 credit hours completed within the Petroleum Technology program, including PTRM 1102 and PTRM 1105, with an overall GPA of 2.5 or higher; must meet all employer-related eligibility standards. Instructor approval required.

**PTRM 2200**  
**Soft Skills/Leadership Skills for Technical Professions**  
3 hrs.  
This course equips students with crucial habits necessary to be successful and effective communicators and team players not only in their technical profession but in their personal life as well. Although this course uses many illustrations from the Petroleum Industry, the principles and concepts are applicable to other difficult technical industries. Role-playing scenarios simulate real industry environments such as a drilling location, a production location, and a well servicing location. The course addresses realistic industry situations that a new employee may find uncomfortable, threatening, or intimidating. Students will role-play to practice interpersonal, teambuilding, and leadership skills such as: integrity, effective communication, the power of a positive attitude, identifying positive role models, and projecting a professional presence. Critical thinking skills such as problem solving and decision making are included within the objectives for this course. Resume writing and job interviewing skills are topics covered within this course.

**PTRM 2202**  
**Well Completions Design and Operations with Hands-On Lab**  
3 hrs.  
This course trains the student in considerations that go into designing a well completion. The course cover the following topics: choices for casing program design, how best to access the petroleum reservoir(s), stimulating the reservoir(s), and the eventual means of artificial lift. PR: MATH 1003, with a grade of “C” or better, PTRM 1104 and PTRM 1109.

**PTRM 2206**  
**Applied Chemistry for Petroleum with Lab**  
4 hrs.  
This course trains the student in the application of the science of chemistry to upstream oil and gas operations. Persons taking the course learn the critical role that chemistry plays in all aspects of the production, drilling and services industries. PR: MATH 1003, with a grade of “C” or better, PTRM 1104 and PTRM 1109.
PTRM 2211 Supervisory Level Well Control with Hands-on Lab 3 hrs.
This course trains the student in the tasks, methods, and procedures commonly used in well control for drilling, workover, and completion operations. The course covers the behavior of various types of drilling fluid and kicks encountered in well control. It particularly focuses on gas kicks and application of the general gas laws to well control. The course includes balanced, overbalanced, and underbalanced drill and is applicable to liquid based drilling fluids as well as air drilling. Included in this course is a lab using an IADC-approved computerized drilling simulator. PR: MATH 1003, with a grade of “C” or better, and PTRM 1109.

PTRM 2213 Gas Measurement with Hands-on Lab 2 hrs.
This course trains the student in use of orifice measurement to meter gas with applications for field production and operations that are further downstream. The course examines gas laws applicable to measure, orifice measurement hardware, maintenance, and ways to avoid inaccurate results. This two credit hour class has one lecture and three lab hour per week during a semester or the same total number of hours for a condensed format. PR: MATH 1003, with a grade of “C” or better, and PTRM 1104.

PTRM 2215 Electrical, Analog, and Digital Applications for Petroleum with Lab 3 hrs.
This course trains students in the fundamentals of electrical, analog, and digital theory and applications used in the petroleum industry. Topics include DC and AC circuit analysis, electromagnetism and analog circuits that are converted to digital inputs. The course gives an introduction to basic applications of digital electronics while continuing an introduction to basic concepts of circuits and systems. PR: MATH 1003, with a grade of “C” or better, PTRM 1104 and PTRM 1109.

PTRM 2217 Petroleum Geology of Appalachia 2 hrs.
This course introduces the student to the geological theory and science of the Appalachian Basin which not only is the birthplace of the world’s commercial petroleum industry but possibly the most significant source of natural gas and oil in the US for the 21st century. The northern Appalachian Basin covers all or parts of the states of West Virginia, Virginia, Kentucky, Ohio, Pennsylvania, New York, and Maryland. PR: PTRM 1100.

PTRM 2219 Hydraulic and Pneumatic Applications for Petroleum with Lab 3 hrs.
This course trains students in the basic components and functions of hydraulic and pneumatic systems applicable to the drilling, production, and services industries. Topics such as compressors, actuators, valves, accumulators, filters, air treatment, standard symbols, pumps, basic gas laws of pressure and temperature will be covered as well as the physics and forces in applications. Upon completion, the students will have understanding of gas and oil applications including. The course will also cover pneumatic systems, schematic prints, components, fittings and the operation of a fluid power system. PR: MATH 1003, with a grade of “C” or better, PTRM 1104, PTRM 1107, and PTRM 1109.

PTRM 2221 Advanced Internship / Cooperative Work-Based Experience 2 hrs.
This advanced internship builds upon the PTRM 1120 student practicum for the purpose of gaining experience while working as a temporary employee of a company in the petroleum industry. The student must satisfactorily work a minimum of 320 hours to qualify for two credit hours towards the AAS Degree in Petroleum Technology. PR: Minimum of 24 credit hours completed within the Petroleum Technology program, including PTRM 1102, PTRM 1105 and PTRM 2220, with an overall GPA of 2.5 or higher; must meet all employer-related eligibility standards. Instructor approval required.
**PTRM 2223**  
**Well Log Interpretation with Lab**  
2 hrs.  
This course trains the student in well logging and log interpretation. It also covers maps derived from logging data. The course will use examples of well logs from the northern and southern Appalachian Basin. PR: MATH 1003, with a grade of “C” or better, PTRM 1104 and PTRM 1109.

**PTRM 2225**  
**Well Servicing with Hands-On Lab**  
2 hrs.  
This course trains the student in knowledge and skills used in well servicing. Topics covered include rod servicing, tubing servicing, swabbing, cleanout, and other tasks. PR: PTRM 1104, PTRM 1109.

**PTRM 2227**  
**Pressure Pumping Operations**  
2 hrs.  
This course trains the student in the technology of pressure pumping operations as used by the Appalachian petroleum industry for cementing and well stimulation. The course covers equipment and techniques commonly used for cementing and reservoir stimulations. The course also debunks popular but erroneous myths about well stimulations. PR: MATH 1003, with a grade of “C” or better, PTRM 1104, PTRM 1107, PTRM 1109.

**PTRM 2229**  
**Off-Road Diesel Forklift/Manlift Operations for Petroleum**  
2 hrs.  
This course provides classroom instruction as well as practical hands-on and one-on-one evaluations necessary to comply with the OSHA Standards for a person approved to operate an off-road diesel powered industrial lift truck, that is, a forklift. It also includes training on manlifts, also known as aerial platform lifts. Students will gain knowledge in general forklift safety, types of forklifts, and forklift operations. The training will include lifting, moving, and placing loads, with emphasis on rig moves, routine drilling support, and tool yard load handling. The course will also include manlift operations, safety precautions, and upstream petroleum industry applications. PR: PTRM 1107.

**PRTM 2289**  
**Guided Experience**  
VAR 1-4 hours.  
This course will be a guided experience for Petroleum Technology students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the Dean in a written contract. Credits earned may be applied as free electives in the Petroleum Technology AAS degree program. May be repeated for up to 4 credit hours. Instructor approval required.

**PRTM 1199**  
**Special Topics in Petroleum Technology**  
0-4 hrs.  
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

**PRTM 2299**  
**Special Topics in Petroleum Technology II**  
0-4 hrs.  
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.
PWPL 1160  Power Plant Fundamentals, Components & Theory  3 hrs.
This course is required for all students enrolled in the Power Plant Technology program and is designed to teach students the major components and operating theory of fossil-fueled power plants. Topics include power plant overview, basic plant components, steam boilers and theory, introduction to level and temperature controls, feedwater, corrosion, fuels, draft and emissions. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology Majors only.
PR: Admission to the Power Plant Technology, Mechatronics, or Electric Utility Technology programs.

This course is designed for students enrolled in energy related technology programs. It is designed to teach students about the basic operating principles of water treatments, cooling towers, fans, coal pulverizers, and water and combustion systems such as circulating water system, condensate system, feedwater system, combustion air and emission environmental systems. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology Majors only. PR: Successful completion of PWPL 1160, Power Plant Fundamentals, Components and Theory with a “C” or better.

PWPL 1165  Basic DC Circuits  3 hrs.
This course is designed for students enrolled in energy related technology programs. It is designed to teach students the basic concepts of electricity, voltage, current, power, and resistance. Topics include fundamental circuit laws and their applications on basic DC circuit analysis. Series, parallel, and series-parallel DC circuits will be analyzed extensively. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology majors only. Co Requisite: MATH 1003, Applied Math for Industry.

PWPL 1166  Basic AC Circuits  3 hrs.
This course is required for all students enrolled in energy related technology programs. It is designed to teach students the basic concepts of alternating current specific to the industrial worksite. Topics include series and parallel circuits, electromagnetism, transformers, motors, generators, circuit protection devices, and other key electrical components, and an overview of site and off-site electrical distribution. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology majors only. PR: Successful completion of PWPL 1165 with a “C” or better.

PWPL 1168  Technical Physical Science  3hrs.
This course is required for all students enrolled in energy related technology programs. It is designed to teach students the basic concepts of physics, specific to the design and operation of a fossil-fueled electrical generation station. Topics include concepts of motion, thermodynamics, and electricity. This course is designed to help prepare students for the Edison Electrical Institute POSS/MASS exam. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology majors only. Co Requisite: MATH 1003, Applied Math for Industry.

PWPL 1172  Power Plant Instrumentation & Control  3 hrs.
This course is required for all students enrolled in energy related technology programs. It is designed to teach students the basics of industrial instrumentation and process control and final control devices specific to the power plant setting. Topics include temperature, pressure, and level measurement; and final control elements, such as dampers and valves. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology majors only. Co Requisite: MATH 1003, Applied Math for Industry.
PWPL 1174 Advanced Power Plant Systems 3 hrs.
This course is required for all students enrolled in energy related technology programs. It is designed to teach students advanced systems such as main steam, extraction steam, lube oil, generator seal oil, and electro-hydraulic control and other plant systems. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology majors only. Co Requisite: PWPL 1162 Plant Cooling, Fuel and Combustion Air Systems.

PWPL 1179 Power Plant Simulation 3 hrs.
This course is required for all students enrolled in energy related technology programs. It is designed to teach students the typical power plant start up and shut down sequences and monitoring of a coal fired power plant operation. The course uses a plant referenced simulator that introduces the students to plant start up and integrated plant systems. This course is open to Power Plant Technology, Electric Utility Technology, Mechatronics, or Petroleum Technology majors only. Co Requisite: PWPL 1162 Plant Cooling, Fuel and Combustion Air Systems and PWPL 1172 Advanced Power Plant Systems.

PWPL 1194 Power Plant Safety, Tooling and Mechanics 6 hrs.
This course reinforces academic content of the program through computer-based, interactive simulations that require students to apply content knowledge gained through other courses completed as part of this program. PWPL 1194 is the capstone course offered as an alternative for students ineligible for enrollment in PWPL 1995. Instructor approval required. A grade of “C” or Better is required.

PWPL 1995 PWPL Capstone (Internship) 6 hrs.
(Industrial worksite, such as electrical generation plant, boiler room or similar facility practicum) PR: To be eligible for an industrial worksite practicum course, students must have maintained an overall GPA of 2.0 or higher and meet all employer-related eligibility standards; all other students will be enrolled in the curriculum-based section of the course and will be enrolled in the PWPL 1194 in lieu of PWPL 1995. Instructor approval required. Capstone course. A grade of “C” or Better is required.

ENGLISH

ENGL 0092 S-C&TC Basic Reading and Study Skills 3 hrs.
(See Academic Development Center)

ENGL 0097 S-C&TC Composition Skills 3 hrs.
(See Academic Development Center)

ENGL 0098 S-C&TC Composition Skills Lab 0 hrs.
(See Academic Development Center)

ENGL 1104 S-C&TC Written English I 3 hrs.
This course offers a process-oriented practice in drafting, revising, and editing texts. Students learn the principles of expository writing, thesis formulation, organization, paragraph development, audience analysis, appropriate diction, and sentence structure. The course also includes an introduction to reading for content in texts selected from across the disciplines. PR: Minimum scores of 18 (English) on the ACT, 450 on the SAT-Critical Reading, 71 on the COMPASS test, or
successful completion of an appropriate basic writing class (e.g., English 0097). NOTE: English 1104 is a prerequisite for enrollment in all other English courses. A “C” or better in English 1104 is a graduation requirement for all degrees.

ENGL 1005 S-C&TC Written English for Industry 3 hrs.
This course is required for all students enrolled in the Power Plant Technology and Mechatronics programs and is designed to teach students the writing skills specific to the industrial workforce. The course will focus on two aspects of communications: writing technical documents, such as activity reports, workplace memoranda, and professional emails; and working collaboratively, including developing listening skills and working in groups. This course will not transfer to any or from any other program as general education credit. PR: COMPASS Writing Skills score of 71+ or ACT English score of 18 or successful completion of English 0097, Composition Skills. A “C” or better in ENGL 1005 is a graduation requirement.

ENGL 1108 S-FSU Written English II 3 hrs.
A continuation of Written English I that provides experience in analyzing and writing argument and persuasive prose. A central feature of the course is a library research project that is intended to develop familiarity with reference sources and skill in summarizing the diverse points of view of multiple sources. PR: A C or better in ENGL 1104. NOTE: the grade of “C” or better in ENGL 1104 and 1108 is a graduation requirement for all degrees.

ENGL 1109 S-C&TC Technical Report Writing 3 hrs.
This course provides practice in writing expository documents and technical reports. In addition to scientific/technical reports and proposals, students also write business letters, memoranda, and other types of written communication common to the industrial and business worlds. PR: “C” or better in English 1104 (Written English I). A grade of “C” or better in English 1109 is required for graduation when English 1109 is required in the student’s program of study.

ENGL 2220 S-FSU World Literature I: Origins to 1650 3 hrs.
A survey of literary masterpieces from around the world. Readings will include religious texts (such as the Bible, the Koran and the writings of Confucius); the epic (Gilgamesh, Homer and Dante); poetry (Li Po, Ovid and Petrarch); drama (Sophocles, Shakespeare and non-Western traditions such as Japanese Noh theater); and narrative fiction (tales from The Thousand and One Nights, The Tale of Genji and Don Quixote). PR: 1108 or 1109.

ENGL 2221 S-FSU World Literature II: 1650 to the Present 3 hrs.
English 2221 offers a study in literary masterpieces, some in translation, from around the world, including satire (works by authors such as Moliere, Swift and Voltaire); drama (K’ung Shan-Jen, Ibsen, Chekhov, and Al-Hakim); poetry (Basho, Keats, Dickinson, and Eliot); the short story (Flaubert, Ichiyo, Lu Xun, and Gordimer); and the novel (Yasunari, Achebe and Desai). PR: 1108 or 1109.

ENGL 2230 S-FSU Introduction to Literature I: Prose Narratives 3 hrs.
A study of narrative art both in fictional forms (the short story, the novel, allegory) and non-fictional forms (autobiography, personal essay), with readings from many cultures within a world context, giving substantial exposure to important works written in the last 100 years and to those written by women and minorities. PR: 1108 or 1109.
ENGL 2231  S-FSU  Introduction to Literature II: Poetry & Drama  3 hrs.
A study of the forms and conventions of the genres through close reading, discussion, and written response. Students will survey representative works from fifth-century Athens to the most contemporary voices. Relevant exposure will be given to poems and plays by and about women and minorities. PR: 1108 or 1109.

ENTREPRENEURIAL STUDIES

ENTR 1100  Introduction to Entrepreneurship  2 hrs.
This is an introductory course that explores the fundamental concepts of entrepreneurship and the initial considerations to start-up a new business venture. The course will demonstrate the basics of how to organize, manage, market, and finance a start-up venture. Students will craft a basic framework of a Business Plan that can be further developed independently or as a working project in other courses required in the Entrepreneurial Studies Certificate program. PR: Grade of C or higher in English 1104; ACT Reading score of 17+ OR COMPASS Reading score of 75+

ENTR 1110  Business Opportunities Analysis  1 hr.
This course demonstrates the basic techniques and skills that entrepreneurs use to identify business ideas; conduct focused research to refine the concept; analyze core financial information and market factors that affect the chances for business success; and test concepts for viability in a specific market. Students will develop ideas for a potential start-up business, examine key market factors, and conduct basic market research to test viability of their concept. PR: ENTR 1100

ENTR 1120  Critical Thinking and Analysis for Small-Business Owners  1 hr.
This course covers the basic critical thinking and analysis skills and topics for small business owners. Students will evaluate common small business issues using critical analysis tools and methods with the goal of improving business operations and performance. PR: ENTR 1100

ENTR 1130  Funding Your Venture  1 hr.
This course will guide students through the process of determining funding needs and exploring funding opportunities. Topics will include capital and collateral, loans, grants and grant writing, micro-lending, equity financing, angel investors, and venture capital. Resources and financing tools will be discussed. PR: ENTR 1100 and successful completion of Math 0093, General Math OR a COMPASS Algebra placement score of 17 or higher. (Students with ACT scores of 19+ are exempt from these additional score requirements.)

ENTR 1140  Mentorship & Business Support Resources  1 hr.
This course covers the necessity for business owners to develop quality business relationships and gain access to supportive business resources. Topics will include the following: establishing a mentor relationship with more experienced and successful business owners; accessing informational resources to stay abreast of changes that impact business performance and success; and securing business support resources that assist entrepreneurs to start, grow, and succeed in business. Students will research various types of business support resources and draft a resource plan for a start-up in its early stages. PR: ENTR 1100

ENTR 1150  Business Plan Development  3 hrs.
This course covers the importance of planning the initial development and expansion of a start-up business. Topics will include the following: determining required information to include in the plan; drafting a business plan using business
plan software; tailoring a business plan for a specific target audience; and “pitching” the plan to potential investors and other key contacts. Students will draft a business plan that could be used as a guide to start an actual business. To qualify for admission in this course, students must either: A) complete all ENTR courses through ENTR 1140 with a “C” or better; OR B) complete ENTR 1100 with a “C” or higher grade AND complete relevant advanced or equivalent courses to ENTR 1120 through 1140 (business ownership or startup experience will also be considered). PR: Instructor Approval.

**EVENTS MANAGEMENT**

**EVMG 1101**  
 EVENTS Coordination  
3 hrs.

This course is intended to provide a solid understanding of the numerous tasks and details involved in developing and coordinating events. Students will examine practical and creative aspects of coordinating the event through sizes and types of events, leadership, financial management, creating a proposal, protocol and the process in choosing site selections, entertainment, décor, travel, catering, registration and other staging considerations.

**EVMG 1103**  
Wedding Planning  
3 hrs.

This course is intended to demonstrate the proper procedures of planning a wedding to ensure a successful and perfect wedding day. Students will discuss everything a wedding planner does from budget preparation to planning the reception.

**EVMG 2250**  
Corporate Events Planning  
3 hrs.

This course will cover the numerous tasks and details involved in coordinating events hosted by hotels, resorts and conference centers. Focus will be primarily on the business, corporate, government customer, and will also include large private events. Students will examine the practical and creative aspects of coordinating major events, including conventions, political rallies, expos, corporate training and seminars, as well as large private receptions and parties. Events hosted by hotels and conference centers require sound business practices including establishing a customer profile, strong financial planning and management, vendor relations, management of multiple contracts, and accurate attention to details. Protocol and process in choosing entertainment, décor, travel arrangements, catering, registration and other staging considerations are covered. PR: EVMG 1101 or 1103. Instructor approval required.

**FINANCE**

**FINC 1180**  
S-C&TC Principles of Banking  
3 hrs.

This course is a survey of and introduction to the field of banking, with some concentration on the functions and operations of commercial banks. It also covers other depository institutions, non-bank financial entities, the Federal Reserve System, the nature of interest, bank regulation, the vocabulary of banking and some current banking issues.

**FINC 2201**  
S-FSU Introduction to Financial Management  
3 hrs.

This course is intended to give the student a background in the field of financial management, with emphasis on cost of capital, cost of external capital, cost of retained earnings, and similar concepts. It will also cover material investment decisions and financial decisions. PR: ACCT 2201.
FINC 2230  S-C&TC  Financial Literacy  3 hrs.
This course provides students with the framework and tools for preparing personal financial plans that serve as roadmaps for goal achievement. It emphasizes the dynamics of the personal financial planning process by considering the impact of life changes - birth, marriage, divorce, job and career, and death.

FINC 2260  S-C&TC  Real Estate Principles  3 hrs.
A general introduction to real estate as a business and as a profession, this course is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. The course will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising and state license law. The objective of the course is to equip the student with concepts needed to continue successfully in future real estate courses and to pass the real estate salesmen’s license examination.

FINC 2261  S-C&TC  Real Estate Law  3 hrs.
This course is a study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and regulations thereof. The object of the course is to equip the student to analyze the legal consequences of various legal relationships, and legal transactions, and to determine when an attorney should be consulted. The objective of the course is to equip the student with concepts needed to continue successfully in future real estate courses and to pass the real estate salesmen’s license examination. PR: FINC 2260.

FINC 2270  S-C&TC  Principles of Insurance  3 hrs.
This course is primarily concerned with developing an understanding of the basic principles of insurance, as well as the nature and operation of the insurance business. Emphasis is given to the principles which underlie the entire field of insurance. Students will develop understanding of the fundamental areas of indemnity, insurable interest, coinsurance, risk, subrogation, proximate cause, other insurance, requisites of insurable risks, deductibles, valued policies, probability and many others. The important functional areas of rating, underwriting, marketing and adjusting are considered, as well as the subjects of regulation, reinsurance and company organization.

FINC 2295  S-FSU  Bank Internship  3 hrs.
Selected students are placed in part-time banking positions with area financial institutions. The student has the opportunity to put theory into practice, while developing competencies through on-the-job training. Only full-time students pursuing a Bachelor of Science degree may participate in the program. Preference is given to students with a concentration in Finance or Accounting. This course may be repeated for up to six hours credit. PR: FINC 1180, ACCT 2202.

FOLKLIFE STUDIES

FOLK 1100  Introduction to Museums  3 hrs.
This course will introduce students to the various types of museums (historical, art, historic site/house, representational etc.). It includes presenting a general overview of museum operations, programming, fund raising, grant writing, volunteer management, interpretation, exhibit design and construction, personnel training and management, collections management, and museum networking.
FOLK 1150  Folk Arts  3 hrs.
This studio course gives students a hands-on learning approach to the historical understanding and making traditional/historical folk arts. Various materials will be used including fiber, wood, metal, paper, natural materials, and more to explore weaving/quilting, carving, tinsmithing/metal tooling, marbling/book binding/band box construction, doll making, and other traditional folk arts and crafts. An element of research will also be included in this course.

FOLK 1189  Guided Experience I VAR  1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

FOLK 1199  Special Topics in Folklife Studies  0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

FOLK 2210  Museum Education Programming  3 hrs.
This course allows students to explore all types of museum programming with special emphasis on children’s visitation, special events, adult programming, lecture series, fairs and festivals. Special attention will be drawn to the various educational techniques and tools used as well as evaluation processes. The design and publication of museum materials such as handbooks, exhibit cards, exhibition catalogues, research and information books, journals, and newsletters. Will be covered in this course. A major goal of this course is to establish understandings of museum/school relationships as well as an enhancement of general public lifelong learning experiences. PR: FOLK 1100.

FOLK 2220  Museum Collections Management  3 hrs.
This course will address a variety regarding museum collections including paper memorabilia, three dimensional artifacts, buildings, grounds, and other structures. The technical aspects of managing collections such as acquiring, identifying, processing, cataloging, storing, displaying, preserving, conserving, and researching will be the focus in this course. PR: FOLK 1100.

FOLK 2230  Museum Exhibit Design and Preparation  3 hrs.
This course will include museum exhibit planning, research, text writing, design, construction, and installation of various types of storyline exhibits and presentations. Techniques will include computer graphics, photography, silk-screening, dry mounting, fixture and kiosk construction, lighting/ventilation/audio visual application, and other technical processes. PR: FOLK 1100.

FOLK 2240  Museum Interpretation  3 hrs.
This course explores museum interpretation to the public, researchers, and school children, as well as training museum staff, administration, volunteers, students, and interns. Various avenues of actual interpretation will include the use of the museum facilities, buildings, artifacts, and publications. It may include oral interpretation, first person role play, costumed interpreter/demonstrator, and third person presentations. PR: FOLK 1100.
FOLK 2289  Guided Experience II VAR  1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

FOLK 2295  Folk Art/Craft Apprenticeship  0-4 hrs.
During these course hours, students will work directly with master craft persons that have been chosen and arranged by Pierpont Technical and Community College. Students will work in the master craft person’s studio to become proficient in the folk art/craft media chosen. May be repeated up to 12 hours, including a summer placement. PR: FOLK 1150 or Instructor approval required.

FOLK 2299  Special Topics in Folklife Studies  0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

FOLK 2995  Museum Internship  1-3 hrs.
This internship course will place the student in a hands-on museum located experience. Students will be placed in the museum type (historical, art, etc.) of their choice and will have as many “real” application experiences with interpretation, exhibit design and construction, collections management, public museum educational programming, administrative management, etc. that can be arranged with the museum of choice. Pre-internship conferencing between the student, museum representative, and the program coordinator will be expected. Conferencing will continue during the experience as well. May be repeated up to 6 hours, including a summer placement PR: FOLK 1100. Capstone course.

FOLK 2200  S-FSU  Introduction To Folklore  3 hrs.
This course is an introduction to conceptual foundations in folklore, such as its social base, tradition, folklore and cultural history, folklore as projection, genre, function, structure, text and context, through a historical and philosophical survey of approaches to folklore topics. Emphasis will be placed on the Appalachian cultural perspective. A field study lab of one hour will accompany this course.

FOOD SERVICE MANAGEMENT

FOSM 1100  ServSafe®  1 hr.
Students will master multiple modules relating to topics on food service sanitation. Upon completion of the course, students will be prepared to successfully take the ServSafe® exam.

FOSM 1110  S-C&TC  Nutrition  3 hrs.
This course is a study of the nutrients, their sources, and their relationship to body functions. Each stage of the life cycle will be studied as it relates to changing nutritional requirements for individuals and family groups of varying cultural and economic levels. Students will evaluate their daily nutritional intake against recommended daily allowances.
FOSM 1119  Intro to the Food Service and Hospitality Industry  3 hrs.
This course is an overview of all aspects of the hotel, foodservice, restaurant, and travel and tourism businesses, including operations, marketing, and sales. Trends in this rapidly changing industry will be stressed.

FOSM 1120  Nutrition in Childhood & Adolescence  3 hrs.
This course will provide an overview of basic nutrition as well as nutrient standards used to evaluate nutrition status among Americans. Specific focus will include nutrition needs from pre-pregnancy through adolescence. Students will evaluate the new dietary guidelines and food pyramid system and complete a menu planning assignment and a computer-aided diet analysis for an individual between the ages of 2-18.

FOSM 1121  Food Service Facilities & Equipment  1 hr.
The emphasis is on food service equipment selection and layout in relation to production and workflow. Specifications, energy sources, use and care of food service equipment will be included in the course. Students will demonstrate the utilization and care of selected food service equipment in a laboratory setting.

FOSM 1122  Safety & Sanitation  2 hrs.
This course is a look at the latest information in the science of food safety along with appropriate principles to maintain food safety in an operation and to protect against food borne illness. This course incorporates the National Restaurant Association’s certification curriculum. Students completing the final certification exam with a minimum score of 75% will be issued a certificate of completion.

FOSM 1130  Basic Baking  3 hrs.
This course will provide students with an introduction to the science of baking including the purpose of common ingredients found in the bakeshop, the effect of certain baking techniques and the application of culinary math to recipe conversions. Students will study the procedures used to prepare the following categories of baked goods: cookies, quick breads, pies, cakes, basic yeast doughs, Pate a Choux, and pastry fillings and sauces. This course will also review history of the pastry industry and current industry trends. FOSM majors only. CR: To be taken concurrently with FOSM 1131.

FOSM 1131  Basic Baking Lab  1 hr.
This course applies the fundamentals of the baking science to the preparation of a variety of pastry and baking products in a lab environment. Labs will include application of the techniques studies in FOSM 1130 Basic Baking with an emphasis on presentation. This course will also include the use and care of equipment found in a modern bakery. FOSM majors only. CR: To be taken Concurrently with FOSM 1131.

FOSM 1140  Food Service Cost Analysis & Management  3 hrs.
This course will enable students to perform basic cost analysis related to food service operations. The student will perform calculations associated with food costs, labor costs, menu pricing, and other pertinent management functions.

FOSM 1150  Sports Nutrition  3 hrs.
This course will provide an introduction to sports nutrition including definitions of sports nutrition and general nutrition concepts, a review of digestion and energy metabolism, a thorough explanation of macronutrients, micronutrients, and water as they relate to athletic performance. The course will also review the most current research as it relates to the energy systems and specific nutrition needs of athletes in three categories - endurance, strength/power, and team sports.
FOSM 1155 Cafeteria Management in Schools 3 hrs.
This course will provide an overview of basic child nutrition operations as well as managerial skills and knowledge of managing child nutrition programs. Course outcomes will equip cafeteria managers with the necessary knowledge, skills and work practices to positively impact their programs and improve work practices to support program changes that address the many health issues confronting our children. PR: Successful completion of the Cafeteria Manager’s Institute (a 3-day training session provided by the WVDE) is required as a prerequisite to enrollment.

FOSM 1160 Local Market Agriculture 3 hrs.
This course will cover topics in small farm viability and will explore the collaboration between farmers and chefs in supporting and promoting the local food market. In addition, students will examine local farmers’ most common direct marketing opportunities. The student will be able to develop a farm to restaurant model, which will illustrate the importance of sharing the value of local foods.

FOSM 1189 Guided Experience I VAR 1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

FOSM 1199 Special Topics in Food Service 0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

FOSM 2200 Introduction to Foods 3 hrs.
This course is a study in the selection, storage, preparation, and presentation of food. This three credit hour course will investigate each of the following categories of food and apply knowledge gained to laboratory applications: Milk & Dairy Products; Meat, Poultry & Shellfish; Fruits & Vegetables; Grains & Starches; Breads; Desserts; & Beverages. Emphasis will be placed on meal planning, food safety, nutrient value, and quality in taste and appearance.

FOSM 2201 S-C&TC Principles of Food Selection & Preparation 3 hrs.
This course provides a study of the selection, storage, preparation, and presentation of food. Students will investigate each of the following categories of food and apply knowledge gained to practical applications in the laboratory setting: Stocks and sauces, soups, meat and game, poultry and game birds, fish and shellfish, vegetables, potatoes and starches, salads and salad dressings, sandwiches, breakfast preparation, and dairy products. Emphasis will be placed on ensuring food safety, nutrient value, and quality in taste and appearance. FOSM majors only. PR: To be taken concurrently with FOSM 2203.

FOSM 2202 Principles of Quantity Food Production 3 hrs.
Principles and techniques of quantity food preparation will be covered. Emphasis will be given to menu planning, use of standardized recipes, and quantity food production techniques. PR: FOSM 2201. To be taken concurrently with FOSM 2204.
FOSM 2203 Principles of Food Selection & Preparation Lab 1 hr.
Students will apply basic principles of food selection and preparation in a controlled lab setting. Labs will include application of basic food science and food evaluation techniques. PR or CR: FOSM 1121, FOSM 1100 or FOSM 1122. Course must be taken with FOSM 2201. Majors only.

FOSM 2204 Principles of Quantity Food Production Lab 1 hr.
Students will apply principles and methods of quantity food production using institutional equipment and evaluate food with consideration given to quality control and cost control. PR or CR: FOSM 2203. Must be taken with FOSM 2202. Majors only.

FOSM 2209 Food Specialties-Garde Manger II 3 hrs.
This course is the advanced garde mange techniques including aspic pates, sauces, terrines, and garnishes. The manipulation of special tools used in this type of food preparation is stressed. Buffet table arrangement, food display, and organization are studied. PR: FOSM 2203. Majors only.

FOSM 2210 Culinary Competitions 1-4 hrs.
Students will produce innovative, competition quality food. Students will use advanced culinary techniques to showcase their creations for constructive critique. Students should expect to practice on their own a minimum of two hours for every one hour in class. PR or CR: FOSM 2203. Majors only. Repeated up to 12 hours credit.

FOSM 2220 S-C&TC Diet Therapy 3 hrs.
This course discusses the nutritional needs of different age groups, the special nutritional requirements in various diseases and the planning of menus to meet these various nutritional needs. PR: FOSM 1110.

FOSM 2224 Purchasing and Receiving 3 hrs.
Includes factors to consider in selecting, purchasing, receiving, and storing various foods. Emphasis is given to the development of purchasing policies, procedures, inventory control and storage. Computer application is included in the course.

FOSM 2225 Resort & Hotel Management 3 hrs.
Students will study four primary areas of the resort and hotel lodging businesses; service and guest services, housekeeping, catering and banquets, and front desk operations. Students will focus on the revenue and cost centers associated with hotel industry. Emphasis will also be placed on management of rooms, food and beverage, marketing, engineering, accounting, human resources, and security.

FOSM 2227 Food and Beverage Merchandising 3 hrs.
This course discusses catering for different types of social functions, dining room arrangement, and service to gain customer satisfaction. It also deals with purchase specifications, management and quality as applied to tableware, furnishing, equipment, and supplies.

FOSM 2228 Food Service Organization and Management 3 hrs.
The students will analyze the organization and management of various types of food service programs. Special emphasis is placed on personnel, operating systems, budgeting, purchasing, work schedules, and supervision.
FOSM 2230 Advanced Baking 3 hrs.
Students will develop skills in advanced baking techniques, bread making, pastries, and cake decorating. The class will also include information on the corollary business aspects, such as calculating size and determining costs. PR or CR: FOSM 1130. Majors only.

FOSM 2232 Pastry & Confections 3 hrs.
Students will develop skills in advanced decorating techniques and more complex preparations of pastry, confections, and dessert products. Students will also be introduced to candy, pastillage, sugar, and chocolate work. PR: FOSM 1130. Majors only.

FOSM 2250 Applications in Community & Medical Nutrition 3 hrs.
This course will provide students with methods and practices necessary to access nutritional needs in client-oriented dietetic systems and community-oriented nutrition programs. Students will apply nutrition knowledge to the following: patient education, screening for nutritional risk, determining nutrient requirements across the lifespan, translating nutritional needs into food and menu choices, calculating body composition, and calculating diets for specific health conditions. PR: FOSM 2220.

FOSM 2255 Management & Regulation of Child Nutrition Programs in Schools 3 hrs.
This course will provide knowledge and application practices related to management principles, regulatory requirements, best practices, and current issues related to school nutrition programs. The following aspects of school nutrition program management will be covered: menu planning, procurement, financial management and accountability, food production, record keeping, food safety, training and nutrition education. Management practices will be incorporated throughout the class. PR: Successful completion of a 4-day seminar session provided by the WVDE is required as a prerequisite to enrollment. Seminar sessions will consist of lectures and program applications delivered by state-level coordinators, topical concurrent sessions related to course outcomes, activities and resources. Students will fulfill remaining course requirements through on-site application assignments.

FOSM 2260 Seminar in Dietary Management 2 hrs.
This course will focus on the dietary management profession by looking at legal issues, professionalism, certification and licensing, preparation of resume, etc. PR: Special Approval. FOSM majors only.

FOSM 2289 Guided Experience II VAR 1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

FOSM 2299 Special Topics in Food Service 0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.
FOSM 2995  Food Service Practicum  1-10 hrs.
A supervised work experience conducted in an assigned food service operation. Course may be repeated for up to 15 hours of credit based on FOSM emphasis area. Capstone course.

FRENCH

FREN 1101  S-FSU  Elementary French I  3 hrs.
This introductory course covers pronunciation, oral comprehension and speaking, reading and written drill and composition and elements of grammar. Laboratory.

FREN 1102  S-FSU  Elementary French II  3 hrs.
Continuation of 1101, completing the basic grammatical principles. PR: FREN 1101.

FREN 2201  S-FSU  Intermediate French I  3 hrs.
A course designed to reinforce and increase knowledge of vocabulary and grammar. The course consists of extensive reading, review of grammar and continued attention to pronunciation and speaking. Engaging reading materials, such as short stories, are emphasized. Laboratory. PR: FREN 1102.

FREN 2202  S-FSU  Intermediate French II  3 hrs.
The continuation of FREN 2201. PR: 2201.

GEOGRAPHY

GEOG 2210  S-FSU  Introduction to Geography  3 hrs.
An introduction to the physical and cultural elements of geography, with a study of major geographical regions of the world.

GEOLOGY

GEOL 1101  S-FSU  Physical Geology  4 hrs.
This course is an introductory study of the materials, structures and forces in the earth. Topics include weathering, hydrology, glaciers, earthquakes, landslides, and volcanoes; students will also examine the physical and chemical processes that contribute to the earth’s changing form and shape. Both surface and internal processes are covered, with emphasis on the interaction between these processes, including the theory of plate tectonics. Three hours of lecture and two hours of lab per week. Lab includes field trips.

GEOL 1102  S-FSU  Historical Geology  4 hrs.
An introduction to the history of the earth from its origins to the present day. The evolution of the earth’s oceans, ocean basins, atmosphere and life forms are also studied. The study of past life and continental position in geologic time is based on the interpretation of fossils, rocks, continental drift and plate tectonics. Three hours of lecture and two hours of lab per week. Lab includes field trips. PR: GEOL 1101.
GEOL 1103 S-FSU Introduction to Environmental Geology 4 hrs.
This course explores the practical application of elementary geologic principles to everyday environmental problems. It also covers hazardous earth processes, including landslides, volcanoes, and earthquakes, as well as geologic aspects of human-induced problems such as mining, mineral production, subterranean waste disposal, and water and land use. Three hours of lecture and two hours of lab per week. Lab includes field trips. PR: GEOL 1101.

GRAPHICS TECHNOLOGY

GRAP 1100 S-C&TC Graphics Communications Processes 3 hrs.
An introduction to and a survey of the discipline of graphics design and technology. The topics include a survey of the graphics industry, the knowledge base and history of graphic design, and an examination of graphics technologies and careers as well as an overview of available resources for study and research in computer graphics.

GRAP 1125 Multimedia Concepts 3 hrs.
Basic techniques of computer presentation and multimedia will be covered. Students will use introductory software for the creation of digital animation, motion, and multimedia. Activities include exercises using Microsoft PowerPoint, Apple QuickTime, and still and motion digital video capturing.

GRAP 1150 S-C&TC Computer Applications to Graphics 3 hrs.
An introduction to the Apple computer and operating system, containing a thorough coverage of computer fundamentals with an introduction to industry standard graphics software.

GRAP 1189 Guided Experience I Var. 1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

GRAP 1199 Special Topics in Graphic Communications 0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

GRAP 2230 S-C&TC Graphic Design I 3 hrs.
This is a studio course introducing the process of graphic design including the principles of design and problem solving methodologies for page layout and 2-dimensional design. PR: GRAP 1100.

GRAP 2235 S-C&TC Graphic Design II 3 hrs.
This studio course is a continuation of GRAP 2230. It focuses on developing competence in hand skills required for graphic design and introduces 3-dimensional design and presentation techniques. PR: GRAP 2230.
**GRAP 2240**  Photography Concepts  3 hrs.
This course will emphasize the use of traditional and digital photography in the profession of graphic design. Topics will include the historical evolution of photography; major related equipment, materials, principles, methods, and techniques of photography; and the application of photography in areas of visual communication, journalism, web design, and other Graphic Design fields. PR: GRAP 1150.

**GRAP 2255**  Internet Animation  3 hrs.
This course is an introduction to basic techniques of computer animation and presentation for multimedia and internet and interactive training applications. PR: GRAP 1125.

**GRAP 2260**  Emerging Technologies  3 hrs.
New kinds of electronic tools are emerging that allow graphic designers to craft presentations, images and layouts in a collaborative environment. This course will explore available technologies and software and explore new approaches to digital design and data visualization.

**GRAP 2265**  S-C&TC  Estimating and Cost Analysis  3 hrs.
This course explores introductory critical thinking and analysis for the media artist including the topics of project pricing, estimating and budgeting, marketing and self-promotion. PR: GRAP 1100, 2230.

**GRAP 2280**  S-C&TC  Internet Publishing  3 hrs.
This course is an introduction to basic web design principles, applications and related terminology. A professional web authoring tool is explored to understand the planning and layout of hypertext based content for the web. PR: GRAP 1150.

**GRAP 2285**  Electronic Art  3 hrs.
This course acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital screen design. PR: GRAP 1150.

**GRAP 2289**  Guided Experience II VAR  1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

**GRAP 2290**  S-C&TC  Image Editing  3 hrs.
Students will learn the properties of various digital image files and their use in both internet and print applications. Using an industry standard image editing program, students will learn various image manipulation techniques. Copyright issues, ethical usage of images on the Web, and explanation of the different resolution requirements between Web and print images will also be discussed. PR: GRAP 1150.
GRAP 2299 Special Topics in Graphics Communications 0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

GRAP 2995 S-C&TC Graphics Practicum 3 hrs.
This is a capstone course in which the student participates in an internship in the graphics field with a cooperating business. Capstone internships consist of a minimum of 10 hours of service per week or a total of 150 hours. Students must have completed a minimum of 45 hours of course work and the internship must be approved by the course instructor and department coordinator before registering. In addition to the hours of service, daily work logs, participation in online discussions and an 8-10 page final written report as well as an oral presentation approved by the instructor are required. PR Instructor permission. Capstone course.

HEALTH CAREERS

HLCA 1100 S-C&TC Medical Terminology 3 hrs.
This course is a study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, and their combining forms. Anatomy and physiology terms as they relate to the root words, combining forms, prefixes, and suffixes are stressed. Terminology and medical abbreviations relating to several allied health occupations acquaints students with an overview of the medical language. This course is offered as an online course as well as the traditional classroom.

HLCA 1101 Introduction to Health Careers Programs 1 hr.
This course is designed to introduce students to the health careers degree and certificate programs offered at Pierpont C&TC. A case study approach may be used to examine various fields in health careers. This course will cover requirements and prerequisites, necessary skills and qualities for successful program completion, and provide individualized exposure to selected occupations. This course is offered on a credit/non-credit basis and can be used as an elective.

HLCA 1102 Pathophysiology of Diseases 3 hrs.
Study of the disease process, terminology and association with the body structure. PR: HLCA 1100, HLCA 1170 and HLCA 1171. Fall Semester: Fairmont Campus. Spring Semester: Caperton Center. This course is offered as an online course as well as the traditional classroom.

HLCA 1104 Physics for Health Careers 3 hrs.
This course is designed to introduce pre-physical therapist assistant and pre-radiology students to basic physics concepts including motion, forces, energy, heat, sound, electricity, light, and radioactivity. The class will include on-line activities and in-class activities.

HLCA 1105 Phlebotomy Theory 1 hr.
The course is designed to provide the student with an understanding of professionalism, credentialing, the importance of consent and confidentiality, safety issues, infection control and the overall structure of a typical hospital. Students will
learn basic techniques of venipuncture and capillary puncture through lecture videos, class activities and demonstration. PR: MLT or Lab Assistant majors only.

**HLCA 1110 Basic Clinical and Laboratory Skills 4 hrs.**

This course in the theory and practice of basic laboratory and clinical skills is designed to provide the student with entry level knowledge needed to pursue a career path as a laboratory assistant and/or phlebotomy technician. Students are introduced to professionalism, the importance of consent and confidentiality safety issues, CPR and vital signs, infection control and basic laboratory techniques including specimen collection and venipuncture. PR: Lab Assistant major, completion of MATH 0080 series, 3 hours of lecture per week and 1 hour of lab.

**HLCA 1170 Human Anatomy and Physiology 3 hrs.**

A single semester examination of the architecture and function of cells, tissues, organs, and organ systems of the human being. This examination will include an intensive and detailed study of the integumentary, skeletal, muscular, cardiovascular, lymphatic, digestive, respiratory, urinary, nervous, reproductive, and endocrine systems as well as their interactions with each other. Three hours lecture per week.

**HLCA 1171 Human Anatomy and Physiology Laboratory 1 hr.**

Complementary to HLCA 1170, the laboratory focuses on the anatomical study of the human form, including microscopic examination of cells and tissues, and gross examination of organs and organ systems (skeleton, muscles, blood vessels, nerves, and internal organs). Physiological exercises are also included, such as real-time examination of electrocardiograms, heart sounds, peripheral circulation, blood pressure, reflexes, electromyograms, electroencephalograms, lung volume, and breathing patterns, to supplement the material covered in HLCA 1170. Prerequisite or co-requisite: HLCA 1170.

**HLCA 1189 Guided Experience I VAR 1-4 hrs.**

This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

**HLCA 1199 Special Topics in Health Careers 0-4 hrs.**

Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

**HLCA 2205 Phlebotomy Practicum 1 hr.**

This course is designed to provide the student with practical experience in blood drawing techniques. Students will spend about 6 to 8 hours in student laboratories practicing phlebotomy techniques on model arms and on volunteers prior to being placed in clinical facilities. Students will be expected to obtain up to 100 venipunctures and 10 capillary sticks and must schedule sufficient time to accomplish this at the clinical facility. Hours at clinical facilities will vary throughout the day. 70 hours minimum. PR: HLCA 1105. Instructor approval required.
HLCA 2289 Guided Experience II VAR 1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

HLCA 2299 Special Topics in Health Careers 0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

HEALTH EDUCATION

HLTA 1100 S-FSU Personal Health 2 hrs.
This course examines the meaning and significance of the physical, mental, social and environmental factors of health and safety as related to the individual and to society. Students will focus on important phases of related national problems, with an emphasis on college students and their current needs.

HLTA 1150 S-FSU Introduction to Health 3 hrs.
This course is an in-depth study of several content areas relating to health, contemporary health problems and reciprocal relationships involving man, disease and the environment. Students will explore the significance of the physical, mental, social, and environmental factors of health and safety as related to the individual and to society.

HEALTH INFORMATION TECHNOLOGY

HLIN 1100 Fundamentals of Health Information 3 hrs.
This course serves as an introduction to the function and duties of health information professionals. Various health care delivery and settings in the United States will be discussed. The student will be introduced to the various career opportunities available for health information professionals. In addition, the different types of patient records, storage systems, filing systems and numbering systems will be discussed. Students will be educated in the different indexes, registers, and the overall health data collection. Majors only. Fall semester.

HLIN 1101 Fundamentals of Health Information Lab 1 hr.
This laboratory course serves to enhance the didactics that are covered in the lecture for Fundamentals of Health Information. The Health Information Technology student will be expected to complete a series of hands-on projects that are compatible with the information from the classroom. Majors only. Fall semester.

HLIN 1102 Health Information Community Service 1 hr.
This course is an introduction to the Health Information profession through community service. Each student is expected to complete thirty (30) hours of volunteer work in a health information environment. Placement will depend on the needs of the facilities at the time. Majors only. Fall semester.
HLIN 1105  Computers in Health Care  3 hrs.
This course will introduce the Health Information Technology student to computers in the health care arena. Spring Semester. Majors only.

HLIN 1109  Health Care Statistics  3 hrs.
Hospital statistics is a course in which the methods of computing statistics of health care institutions and storage areas for this material will be discussed. Basic statistics applicable in health care institutions will be introduced. The course will include the study of vital and public health statistics, review of simple arithmetic principles as warranted, in depth study of hospital statistics; sources, definitions, collection, reporting, presentation and analysis of data, sources and uses of health data in the United States. Applicable statistical software will be utilized. Spring Semester. Majors only.

HLIN 1110  Legal and Ethical Aspects of Health Information  3 hrs.
This course is designed to instruct the student in the basic legal principles, release of confidential health information, court procedures and conduct, and association with legal authorities. HIPAA rules and regulations will be discussed. Legal and ethical issues of the profession will be covered as well as ethical issues in the health care field. Fall Semester. Majors only.

HLIN 1115  Alternate Care Settings  2 hrs.
Alternative Care Settings will expose the HIT student to a variety of non-traditional settings for health information management. The students will be expected to rotate through various types of settings (i.e., psychiatric facility, rehabilitation hospital, nursing home, home health agency, hospice, prison system, health clinic and a physicians' office or clinic.) Placement depends on the availability of a particular facility. The student will be required to be at the clinical affiliate a total of 60 hours. This course will be offered during the first summer session. Majors only. Summer Term.

HLIN 1199  Special Topics in Health Information Technology  0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

HLIN 2200  Interpretation of Diagnostic Data  3 hrs.
This course is designed to introduce the health information specialist to the relationship between diseases, laboratory tests and drugs within the health record. This knowledge base will be useful in optimizing reimbursement. Fall Semester. Majors only.

HLIN 2202  Reimbursement Systems  2 hrs.
This course will examine reimbursement methodologies for various health care entities. Students will learn how to compare claims submitted to third party payers with actual reimbursement received. Spring Semester. Majors only.

HLIN 2203  Quality Assessment/Utilization Review  3 hrs.
This course is designed to provide the student with the theoretical knowledge and technical skills relative to the operation of a quality assessment and utilization management program within a health care facility. The influence of government regulations and accrediting agency standards will be introduced. Fall Semester. Majors only.
HLIN 2205  Classification Systems I - ICD  5 hrs.
This course is designed to emphasize the history and development of disease classifications. The student will spend time learning the procedures of various systems. Application of the current classification system will be emphasized. Prepared software will be used to enhance the understanding of the current classification system. Financial implications of the classification system will be discussed. Four hour lecture, two hours laboratory per week. Fall Semester. Majors only.

HLIN 2206  Clinical Practicum I  3 hrs.
Students in this course will analyze, number, file, retrieve, transcribe, and prepare statistical reports. The student will be working with coding and abstracting of disease/procedure entities. This clinical practicum will take place in a health care facility. Students will be expected to be at a clinical site 120 hours. Majors only. Fall Semester.

HLIN 2207  Health Information Supervision  3 hrs.
This course is designed to introduce management functions required to direct a health information department. This will include procedure development, job descriptions, research for a proposal, department layout as well as other areas of management. Current standards of health care are presented; JCAHO and State Licensure. Spring Semester. Majors only.

HLIN 2208  Clinical Practicum II  3 hrs.
This is a four credit, three consecutive week course requiring 40 hours of clinical practicum per week. Students will be expected to be at a clinical site 120 hours. The student will be provided opportunity to practice all skills acquired thus far in the two-year program. Majors only. Spring Semester.

HLIN 2209  Classification Systems II - CPT  5 hrs.
This course is designed to introduce the student to the current use of CPT-Coding classification. Various situations for this use will be utilized including: physician’s office, outpatient, and ambulatory care settings. Spring Semester. Majors only.

HLIN 2299  Special Topics in Health Information Technology  0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

HLIN 2995  Health Information Technology Capstone  2 hrs.
This course is designed to incorporate all HIT program coursework into an integrated course. The student’s didactic knowledge will be blended with their clinical experiences. Guest lecturers, field trips, computer and CD assignments will be used as a teaching tool. This course will also focus on the health information profession by looking at legal issues, professionalism, certification, preparation of a resume, etc. Majors only. Capstone course.
## HISTORY

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<thead>
<tr>
<th>Course Code</th>
<th>Prefix</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>HIST 1107</td>
<td>S-FSU</td>
<td>United States History I</td>
<td>3 hrs</td>
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<tr>
<td>HIST 1108</td>
<td>S-FSU</td>
<td>United States History II</td>
<td>3 hrs</td>
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<tr>
<td>HIST 2211</td>
<td>S-FSU</td>
<td>World Civilizations I</td>
<td>3 hrs</td>
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<td>HIST 2212</td>
<td>S-FSU</td>
<td>World Civilizations II</td>
<td>3 hrs</td>
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<tr>
<td>HIST 2213</td>
<td>S-FSU</td>
<td>World Civilizations III</td>
<td>3 hrs</td>
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- **HIST 1107 S-FSU United States History I**: Examines the major developments in American history, from pre-Columbian native American cultures to the end of the Civil War, with emphasis on the Colonial, Revolutionary, Early Republic and Civil War eras.

- **HIST 1108 S-FSU United States History II**: Examines the major developments in American history, from Reconstruction to the present with emphasis on the political, social, cultural, economic and diplomatic forces that contributed to America’s emergence as the world’s leading industrial democracy.

- **HIST 2211 S-FSU World Civilizations I**: An intermediate-level survey of worldwide historical developments, emphasizing major civilizations in prehistoric times, ancient empires and the early Middle Ages. Recommended for sophomores and well-prepared freshmen.

- **HIST 2212 S-FSU World Civilizations II**: An intermediate-level survey of worldwide historical developments, emphasizing major civilizations from the Middle Ages to the social, political, and industrial revolutions of the eighteenth century. Recommended for sophomores and well-prepared freshmen.

- **HIST 2213 S-FSU World Civilizations III**: An intermediate-level survey of worldwide historical developments from the French Revolution of 1789 to the present era, emphasizing major civilizations and the modern growth of global interdependence. Recommended for sophomores and well-prepared freshmen.

## HONORS

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<tr>
<th>Course Code</th>
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<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>HONR 1100</td>
<td></td>
<td>Honors Seminar</td>
<td>1 hr.</td>
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- **HONR 1100 Honors Seminar**: This seminar introduces students to critical thinking in a number of disciplines and initiates them into the standards required by the Honors Program.

## HUMAN SERVICES

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<th>Course Code</th>
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<tr>
<td>HUSV 1100</td>
<td>S-FSU</td>
<td>Freshman Seminar</td>
<td>3 hrs</td>
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<tr>
<td>HUSV 1101</td>
<td></td>
<td>Exploring Career Opportunities</td>
<td>1 hr.</td>
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- **HUSV 1100 S-FSU Freshman Seminar**: This course is designed to acquaint entering freshmen with various academic, economic, and social aspects of college life and to teach students the skills necessary to succeed in college. In addition, this course would focus on building genuine relationships with people on campus by providing opportunities to engage in various college activities and to work with a Freshman Seminar facilitator, peer leaders and mentors.

- **HUSV 1101 Exploring Career Opportunities**: This is a one credit hour, interactive, distance learning survey “survival” course to explore possibilities and plan for career changes and updates. It is self-paced and intended to aid in developing or refreshing skills needed to launch or transition into a new career. Career resources will be explored and then applied to real-world experiences. This course should assist students seeking a new or renewed career path.
HUSV 1103  S-FSU  Community Service Learning  1 hr.

Community Service Learning provides opportunities for students to perform meaningful service to the community while engaging in conscious reflection and critical analysis activities which meet service learning objectives. Students are required to complete a minimum of 20 hours of quality service for a non-profit agency. The hours are completed over the course of the semester with credit given for 2 hours a week. The course is based upon an experiential learning format which includes the college, the student, and the community.

Students may enroll in Community Service Learning three semesters, completing a total of 3 credit hours toward graduation requirements. Three sections of Community Service Learning are offered. Enrollment in the general section does not require instructor permission; however, enrollment in the honor’s section and the America Reads and Counts’ sections do require instructor permission.

HUSV 1199  Special Topics in Human Services  0-4 hrs.

Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

**HUMANITIES**

HUMN 2200  C&TC  Bridging Cultures: Work and Identity in a Global Perspective  3 hrs.

Upon successful completion of this course, students will demonstrate through written and oral communication an understanding of the connections between work and identity in a global context. Students will learn to use the literature of meaningful work as a bridge to cultural identity. To develop a global understanding of work-related issues, students will move from a narrow, local framework emphasizing WV industries to a national and global context, including, but not limited to Chinese and Sub-Saharan African literature. Since students should be able to explore the impact of diversity on their career choices, the course will build community and bridge cultures by using labor as the connective tissue. This course will meet Pierpont’s General Education criteria of oral and written communication, critical thinking, professionalism, as well as globalism, and will serve as a General education elective. PR: English 1104.

**INFORMATION SYSTEMS**

INFO 1100  Computer Concepts and Applications  3 hrs.

This course will provide students with a survey of fundamental computing concepts and applications, and will offer a useful foundation upon which students can develop skills necessary to become effective users of information systems. The primary focus of this course will be on productivity software applications, including word processing, spreadsheet, the Internet and presentation software. (Competency may be demonstrated through test out.)

INFO 1189  Guided Experience I VAR  1-4 hrs.

This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.
INFO 1199  S-C&TC  Special Topics in Information Systems  0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

INFO 2200  Fundamentals of Information Systems  3 hrs.
The course is an introduction to basic business information systems, including networking, systems analysis and design. PR: INFO 1100 or COMP 1100.

INFO 2205  Information Technology: Hardware and Operating Systems  3 hrs.
This course provides the hardware and operating system concepts necessary for system design. System architecture and operating systems are considered for single- and multi-user computer systems.

INFO 2207  Windows Server Installation and Maintenance  3 hrs.
This course will provide students with knowledge and skills necessary to install and configure a Windows Server and applications such as DNS, web server, Telnet Server, FTP server, SSH server, and Mail Server. Students will learn to manage user and group accounts and to configure an active directory. PR: INFO 2205 and 2250.

INFO 2220  Spreadsheet Design  3 hrs.
This course is designed to introduce spreadsheet modeling and design. Through hands-on computer work, the student will become familiar with a spreadsheet application package. The course will stress good design techniques as well as spreadsheet techniques and model building. Completion of this course will provide students with the skills needed to attain Microsoft Office Specialist Certification in Excel

INFO 2225  Fundamentals of Web Design  3 hrs.
Introduction to Web Design course focusing on the overall web site production processes with particular emphasis on design elements involving layout, navigation, and interactivity.

INFO 2250  Networking Fundamentals  3 hrs.
This course provides an in-depth knowledge of data communications and networking requirements, including networking and telecommunications technologies, hardware and software. Students will explore the analysis and design of networking applications in organizations. Management of telecommunications networks and evaluation of connectivity options are also covered. Students learn to evaluate, select and implement different communication options within an organization. The course consists of two hours of lecture and two hours of lab per week. PR and/or CR: INFO 1100.

INFO 2251  Router Theory and Router Technologies  3 hrs.
This course examines the theory and technology of routers, including router programming, configuration and protocols. The course consists of two hours of lecture and two hours of lab per week. PR: INFO 2250.
INFO 2252  Advanced Routing and Switching  3 hrs.
This course covers advanced routing and switching concepts. It is a continuation of INFO 2251. The course consists of two hours of lecture and two hours of lab per week.

INFO 2253  Project-Based Learning  3 hrs.
This course covers advanced Wide Area Network technologies. It is a continuation of INFO 2252. The course consists of two hours of lecture and two hours of lab per week. PR: INFO 2252

INFO 2256  Information Security  3 hrs.
This course will provide a foundation for understanding the key issues important in maintaining information CIA (Confidentiality, Integrity, Availability) in a business environment. The course covers fundamental theories as well as the practical skills. Students will learn security management and technical components of information security. They will be exposed to a wide spectrum of security activities, methods, methodologies, and procedures. PR: INFO 2205 and 2250.

INFO 2257  Network Security Essentials  3 hrs.
This course consists of two hours of lecture and two hours of lab per week. Students develop fundamental knowledge of network security principles and commonly used network security tools, and firewall configuration. Before taking this course, students must have the pre-requisite knowledge of local area and wide area network communications, including advance routing and switching. The following core network security concepts are covered: network security threats, firewall technology, intrusion detection, and prevention systems, and virtual private network implementation. PR: “C” or higher in INFO 2252 and “C” or higher in INFO 2256

INFO 2289  Guided Experience II VAR  1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

INFO 2995  Professional Internship and Portfolio Development  3 hrs.
The purpose of this course is to allow students to bring business topics into focus by using all their collected business knowledge. This will be accomplished through completion of a portfolio that will demonstrate to prospective employers the student’s career preparation. The student will also be required to complete a professional internship in the workplace. The importance of career and goal planning will be emphasized. A total of 140 hours of supervised work will be required. PR: Instructor approval required. Capstone course.

INTERPRETER TRAINING PROGRAM

ITTP 1199  Special Topics in Interpreter Training  0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.
ITTP 2200  American Sign Language V  3 hrs.
In this course the primary emphasis is placed on the advanced development of ASL expressive and receptive skills. The language in a natural context using the proper expressions and grammatical structures will be applied. Phrasal vocabulary and components of storytelling will be introduced. PR: AMSL 1995. Majors only. Fall semester only.

ITTP 2201  Sign-to-Voice Interpreting I  3 hrs.
An introductory course designed to provide the development of skills receptively while expressing an equivalent message in spoken English. Focus is placed on the interpreting process, appropriate English word choices, vocal inflection, and English structure. Majors only. Fall semester only.

ITTP 2202  Voice-to-Sign Interpreting I  3 hrs.
An introductory course that provides students with an overview of the field of interpreting and the processes involved. The student will learn the components of communication, culture, community and how it applies to rendering a signed message and interpreting. Majors only. Fall semester only.

ITTP 2203  Simultaneous and Consecutive Interpreting  3 hrs.
Students will use hands-on approach in this course to develop skills and proper execution in simultaneous and consecutive styles of interpreting. Students will learn to think analytically and to apply this skill to “real life” situations increasing speed accuracy and complexity of the interpreting process. Topics will include hospitality, social welfare, housing, education, paralegal, and medical scenarios. Videotaping will be used to evaluate skill and provide feedback. Majors only. Fall semester only.

ITTP 2204  American Sign Language VI  3 hrs.
This course will continue to develop expressive and receptive ASL skills and the language in its natural context along with full body expressions. PR: ITTP 2200. Majors only. Spring semester only.

ITTP 2205  Sign-to-Voice Interpreting II  3 hrs.
A continuation of Sign-to-Voice Interpreting I with more emphasis placed on advanced receptive skills, word choices, vocal inflection, and ability to interpret signed messages using appropriate English structure. PR: ITTP 2201. Majors only. Spring semester only.

ITTP 2206  Voice-to-Sign Interpreting II  3 hrs.
This course continues to increase knowledge and skills in the English/ASL interpretation process. Students will explore the dynamics of ASL structure, the history of interpreting, and will develop a resume and personal portfolio. PR: ITTP 2202. Majors only. Spring semester only.

ITTP 2208  Legal and Ethical Aspects of Interpreting  1 hr.
This course is designed to guide students into making ethical decisions in interpreting situations by using the RID Code of Ethics. In-depth discussions will pertain to an analysis of professional ethics, confidentiality, legal liability and the role of the interpreter. Majors only. Spring semester only.
ITTP 2210 Educational Interpreting 3 hrs.
This course is designed to explore the processes needed to interpret for K-12 Deaf or Hard of Hearing students. Topics include: Educational Interpreter Performance Assessment, the educational paraprofessional, and cognitive and language development. Majors only. Spring semester only.

ITTP 2995 Interpreting as Private Practice 4 hrs.
This course provides students with the opportunity to choose and work in “real life” interpreting situations and apply the concepts learned in the classroom to the actual setting. Students will complete a minimum of 100 hours during the practicum and will be directly supervised by staff interpreters. PR: ITTP 2200 and ITTP 2201. Majors only. Spring semester only. Capstone course.

INTERDISCIPLINARY STUDIES

INTR 1120 S-FSU Experiencing the Arts 3 hrs.
Introduction to appreciation of the arts through lectures/demonstrations by teachers in the visual arts, music and theatre. Organized thematically, the course offers an opportunity to explore relationships between various artistic media, as well as their relationships with other disciplines. The course will also consider the circumstances which have shaped these relationships and the ways in which contemporary culture conditions how we respond to and interpret art and performance today.

INTR 1150 S-FSU Women’s Studies Colloquium 1-3 hrs.
The Women’s Studies Colloquium introduces students to issues and concerns surrounding women and women’s studies through talks by invited experts on a broad range of topics. Repeatable for credit.

INTR 2200 S-C&TC Race, Class and Gender in Popular Culture 3 hrs.
This course examines the role and function of consumer and leisure life in the construction, interaction, and management of race, class, and gender identities within the United States. By identifying and analyzing how race, class, and gender positions inscribe and inform the values, ideas, and beliefs embodied by pop cultural productions and their consumption, students will learn to recognize and critique the politicized features that impact such everyday phenomena as TV shows, films, commercials, videogames, music videos, sports spectacles, magazine advertisements, fashion, toys, and the Internet. This course, therefore, will enable students to understand with greater clarity why we make the choices we do when acting as consumers of popular culture and how these choices reflect the race, class, and gender identities and values we knowingly or unknowingly ascribe to ourselves and others. PR: ENGL 1104 (with a grade of a “C” or better).

INTR 2201 S-FSU Introduction to Women’s Studies 3 hrs.
This interdisciplinary course focuses on a variety of topics in women’s studies, such as gender and science, the body, reproductive technologies, public policy and feminist theory. Class discussions will examine positions among feminist ethicists on the implications of gender definition and explore the construction of gender in our society.

INTR 2280 S-C&TC Empowering Leadership 3 hrs.
The purpose of this course is to help prepare students to assume increasingly responsible leadership roles of empowerment in their personal, professional and academic lives. This interdisciplinary, student-centered course focuses not only on significant theories of empowering leadership and their applicability to leaders of the past and present, but
also includes substantial hands-on, experiential learning opportunities in which students practice empowering leadership. PR: ENGL 1104 (with a grade of a “C” or better).

**INTR 2281 S-C&TC Great Ideas of Leaders** 3 hrs.
This interdisciplinary humanities course explores some of the most significant ideas of leaders and the questions they have posed to humankind. Topics include the intersection of leadership with the heroic myth, the nature of government, justice, wealth, culture, the mind, poetics, ethics, good and evil, power and authority, concepts of nature, issues of faith and values-based leadership.

**INTR 2995 S-C&TC Interdisciplinary Practicum** 3 hrs.
This course will provide opportunities to observe and interact in appropriate work environments at specific sites in each of the core disciplines: Aviation, Criminal Justice, EMS, and Safety. Sites to be included will be chosen by the program coordinators of the various disciplines, and may vary from time to time. PR: Major in Homeland Security or Pre-Homeland Security. Required core class for the Homeland Security Degree Program. Capstone course.

**ITALIAN**

**ITAL 1101 S-FSU Elementary Italian I** 3 hrs.
Italian I is designed for students who have no previous instruction in Italian. The course focuses on enabling students to communicate effectively in Italian and to develop an appreciation of the Italian culture.

**ITAL 1102 S-FSU Elementary Italian II** 3 hrs.
Italian II is a continuation of Italian I, completing the basic grammatical principles of that language and concentrating on enabling students to speak in formal and informal contexts.

**ITAL 2201 S-FSU Intermediate Italian I** 3 hrs.
This course focuses on enabling students to communicate effectively in Italian, by consolidating and expanding the vocabulary and grammar they learned in Italian 1101 and 1102, as well as introducing more sophisticated grammatical structures. The course emphasizes language as a means of understanding culture in the increasingly global world. The course also seeks a heightened understanding of everyday Italian life. The course will be taught in Italian. PR: ITAL 1102.

**ITAL 2202 S-FSU Intermediate Italian II** 3 hrs.
This course is a continuation of Italian 2201. Students actively use language and conversational skills acquired in 2201 as they examine Italian housing, environment, music, theater, art, and literature. The course will be taught in Italian. PR: ITAL 2201.

**JOURNALISM**

**JOUR 2270 S-FSU Communications in Society** 3 hrs.
Writing Intensive
Survey of mass media in a democratic society and an introduction to mass media as it pertains to our current life styles and the ways in which the media has developed over the decades. This course will look at traditional media as well as the growing trend of social media. Students will explore the various types of media from print to electronic. Fall semester. PR: ENGL 1108.
**LABORATORY ASSISTANT**

LABA 1199  **Special Topics in Laboratory Assistant**  0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

LABA 2206  **Advanced Lab Skills Theory**  2 hrs.
This course is designed to provide the student with knowledge in advanced laboratory skills in preparation for employment or further education. Ethical considerations of patient and client information and customer service will be explored. Patient specimen collection and processing, as well as coding and reporting of results and quality assurance and quality control of work completed will be stressed. Must have successfully completed or be currently enrolled in LABA 2207, 2 hrs. lecture per week. PR: Successful completion of HLCA 1110 or approval of instructor.

LABA 2207  **Advanced Lab Skills**  1 hr.
This course is designed to provide the student with advanced laboratory experience and training in preparation for employment or further education. Ethical considerations of patient and client information and customer service will be explored. Patient specimen collection and processing, as well as coding and reporting of results and quality assurance and quality control of work completed will be stressed. Two hours of laboratory per week. CR: LABA 2206. Capstone course.

LABA 2299  **Special Topics**  0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

**LIBRARY SCIENCE**

LIBS 2209  **S-FSU Library Materials for Children**  3 hrs.
A study of the philosophy and principles used in evaluating and selecting materials to enhance the curriculum for younger children, and designing educational lesson plans with library resources for children from birth through 11 years of age. Different types of library resources for children will be identified, and their roles in libraries and education explored. Spring and summer semesters only. Instructor approval required.

**LICENSED PRACTICAL NURSING PROGRAM**

LPNC 1101  **Fundamental Nursing I**  3 hrs.
Fundamental Nursing I introduces the student to concepts and theories basic to the art and science of nursing. Students are introduced to the concepts of patient needs, safety, communication, teaching/learning, critical thinking, ethical-legal issues, cultural diversity, and the history of nursing. The nursing process is introduced in this course as a method to assess, plan, implement, and evaluate patient care. The role of the practical nurse as a member of the healthcare team

Pierpont C&TC Catalog 2013-2014  Version 1.1
Structured college laboratory experiences provide the student with opportunity to practice technical skills prior to patient contact. This course introduces students to the basic skills of nursing, progressing from simple to complex. The clinical experience provides opportunity for each student to apply technical skills to the care of adults. Successful completion of all laboratory, theoretical, and clinical components are required to receive credit for this course. PR: Admission to the LPN program, HLCA 1170, HLCA 1171, Math 1100 or higher. CR: Geriatric Nursing, Fundamental/Geriatric Clinical Practice I, Pharmacology I. Fall Only.

LPNC 1103 Geriatric Nursing 2 hrs.
Geriatric nursing introduces the theories and concepts of aging. Students will be introduced to both the physiologic and psychological changes associated with aging. Topics discussed include health promotion, meeting safety needs, self-perception, coping with aging, stress, end of life issues, sexuality and aging, nutritional needs, activity and exercise, rest and sleep patterns, and elimination. The goal of this course is to give the beginning practical nurse a balanced perspective on the realities of aging and to broaden the nurse’s viewpoint regarding aging people so that their needs can be met in a compassionate, caring, and appropriate manner. Successful completion of all laboratory, theoretical, and clinical components are required to receive credit for this course. PR: Admission to the LPN program, HLCA 1170, HLCA 1171, Math 1100 or higher. CR: Fundamental Nursing I, Fundamental/Geriatric Clinical Practice I, Pharmacology I. Fall only.

LPNC 1105 Pharmacology I 1 hr.
This course focuses on the basic principles of pharmacology including drug regulations, drug action and interactions, drug metabolism, patient teaching, and the practical nurse’s role in medication administration. Aspects of medication administration include introduction to common routes (topical, oral, intradermal, subcutaneous, intramuscular, and intravenous), safe and accurate dosage calculations. PR: Admission to the LPN program, HLCA 1170, HLCA 1171, MATH 1100 or higher. CR: Geriatric Nursing, Fundamental Nursing I, Fundamental/Geriatric Clinical Practice I. Fall only.

LPNC 1107 Fundamentals/Geriatric Clinical Practice I 3 hrs.
This introductory clinical practice course emphasizes basic nursing skills and application of the nursing process in meeting the needs of diverse patients across the lifespan. Emphasis is placed on performing basic nursing skills, the formation of nurse-patient relationships, communication, data collections, documentation, and medication administration. Successful completion of all laboratory, theoretical, and clinical components are required to receive credit for this course. PR: Admission to the LPN program, HLCA 1170, HLCA 1171, Math 1100 or higher. CR: Geriatric Nursing, Fundamental Nursing I, Pharmacology I. Fall only.

LPNC 1110 Fundamental Nursing II 4 hrs.
This course builds upon the theories and concepts introduced in Fundamental Nursing I. Fundamentals Nursing II utilizes the nursing process in dealing with more complex health care problems. Students will study fluid, electrolytes, and acid-base balance, wound care, respiratory care, and explore patient teaching. Structured college laboratory experiences provide the student with opportunity to practice technical skills prior to patient contact. The clinical experience provides opportunity for each student to apply technical skills to the care of adults. Successful completion of all laboratory, theoretical, and clinical components are required to receive credit for this course. PR: Fundamental Nursing I, Geriatric Nursing, Fundamental/Geriatric Clinical Practice I. CR: Pharmacology II, Fundamental Nursing Clinical Practice II. Spring only.
LPNC  1112  Mental Health Nursing  3 hrs.
This is an introductory course for the beginning health care student. Emphasis is placed on understanding the reaction of self and others under stress and the prevention of mental illness. Some of the topics covered include maladaptive behavior, anxiety, aggression, assertiveness, and mental mechanisms. Specific information for helping people who are suffering from stress caused by death, pain, and sexual problems is included. The two major problems in our society today, alcoholism and drug abuse are discussed in detail. Successful completion of all laboratory, theoretical, and clinical components are required to receive credit for this course. PR: Fundamental Nursing I, Fundamental/Geriatric Clinical Practice I.  CR: Pharmacology II, Fundamental Nursing II, Fundamental Nursing II Clinical Practice. Spring only.

LPNC  1115  Pharmacology II  1 hr.
Students will build on skills and techniques learned in Pharmacology I. Pharmacology II will introduce basic drug classifications, their therapeutic use and precautions related to their administration. PR: MATH 1100 or higher, Pharmacology I, Geriatric Nursing, Fundamental Nursing I, Fundamental/Geriatric Clinical Practice I. CR: Fundamental Nursing II, Fundamental Nursing II Clinical Practice. Spring only.

LPNC  1120  Maternal/Pediatric Nursing  4 hrs.
Maternal nursing introduces the student to the study of the physiological and emotional aspects of pregnancy, including physical development of the fetus, the importance of prenatal care, common complications of pregnancy, the mechanism of labor and delivery of the infant, postpartum care of the mother and newborn and common complications of the postpartum mother and newborn. Pediatric nursing offers the basic concept of growth, development, and health supervision of the infant, toddler, preschooler, school age, and adolescent. Included is the study of a comprehensive group of childhood illnesses with methods of diagnosis and treatment. Successful completion of all laboratory, theoretical, and clinical components are required to receive credit for this course. PR: Fundamental Nursing I & II, Fundamental Nursing Clinical Practice I & II, Pharmacology I & II. CR: Nutrition, Maternal/Pediatric Clinical Practice. Summer Only.

LPNC  1121  Maternal/Pediatric Clinical Practice  1 hr.
This clinical practice guides the student in the application of the concepts and skills learned in maternal/pediatric nursing theory. Extending care to include the family is emphasized in this course. Successful completion of all laboratory, theoretical, and clinical components are required to receive credit for this course. PR: Fundamental Nursing I & II, Fundamental Nursing Clinical Practice I & II, Pharmacology I & II. CR: Nutrition, Maternal/Pediatric Nursing. Summer Only.

LPNC  1123  Nutrition  2 hrs.
In this course, the student will learn the foundations of nutrition and diet therapy in health and illness across the lifespan. Topics explored include basic principles of carbohydrates, fats, proteins, vitamins, minerals, digestion, absorption, and metabolism. PR: Fundamental Nursing I & II, Fundamental Nursing Clinical Practice I & II, Pharmacology I & II. CR: Maternal/Pediatric Clinical Practice, Maternal/Pediatric Nursing. Summer Only.

LPNC  1130  Medical-Surgical/Social Science I  6 hrs.
Medical-Surgical nursing introduces students to the psychosocial and physiological needs of adults. This study will prepare the student to approach individual health problems, health care, and nursing with concern for the safety and welfare of those who need professional and competent care. The course is presented in sections according to body systems and is taught through lecture, demonstration, and supervised clinical experiences.
The nursing process, critical thinking and geriatric considerations are integrated throughout the course assisting the student to develop a detailed plan of care for the patient with a common, well-defined medical-surgical health problem. Emphasis is placed on providing care to individuals undergoing surgery, patients with cancer, and common alterations in the respiratory system, cardiovascular system, endocrine system, reproductive system of both the male and female, and the urinary system. Structured college laboratory experiences provide the student with opportunity to practice technical skills prior to patient contact. The clinical experience provides opportunity for each student to apply technical skills to the care of adults. Successful completion of all laboratory, theoretical, and clinical components are required to receive credit for this course. PR: Fundamental Nursing I & II, Fundamental Nursing Clinical Practice I & II, Pharmacology I & II. CR: Medical-Surgical/Social Science Clinical Practice I. Fall Only.

**LPNC 1131 Med-Surg/Social Science Clinical Practice I**  
3 hrs.  
This clinical practice guides the student in the application of the concepts and skills learned in Medical-Surgical/Social Science Nursing I theory. Emphasize is placed on providing care to individuals undergoing surgery, patients with cancer, and common alterations in the respiratory system, cardiovascular system, endocrine system, reproductive system of both the male and female, and the urinary system. Successful completion of all laboratory, theoretical, and clinical components are required to receive credit for this course. PR: Fundamental Nursing I & II, Fundamental Nursing Clinical Practice I & II, Pharmacology I & II, Nutrition. CR: Medical-Surgical/Social Science Clinical Practice I. Fall Only.

**LPNC 1134 Medical-Surgical/Social Science II**  
6 hrs.  
Medical/Surgical Nursing II is a continuation of Medical/Surgical Nursing I. This study will prepare the student to approach individual health problems, health care, and nursing with concern for the safety and welfare of those who need professional and competent care. The course is presented in sections according to body systems and is taught through lecture, demonstration, and supervised clinical experiences. The nursing process, critical thinking and geriatric considerations are integrated throughout the course assisting the student to develop a detailed plan of care for the patient with a common, well-defined medical-surgical health problem. Emphasis is placed on providing care to individuals with disorders of the musculoskeletal system, gastrointestinal system, integumentary system, the neurological system, sensory system, immune system and the hematologic and lymphatic systems. Structured college laboratory experiences provide the student with opportunity to practice technical skills prior to patient contact. The clinical experience provides opportunity for each student to apply technical skills to the care of adults. Successful completion of all laboratory, theoretical, and clinical components are required to receive credit for this course. PR: Fundamental Nursing I & II, Fundamental Nursing Clinical Practice I & II, Pharmacology I & II, Nutrition, Medical-Surgical/Social Science I, Medical-Surgical/Social Science Clinical Practice I. CR: Medical-Surgical/Social Science Clinical Practice II. Spring Only.

**LPNC 1135 Med-Surg/Social Science Clinical Practice II**  
3 hrs.  
This clinical practice guides the student in the application of the concepts and skills learned in Medical-Surgical/Social Science Nursing II theory. Emphasize is placed on providing care to individuals with disorders of the musculoskeletal system, gastrointestinal system, integumentary system, the neurological system, sensory system, immune system and the hematologic and lymphatic systems. Successful completion of all laboratory, theoretical, and clinical components are required to receive credit for this course. PR: Fundamental Nursing I & II, Fundamental Nursing Clinical Practice I & II, Pharmacology I & II, Nutrition, Medical-Surgical/Social Science I, Medical-Surgical/Social Science Clinical Practice I. CR: Medical-Surgical/Social Science II.
**MANAGEMENT**

MGMT 2209 S-FSU  **Principles of Management**  3 hrs.
The emphasis in this course is on the modern approach to the field of management. Theoretical and practical approaches are presented, along with analytical techniques that are applicable in the various management and production areas.

MGMT 2214 S-C&TC  **Office Management**  3 hrs.
Students in this course will study management principles as they apply to job analysis, production measurement, paper flow analysis, office design, work allocation and scheduling, construction and use of procedures manuals, forms design, criteria for equipment acquisition, staffing, supervising and motivating employees, labor-management relations, employee benefits, and information distribution and retrieval technologies.

**MANUFACTURING ENGINEERING TECHNOLOGY**

MANF 1100  **Materials and Processes**  3 hrs.
This course covers the scientific concepts underlying the basic, procurement, process, fabrication and finishing industries while studying the physical and chemical properties of the organic and inorganic materials utilized in today’s industrial complex.

**MARKETING**

MKTG 2204 S-FSU  **Principles of Marketing**  3 hrs.
A study of those business activities that direct the flow of goods and services from producers to consumers.

MKTG 2205 S-FSU  **Salesmanship and Sales Management**  3 hrs.
This course is a study of techniques appropriate to personal selling and managing salespeople, both retail and contract. Students are given opportunities to construct and give presentations. PR: MKTG 2204, COMM 2202.

**MATHEMATICS**

MATH 0081-0088  **Developmental Math**  1-8 hrs.
(See Academic Development Center)

MATH 1003 S-C&TC  **Applied Math for Industry**  3 hrs.
This course is designed for energy related programs. The course is designed to teach students how to solve problems and interpret calculated and/or measured results as well as verify conclusions using specific algebra and trigonometry skills. This course will not transfer to any or from any other program as general education credit. PR: COMPASS Algebra score of 36+ or ACT Math of 19 or successful completion of MATH 0086, Factoring and Applications.

MATH 1004 S-C&TC  **Applied Math for Industry II**  3 hrs.
This course is a continuation of Math 1003. This course is designed to meet the needs of energy related programs. Students in this course will study quadratic equations and applications, logarithms, exponential functions, trigonometry,
complex numbers, vectors and phasors, graphing, basic statistics including standard deviation, logic and binary and hexadecimal number systems. PR: MATH 1003 with a “C” or better.

MATH 1100 S-C&TC Intermediate Algebra 3 hrs.
This is a course in techniques for performing operations on polynomial, exponential and rational expressions and subsequently solving linear and quadratic equations and inequalities. The course will also cover equations and inequalities using absolute value and function notation. This course cannot be used as mathematics credit toward certification for teaching mathematics or for the General Studies requirement in mathematics. Students will need computer access to use the online homework system required in the class. Approximately three additional hours per week should be expected using My Labs Plus to complete online homework and tutorial programs. Students in this course may be required to attend the Tutoring Centers for additional instruction and skill-building exercises. PR: MATH ACT score of 19 or MATH SAT of 460 or COMPASS score of 36 or MATH 0080 Series.

MATH 1101 S-FSU Applied Technical Mathematics I 3 hrs.
This course is an introduction to fundamental mechanics and techniques for performing operations with algebraic expressions, and subsequently solving linear equations, systems of linear equations and quadratic equations. The course also introduces trigonometric functions and is designed to develop methods of solving right angles and oblique triangles using trigonometry. PR: MATH ACT score of 19 or MATH SAT of 460 or COMPASS score of 36 or MATH 0095 or MATH 0088. This course is intended for students in the Technology programs.

MATH 1102 S-FSU Applied Technical Mathematics II 3 hrs.
This course is a continuation of Math 1101. Topics include solving radical equations and polynomial equations, complex numbers, exponential and logarithmic functions, inequalities and trigonometry. PR: MATH 1101 with a “C” or better.

MATH 1104 Mathematics in Business 3 hrs.
This course is designed to provide students with the knowledge and skills necessary to solve practical business problems as they relate to quantitative literacy. The course content is an introduction to procedures in the fields of accounting, business finance, marketing and other related business subjects. This course will not meet the math requirements for any four-year business major. PR: Math ACT 19 or higher, Math SAT of 460 or higher, a COMPASS score of 36 or higher, or credit for Math 0086.

MATH 1106 S-C&TC Applied Math in Health Careers 3 hrs.
This course uses mathematics to investigate and solve real-world problems applicable to the respiratory care/health fields. Students will apply quantitative skills that include using the operations on real numbers to solve linear equations and proportions, manipulate formulas, apply dimensional analysis, and use basic statistics to draw conclusions related to patient care. This course will meet the math requirement for the AAS degree in Respiratory Care. PR: Math ACT score of 19 or higher, Math SAT score of 460 or higher, a COMPASS score of 36 or higher, or credit for Math 0080 Series.

MATH 1107 S-FSU Fundamental Concepts of Mathematics 3 hrs.
This introductory survey course is specifically developed to fulfill the General Studies requirements in mathematics. It is designed to strengthen computational skills while focusing on real-world problems. Topics may include critical thinking skills, sequences, set theory, logic, probability, statistics, consumer mathematics and the metric system. This course does not serve as a pre-requisite for any higher level mathematics course. PR: Math ACT score of 19 or MATH SAT of 460 or COMPASS score of 36 or MATH 0095 or MATH 0086.
MATH 1112 S-FSU  College Algebra 3 hrs.
This course includes a review of real numbers, complex numbers, algebraic expressions, equations and inequalities, functions and inverse functions graphing, systems of equations, exponents and radicals, exponential functions, logarithms, and conic sections. PR: MATH ACT score of 21 or MATH SAT of 500 or COMPASS score of 49 or MATH 1100.

MATH 1113 S-FSU  Applied Statistics 4 hrs.
This course is an introduction to statistics with appropriate applications. Topics covered include descriptive statistics, probability, binomial distribution, normal distribution, sampling, hypothesis testing and regression and correlation. A problem-solving approach and modern software will be used. PR: MATH ACT score of 21 or MATH SAT of 500 or COMPASS score of 49 or MATH 1102 or MATH 1112. Spring semester only.

MATH 1115 S-FSU  Trigonometry and Elementary Functions 3 hrs.
This course includes a study of circular and trigonometric functions, trigonometric identities, equations and graphs, vectors, logarithms, complex numbers, functions and inverse functions and related topics. PR: MATH ACT score of 23 or MATH SAT of 540 or COMPASS score of 63 or a C or better in MATH 1112.

MATH 1170 S-FSU  Introduction to Mathematical Analysis 4 hrs.
This course is designed to help those students pursuing a degree in mathematics (who have not had five years of high school mathematics) gain the experience required for courses at the calculus level and beyond. Topics include an introduction to formal logic and set theory, the principle of mathematical induction, properties of real and complex numbers with proofs, general functions and related notions, sequences and series. PR: MATH ACT score of 23, or MATH SAT 540 or COMPASS score of 63 or MATH 1115.

MATH 1185 S-FSU  Applied Calculus I 4 hrs.
A study of calculus with an emphasis on its applications to science, business, technology and social science. Topics covered using the derivative consist of functions and their graphs, max/min problems, related rates, approximation of change and curvilinear motion. Topics covered using the integral consist of area, volume and accumulation functions. Graphing calculators and mathematical software will be introduced and used throughout the course. PR: MATH ACT score of 24, or MATH SAT 560 or COMPASS score of 67 or MATH 1115 or MATH 1102 with “B” or better.

MATH 1186 S-FSU  Applied Calculus II 4 hrs.
A continuation of the study of calculus as applied to science, business, technology and social science. The integral will be further studied, including applications of area, volume, accumulation functions, curvilinear motion, solutions to some simple differential equations and other applications chosen from a variety of disciplines. Students will examine sequences and series involving convergence and divergence, power series and Taylor polynomials and series. The calculus of vectors and multivariable functions will be introduced and partial derivatives and multiple integrals will be used to study applied problems from a variety of disciplines. Graphing calculators and mathematical software will be used throughout this course. PR: MATH 1185. Spring semester only.

MATH 1190 S-FSU  Calculus I 4 hrs.
This course is the calculus of one variable, beginning with an intuitive study of limits and a geometric interpretation of the derivative. Topics include differentiation of functions and the application of the derivative to graphing functions, approximating functions, solving max/min problems and related rate problems, anti-differentiation and its link to the...
signed area under a curve, the fundamental theorem of calculus and applications of the definite integral. PR: MATH ACT score of 25, or MATH SAT 570, or COMPASS 73, or MATH 1115 or MATH 1170 or MATH 1186.

**MEDICAL LABORATORY TECHNOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLAB 1103</td>
<td>Clinical Serology</td>
<td>2 hrs.</td>
</tr>
<tr>
<td>MLAB 1104</td>
<td>Urinalysis and Body Fluids</td>
<td>2 hrs.</td>
</tr>
<tr>
<td>MLAB 1105</td>
<td>Laboratory Mathematics and Instrumentation</td>
<td>3 hrs.</td>
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<tr>
<td>MLAB 1160</td>
<td>Clinical Microbiology I</td>
<td>4 hrs.</td>
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<tr>
<td>MLAB 1180</td>
<td>Immunohematology</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>MLAB 1199</td>
<td>Special Topics in Medical Laboratory Technology</td>
<td>0-4 hrs.</td>
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<tr>
<td>MLAB 2218</td>
<td>Hematology</td>
<td>4 hrs.</td>
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</tbody>
</table>

This course is designed to include basic immunology principles, theory and diseases related to antigen and antibody reactions and techniques. Laboratory methodology including serial dilutions will be performed. MLT majors have registration priority for this class. One hour lecture, two hours lab per week. Fall semester only. MLT majors only.

Through a combination of lecture and laboratory experience, students will study the theory and techniques of analyzing urine and body fluids, including the clinical significance of these analyses. One hour lecture and two hours lab per week. PR: HLCA 1105 and MLAB 1103. Spring semester only.

This course is designed to familiarize students enrolled in Medical Laboratory Technology with practical aspects of the Clinical Laboratory. Through a combination of lecture and laboratory experience, students will be exposed to laboratory calculations, quality assurance, safety, manual and automated instrumentation, including sample analysis, patient and quality control validation, and patient and quality control charting. Two hours lecture, two hours lab per week PR: HLCA 1105 and MLAB 1103. Spring semester only.

This course is an introduction to the study of medically important bacteria and parasites. The biochemistry, genetics, and physiology of bacteria will be discussed as well as methods of cultivation, isolation, and identification of these organisms. Life cycles of parasites and methods of identification will be studied. PR: MLAB 1103 and HLCA 1105. Two hours lecture and four hours lab per week. Spring semester only.

This course is designed to incorporate theory, principles, applications and reactions of antigens and antibodies associated with the red blood cell. Blood typing, blood donation, transfusion reactions, genetics, hemolytic disease and quality control will be covered utilizing laboratory methodologies, case studies, and computer tutorials. 3 hrs. lecture and 3 hrs. of laboratory per week. PR: MLAB 1103 and HLCA 1105. Spring semester only.

Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

This course is designed to provide the student with an understanding of the theory and principles in normal blood cell production, blood dyscrasias, and coagulation. Applications and techniques of measurement used in performing the
complete blood count, coagulation studies, and special hematological procedures will be used in the laboratory. Nine hours lecture and nine hours laboratory per week. PR: HLCA 1105 and MLAB 1104. Summer only.

MLAB 2219 Clinical Microbiology II 4 hrs.
This course is a study of bacterial, fungal, and viral disease agents which includes the clinical laboratory methods of cultivation, isolation, and identification of bacteria and fungi. Three hours lecture and three hours lab per week. PR: MLAB 1160. Fall semester only.

MLAB 2220 Clinical Biochemistry 4 hrs.
This course is designed to address principles, procedures and disease states relating to the field of clinical chemistry. Abnormal laboratory results will be correlated to disease states using case studies. Laboratory safety, instrumentation, computer and laboratory information system use, and quality assurance will be stressed. Three hours lecture, three hours lab per week. PR: MLAB 1105, CHEM 1102 or 1106. Fall semester only.

MLAB 2221 Clinical Practicum I 4 hrs.
This course is designed to orient the students to the Clinical Laboratory. Students will be assigned to a major area of the laboratory (chemistry, hematology, immunohematology, or microbiology). Laboratory safety, specimen collection including phlebotomy, specimen processing and analysis, data acquisition, quality assurance and sample validation, instrument troubleshooting, sample reporting including calculations, charting and clinical correlation will be included. Clinical serology and urinalysis/body fluid techniques and objectives will be completed in the appropriate major department. 154 hours laboratory. PR: MLAB 2219 and MLAB 2220.

MLAB 2222 Clinical Practicum II 4 hrs.
This course is a continuation of MLAB 2221. Students will be assigned to a second major area of the laboratory. Additional skills and increased competency levels in specimen processing and sample analysis, data acquisition, quality assurance and reporting will be included. Interpersonal relationships and basic techniques involving the major area of study will be emphasized. PR: MLAB 2221. 154 hours laboratory.

MLAB 2223 Clinical Practicum III 4 hrs.
This course is a continuation of MLAB 2222. Students will be assigned to a third major area of the laboratory. Additional skills and increased competency levels in specimen processing and sample analysis, data acquisition, quality assurance and reporting will be included. Interpersonal relationships and basic techniques involving the major area of study will be emphasized. PR: MLAB 2222. 154 hours laboratory.

MLAB 2224 Clinical Practicum IV 4 hrs.
This course is a continuation of MLAB 2223. Students will be assigned to a fourth major area of the laboratory. Additional skills and increased competency levels in specimen processing and sample analysis, data acquisition, quality assurance and reporting will be included. Interpersonal relationships and basic techniques involving the major area of study will be emphasized. PR: MLAB 2223. 154 hours laboratory.

MLAB 2225 Seminar 1 hr.
This course is designed to correlate the MLT students’ didactic knowledge with their clinical experience. Guest lecturers, field trips, computer and CD assignments and community interaction will be used as teaching tools. PR: Instructor approval required, MLT student in final semester of program. Spring semester only.
MLAB 2299  Special Topics in Medical Laboratory Technology  0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to
apply their knowledge in a variety of applications both in the traditional classroom setting and in work/job related
experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in
consultation with the student and permission of the school’s dean.

MLAB 2995  Clinical Case Studies  3 hrs.
This course is designed to enhance the critical thinking skills and communication skills necessary in the clinical
laboratory. Through a combination of analyzing clinical case studies involving laboratory generated data, group
dynamics and presentation experiences, students will be able to combine didactic and practical knowledge obtained in
all MLT courses. Students will write and present a case study. PR: MLT student in final semester of program. Spring
semester only. Capstone course.

MUSIC

MUSI 1102  S-FSU  Introduction to Keyboard I  1 hr.
This course in beginning piano is designed as an elective for the student not majoring or minoring in music. It is
conducted in a piano lab setting which allows both individual and group participation. Fall semester only.

MUSI 1103  S-FSU  Introduction to Keyboard II  1 hr.
This course in early intermediate piano is designed as an elective for the student not majoring or minoring in music. It is
conducted in a piano lab setting which allows both individual and group participation. Spring semester only. PR: MUSI
1102 or instructor approval required.

MUSI 1104  S-FSU  Functional Piano I  1 hr.
This course is required of all students majoring or minoring in music. Piano majors and minors with a piano emphasis
may substitute Keyboard Accompanying or other applied electives. Pre-Music or Music majors only. Fall semester only.

MUSI 1105  S-FSU  Functional Piano II  1 hr.
This course is required of all students majoring or minoring in music. Piano majors and minors with a piano emphasis
may substitute Keyboard Accompanying or other applied electives. Spring semester only. PR: MUSI 1104. Pre-Music or
Music majors only.

MUSI 1106  S-FSU  Guitar Class  1 hr.
This is a course in beginning guitar and is open to all students. Students will be introduced to staff notation for the guitar
and chord chart notation. Basic guitar playing techniques from a variety of styles will be explored. The class is conducted
in group format. Students must own a guitar to participate.

MUSI 1107  S-FSU  Piano 3307 Upper-level Piano  1-2 hrs.
One credit hour equals one half-hour private piano lesson per week. Two credit hours equal one one-hour private lesson
per week. Students must consult with instructor for lesson placement during the first week of classes. Pre-Music or
Music majors only.
MUSI 1120 S-FSU  Music Appreciation  3 hrs.
An introduction to Western music, the music of other cultures and styles of popular music. Students are encouraged to develop their own perspectives, talents, listening/critical skills, and appreciation for the musical interests of others. Sound and video recordings of music will play an integral part in the class. Attendance at live performances outside of class time will be required.

MUSI 1139 S-FSU  Voice Class (first semester)  1 hr.
A study of the fundamentals of voice production: breathing, resonance, articulation, and style. Fall semester only.

MUSI 1141 S-FSU  Voice I-IV; 3341 Voice I-IV (last 4 semesters)  1-2 hrs.
Open to students who have sufficient musical background and vocal quality to merit individual instruction. The principles of proper vocal production are stressed, with later emphasis upon solo repertoire in English, Italian, German, and French. Section 1 - Music Majors, Section 2 - Open, Section 3 – Theatre Majors. PR: Permission of Instructor.

MUSI 1167 S-FSU  Collegiate Singers  1 hr.
A large mixed chorus open to all students. The Collegiates perform literature from the Renaissance to modern and popular styles. Activities include one or two performances per semester and a spring tour. Repeatable.

MUSI 1168 S-FSU  Marching Band  2 hrs.
Open to students who play a band instrument or have the necessary skills to participate in one of the auxiliary units such as flags, rifles, or twirlers. The Marching Band performs at all home football games during the fall semester and at various marching band activities such as parades and festivals. Repeatable. Fall semester only.

MUSI 1169 S-FSU  Wind Ensemble  1 hr.
The Wind Ensemble is a group of wind and percussion students performing the highest quality literature for the wind band medium in order to develop individual aesthetic sensitivity and awareness. Emphasis is on the development of individual and ensemble musicianship and performance skills through the study of diverse and fine literature for wind instruments. Wind Ensemble is a one-credit course and performs two concerts a semester. Open to all students. Repeatable. Spring semester only.

MUSI 1172 S-FSU  University-Community Symphony Orchestra  1 hr.
Open to all students and members of the community who can play an appropriate orchestral instrument, space permitting. This course is designed to present the study and performance of orchestral literature appropriate to the ability of its members. Repeatable. Admission is by audition at the discretion of the director.

MUSI 2247 S-FSU  Jazz Ensemble  1 hr.
Open to saxophonists, trombonists, trumpeters, percussionists, guitarists, bassists and pianists regardless of academic major. The ensemble involves study, rehearsal, and performance of selected literature of all styles and more specifically explores a variety of big-band, jazz, jazz-rock, Latin, funk and other styles of jazz music. The jazz ensemble works with a variety of soloists from vocalists to instrumentalists. Jazz combos may be selected from the Jazz Ensemble membership. The ensemble performs a minimum of two concerts per year. Repeatable. Admission is by audition at the discretion of the director.
MUSI 2277 S-FSU Chamber Choir 1 hr.
Open to all students. Designed to give students experience in small ensemble participation. This group performs a wide variety of a cappella music. Repeatable. Audition at beginning of each semester.

**OFFICE MANAGEMENT & TECHNOLOGY**

OFAD 1100 S-C&TC Keyboarding 3 hrs.
This course is designed to teach the touch control method of the alpha/numeric keyboard for the typewriter and microcomputer, as well as the ten-key numeric keypad. This course includes development of speed and control, vertical and horizontal centering, simple tabulation, memoranda, letters, reports, tables and interpretation of proofreader’s marks. Open to all students.

OFAD 1189 Guided Experience I VAR 1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

OFAD 1199 S-C&TC Special Topics in Office Management & Technology 0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

OFAD 2232 S-C&TC Word Processing Applications 3 hrs.
This course will provide advanced word processing applications with emphasis on formulating standard documents and printing using various printers. It provides an extensive hands-on approach to word processing functions such as: merging documents; creating styles, outlines, tables, and tables of contents; collaborating with others; customizing your work with features such a macros and AutoText; creating web pages; creating on-screen forms, and managing long documents. Completion of this course will provide students with the skills needed to attain Microsoft Office Specialist Certification in Word. PR: INFO 1100, OFAD 1100.

OFAD 2233 S-C&TC Database Applications 3 hrs.
This course is designed to provide a foundation in the latest methods and systems of retrieving information and in planning, organizing and controlling integrated records retention systems in the electronic office. Simulated activities are designed to give students practice in storage, retrieval and utilizing appropriate software. Completion of this course will provide students with the skills needed to attain Microsoft Office Specialist Certification in Access. May be used as a business elective.

OFAD 2235 S-C&TC Medical Office Procedures 3 hrs.
This course covers the development of office administration skills important to the effective management of a medical office. The course emphasizes a customer service approach to the profession of health care. Entry-level administrative and general competency areas outlined in the Medical Assistant Role Delineation Chart of the AAMA are addressed.
Topics include today's medical environment, patient relations, information processing and records management in the medical office, and medical office financial management. Students are prepared for work as an administrative medical assistant in a private physician's office, single- or multi-specialty clinic, or hospital setting. PR: HLCA 1100, HLCA 1170 and OFAD 1100.

**OFAD 2236 S-C&TC Medical Billing and Coding 3 hrs.**
This course will cover the knowledge and skills necessary for basic medical insurance processing and coding guidelines. Medical insurance billing, including billing and collection procedures, insurance claim filing, procedural and diagnostic coding, and collection law will be covered. An emphasis will be placed on accuracy when completing these forms. Both electronic and paper claims will be reviewed. Procedural and diagnostic coding references will be used. PR: HLCA 1100, HLCA 1170.

**OFAD 2237 S-C&TC Medical Software Applications 3 hrs.**
Students develop skill in entering, editing, analyzing, and retrieving patient's data using specialized, industry-standard medical software. The course includes hands-on use of the software for insurance billing, coding of diseases, medical records, scheduling, workflow management, eligibility checking, and revenue management. The skills learned using this software are appropriate for medical and dental offices, medical billing services, and other healthcare settings. This course will also provide students with an introduction to medical transcription. Students practice transcribing recorded dictation of medical documents and reports using transcription machines and word processing software. The principles of English grammar, punctuation, spelling, and medical terminology are applied to the transcribed documents. PR: HLCA 1100, HLCA 1170.

**OFAD 2240 S-C&TC Administrative Office Procedures 3 hrs.**
This course is an integrated approach to the required procedures in a business establishment. The course provides information on business principles and promotes a high standard of office ethics. Topics include telecommunications, mail processing, records management, conference setting, travel arrangements and office equipment. PR: OFAD 1100.

**OFAD 2241 S-C&TC Workplace Productivity 3 hrs.**
This course is designed to allow the student to synthesize the concepts and principles offered in the various courses of study. It will focus on the major office applications found in suite software; word processing, electronic presentations, spreadsheets and databases. Students will participate in exercises that use these applications to show the real-world significance of the software. In addition to computer applications, students will develop the critical thinking and decision-making skills which are expected of today's office support personnel. PR: OFAD 2232, INFO 2220.

**OFAD 2245 S-C&TC Microsoft Certification Preparation 1-6 hrs.**
This course provides review and preparation for Microsoft Office Application Specialist (Office 2010) exams. One-hour credit will be awarded for preparation and attempt of one exam. A maximum of three hours of credit may be awarded in a semester. Each one hour of credit will require students to attend 15 hours of class time. Grading will be credit/no credit. The exams include: Word 2010, Excel 2010, Access 2010, PowerPoint 2010, Outlook 2010, and Sharepoint 2010. Course content will include concept review for the exam being attempted, test-taking guidance and tips, and simulated exam preparation. Students are expected to possess skills in the Microsoft Office applications for which they are preparing; this class does not teach the principles of the software. Students are required to attempt the exam to receive credit. Exams may be attempted at the Fairmont State Center for Workforce Education or any approved testing center. Certification may provide articulated credit for OFAD 2232, 2233, or INFO 2220. Instructor approval required.
OFAD 2250 S-C&TC Desktop Publishing 3 hrs.
A beginning course which provides a foundation in the basic principles of page layout and design, as well as typographical conventions, coupled with hands-on use of computer hardware and applications. Students will learn desktop publishing skills by completing several practical projects.

OFAD 2289 Guided Experience II VAR 1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

OFAD 2299 Special Topics in Office Management & Technology 0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

OFAD 2995 S-C&TC Professional Internship and Portfolio Development 3 hrs.
The purpose of this course is to allow students to bring business topics into focus by using all their collected business knowledge. This will be accomplished through completion of a portfolio that will demonstrate to prospective employers the student’s career preparation. The student will also be required to complete a professional internship; a total of 140 hours of supervised work will be required. The importance of career and goal planning will be emphasized. PR: Instructor approval required. Capstone course.

PARALEGAL STUDIES

PARA 1101 Introduction to Paralegal Studies 3 hrs.
This course is an introduction to the American legal system and an overview of legal topics including Constitutional, Criminal, Domestic Relations, Property, and Tort Law. The course will also provide the students with an understanding of the various roles and career options of the paralegal professional, legal ethics, and interviewing and investigation skills.

PARA 1102 General Law I 3 hrs.
This course is an introduction to the federal and state legal systems. Information on the legislation and enforcement of laws as well as an introduction to legal reasoning and legal terminology will be covered. An overview of civil law, procedures and jurisdiction will be included.

PARA 1103 General Law II 3 hrs.
This course is a continuation of General Law I and will provide a general overview on substantive areas of law including: contracts, property law, forms of business, estates and the probate process, family law, criminal law and procedure. PR: PARA 1102.
PARA 1104  Interviewing and Investigating  3 hrs.
This course emphasizes the development of the interviewing and investigative skills necessary to prepare paralegals for active participation in civil and criminal litigation and alternative dispute resolution under the direction of an attorney. This course will focus on the application of good communication skills to conduct client, witness and expert interviews; the development of factual analysis and research skills to plan and execute an effective investigation; and the rules of ethics and evidence as they relate to interviewing and investigating.

PARA 1141  Introduction to Landwork  3 hrs.
This course introduces prospective land professionals to the activities which constitute landwork and lays the foundation for work as a land professional with an emphasis on landwork in the natural gas industry.

PARA 1189  Guided Experience I VAR  1-4 hrs.
This course will be a guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

PARA 1199  Special Topics in Paralegal Studies  0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

PARA 2201  Legal Research and Writing I  3 hrs.
This course is an introduction to legal research, analysis, and writing methods. Students will learn how to brief a case, analyze case law, statutes, and/or regulations, research legal issues using a law library, prepare legal correspondence documents and pleadings. PR: ENGL 1108, PARA 1101.

PARA 2202  Legal Research and Writing II  3 hrs.
This is an intermediate course in which students will perform legal research, analysis, and writing methods. Students will analyze case law, statutes, and/or regulations, research legal issues using Lexis-Nexis and other electronic resources, and prepare an appellate brief. PR: PARA 2201.

PARA 2203  Computer Applications for Legal Professionals  3 hrs.
Overview of software applications used in a law office including calendar, docket control, litigation support, billing, timekeeping, pleadings preparation, legal research, and other applications. PR: INFO 1100.

PARA 2204  Civil Litigation and Procedure  3 hrs.
This course provides an overview of the civil litigation process from initial interview through trial including preparation of pleadings and trial documents. The course also includes the study of the rules of civil procedure. PR: PARA 1102.
PARA 2213  Property and Probate  3 hrs.
This course provides students with an overview of the process and documents involved in the transfer of assets. Topics include trusts, wills and gifts, administration of decedent’s estates, probate procedure, federal and state death and income taxes, and fiduciary accounting and responsibilities.

PARA 2241  Title Examinations and Abstracting  3 hrs.
This course examines the basics of title examinations, courthouse research, abstracting computer platting, and real estate closings. The course introduces the students to proper title examination techniques and etiquette and reviews the laws of conveyancing, wills and intestacy. Students will conduct a title examination, calculate ownership interests, prepare a title report or abstract, develop and execute a plan for curative action, and explain the basic procedures involved in completing a sale or lease of an interest in real estate or minerals.

PARA 2242  Negotiating Essentials  3 hrs.
This course introduces the strategies, tactics, skills and techniques of successful negotiators. Students will have an opportunity to apply those concepts, skills and practices in a variety of interactive negotiating exercises. By becoming more aware of their own reflexive reactions, as well as those of others, students will be better equipped to exercise conscious control over the choices they make and the way they react in negotiations, conflicts, and other interpersonal interactions.

PARA 2243  Mineral Law  3 hrs.
This course explores the laws affecting coal, oil and gas operations, including an examination of the nature and scope of property ownership in general and mineral ownership in particular; the legal rights of surface owners, mineral owners and operators and the protection of those rights; issues of joint ownership; interpretive problems in conveyancing; calculation of interests; an analysis of the types of documents used in the industry and their clauses; and the role of government regulations. The course will emphasize West Virginia law.

PARA 2289  Guided Experience II VAR  1-4 hrs.
This course will be an advanced guided experience for community college students to explore topics of interest in their field through research, field experience, presentation, computer applications, lab experience, or other project agreed upon between the student and the supervising faculty and is submitted to the dean in a written contract. Credits earned may be applied as free electives in degree or certificate programs. May be repeated for up to 4 hours. Instructor approval required.

PARA 2299  Special Topics in Paralegal Studies  0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

PARA 2994  Ethics and Professional Responsibility  2 hrs.
This course examines the basic principles and rules of ethics applicable to the practice of law for both lawyers and paralegals. In addition, it provides the students with the tools necessary to identify and avoid ethical problems, while providing practical tips to implement in everyday practice. Topics covered include the regulation of the legal profession, the unauthorized practice of law, client confidentiality, conflicts of interest, advertising and solicitation, client fees and
fee sharing, competence, disciplinary procedures, and malpractice. The course introduces the students to the types of ethical situations and dilemmas they may encounter as an important part of the delivery of legal services.

**PARA 2995 Paralegal Professional Practicum 3 hrs.**

This cooperative practicum allows students the opportunity to apply classroom learning to a work environment where they will acquire essential and practical paralegal skills under the supervision of a legal professional. The practicum requires a minimum of 135 hours of supervised work. PR: Permission. Capstone course.

**PARA 2996 Paralegal Professional Development 1 hr.**

This course completes the professionalism component of Paralegal Studies and incorporates all course work in the program through creation of a professional portfolio. Topics include elements of paralegal professionalism, current issues for paralegals, opportunities for pro bono work, creation of an effective resume, good job interviewing skills and portfolio development.

**PHILOSOPHY**

**PHIL 2200 S-FSU Introduction to Philosophy 3 hrs.**

A survey of the principal problems and theoretical responses which have come from man’s attempts to organize his experience and direct his existence. The ideas of individual thinkers (Socrates, Plato, St. Augustine, Bruno, Locke, Sartre, Heidegger, et al.) and schools of interpretation (rationalist, empiricist, pragmatic) are highlighted.

**PHIL 2250 S-FSU Great Philosophers 3 hrs.**

A survey of the historical development of western philosophical thought from ancient Greece to the twentieth century. This course is a continuation of PHIL 2200, covering the issues and philosophers in more analytical detail. The focus is on developing trends of thought as exhibited by the methods of the great philosophers, and the corresponding challenges presented by their critics.

**PHYSICAL EDUCATION**

**PHED 1100 S-FSU Fitness and Wellness 2 hrs.**

This course is designed to provide an opportunity for students to make intelligent choices concerning lifelong wellness and to achieve optimum levels of fitness through regular exercise, proper nutrition, weight control and stress management.

**PHED 1102 Weight Training/Lifting 1 hr.**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and safety aspects of the individual sport of weight training/lifting are studied. The course is offered in eight-week sessions.

**PHED 1110 S-FSU Archery 1 hr.**

The analysis and application of rules, psychomotor skills, and safety aspects of the lifetime sport of archery. This course is offered in eight-week sessions.
PHED 1111 S-FSU Aerobics 1 hr.
The analysis and application of the psychomotor skills, fitness components, and safety aspects in the lifetime activity of dance aerobics are studied. This course is offered in eight week sessions.

PHED 1112 S-FSU Badminton 1 hr.
The analysis and application of rules, boundaries, strategies, psychomotor skills, and safety aspects of the individual sport of badminton. This course is offered in eight-week sessions.

PHED 1114 S-FSU Bowling 1 hr.
The analysis and application of rules, strategies, psychomotor skills, and safety aspects of the individual sport of bowling. This course is offered in eight-week sessions.

PHED 1116 S-FSU Casting and Angling 1 hr.
The analysis and application of the psychomotor skills and safety aspects of the individual sport of casting and angling. This course is offered in eight-week sessions.

PHED 1117 S-FSU Disc Sports 1 hr.
The analysis and application of the rules, game strategies, psychomotor skills and safety aspects in the life time sport of ultimate and disc golf are studied. This course is offered in eight week sessions.

PHED 1120 S-FSU Basketball (Beginning) 1 hr.
An introduction to the analysis and application of the rules, boundaries, strategies, psychomotor skills and safety aspects of the team sport of basketball. This course is offered in eight-week sessions.

PHED 1121 S-FSU Introductory Seminar in Human Movement 2 hrs.
General survey of instructional and non-educational professional career alternatives available within physical education. Students will discuss issues, trends, history, philosophy, and future career directions in physical education.

PHED 1124 S-FSU Volleyball 1 hr.
The analysis and application of rules, boundaries, strategies, psychomotor skills, and safety aspects of the team sport of volleyball. This course is offered in eight-week sessions.

PHED 1125 S-FSU Table Tennis 1 hr.
The analysis and application of the rules, game strategies, psychomotor skills and safety aspects in the life time sport of table tennis are studied. This course is offered in eight week sessions.

PHED 1126 S-FSU Tennis (Beginning) 1 hr.
The student will be introduced to basic skills, rules, boundaries, game situations and team play.

PHED 1130 S-FSU Flag Football 1 hr.
Addresses the analysis and application of the rules, boundaries, strategies, psychomotor skills and safety aspects of the team sport of flag football. This course is offered in eight-week sessions.
PHED 1140 S-FSU  Golf  1 hr.
This course focuses on the analysis and application of the rules, boundaries, strategies, psychomotor skills and safety aspects of the individual sport of golf. This course is offered in eight-week sessions.

PHED 1145 S-FSU  Pickle Ball  1 hr.
The analysis and application of the rules, game strategies, psychomotor skills and safety aspects in the life time sport of pickle ball are studied. This course is offered in eight week sessions.

PHED 1155 S-FSU  Track and Field  1 hr.
The analysis and application of the rules, strategies, psychomotor skills and safety aspects of the various components that make up track and field activities are studied. This course is offered in eight week sessions.

PHED 1160 S-FSU  Soccer  1 hr.
The analysis and application of rules, boundaries, strategies, psychomotor skills, and safety aspects of the team sport of soccer. This course is offered in eight-week sessions.

PHED 1162 S-FSU  Softball  1 hr.
The analysis and application of the rules, boundaries, strategies, psychomotor skills and safety aspects of the team sport of softball are studied. This course is offered in eight-week sessions.

PHED 1164 S-FSU  Speedball  1 hr.
The analysis and application of rules, boundaries, strategies, psychomotor skills, and safety aspects of the team sport of speedball. This course is offered in eight-week sessions.

PHYSICAL THERAPIST ASSISTANT

PHTA 1100 Introduction to Physical Therapy  2 hrs.
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. Majors only. Fall semester only.

PHTA 1101 Patient and Professional Relationship  2 hrs.
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. PR: PHTA 1100. Majors only. Spring semester only.

PHTA 1102 Introduction to Patient Care  3 hrs.
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. PR: PHTA 1100. Spring semester only.
PHTA 1103 Techniques I 3 hrs.
This course includes the lecture and lab study of thermal agents, compression, and massage. Skills in surface anatomy and goniometry are developed. 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. Note writing skills are further developed. PR: PHTA 1100. Spring semester only.

PHTA 1104 Techniques II 2 hrs.
Therapeutic modalities are continued. Topics include electrical stimulation, traction, and manual muscle testing. Upon completion students can safely and effectively apply these techniques in a laboratory setting, write appropriate progress notes, and demonstrate knowledge of the physiological principles involved. PR: PHTA 1103. Summer I Only.

PHTA 1105 Kinesiology 3 hrs.
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. PR: PHTA 1100. Spring semester only.

PHTA 1106 Clinical Education I 1 hr.
Initial clinical experience for students. Forty hours spaced throughout the semester introduces the various settings of a physical therapy practice - acute care, transitional care, outpatient 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. Spring semester only.

PHTA 1108 Clinical Education II 2 hrs.
A concentrated ten day, eighty 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. PR: PHTA 1104. Summer I only.

PHTA 1199 Special Topics in Physical Therapist Assistant 0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

PHTA 2200 Techniques III 4 hrs.
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. PR: PHTA 1104. Fall semester only.

PHTA 2201 Techniques IV 4 hrs.
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. PR: PHTA 1104. Fall semester only.
PHTA 2202  Techniques V  4 hrs.
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. PR: PHTA 1104. Fall semester only.

PHTA 2204  Clinical Education III  3 hrs.
This rotation consists of one hundred twelve hours over a three 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. PR: PHTA 2202. Fall semester only.

PHTA 2206  Clinical Education IV  5 hrs.
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. PR: PHTA 2202. Spring semester only.

PHTA 2207  Clinical Education V  5 hrs.
This final five week, 200 hour clinical assignment continues with the correlation of the classroom/laboratory experiences to patient care. The progression of the student’s skills to “entry level” will be monitored closely. Each student is assigned to a clinical center to perform physical therapy modalities and procedures on a variety of patients. PR: PHTA 2202. Spring semester only.

PHTA 2299  Special Topics in Physical Therapy Assistants  0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

PHTA 2995  Capstone Seminar  2 hrs.
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. PR: PHTA 2204. Spring semester only.

**PHYSICS**

PLEASE NOTE:
PHYS 1105/1106 substitutes for PHYS 1101/1102 in all programs. PHYS 1105/1106 is calculus based and is a more appropriate level of study than PHYS 1101/1102 for science majors and some technology majors.
PHYS 1100 S-C&TC Physics in Motion 3 hrs.
This course will be required for all students enrolled in the Graphics Technology program for students starting in the Fall of 2012. It is designed to teach students the basics of motion in form of concepts and simulation using Vpython. This course will NOT transfer to any or from any other program as a general education credit.

PHYS 1101 S-FSU Introduction to Physics I 4 hrs.
An introduction to elementary principles of mechanics, sound, and heat. A three-hour laboratory period each week supplements the three lecture-recitation periods. PR: MATH 1102 or MATH 1115 or MATH 1185 or MATH 1190 or MATH ACT 24 or MATH SAT 560 or Compass 67.

PHYS 1102 S-FSU Introduction to Physics II 4 hrs.
A continuation of PHYS 1101; includes a study of electricity and magnetism, light and basic atomic and nuclear physics. PR: PHYS 1101.

PHYS 1105 S-FSU Principles of Physics I 5 hrs.
Students are instructed in the elementary principles and calculus-based mathematical descriptions of matter and energy, including mechanics (linear and rotational motion, force, work and energy, harmonic motion), fluids, wave motion and thermal physics. A three-hour lab period supplements a four-hour weekly lecture. PR: MATH 1185 or MATH 1190 or TECH 2290 or MATH ACT 28 or MATH SAT 630 or Compass 89.

PHYS 1106 S-FSU Principles of Physics II 5 hrs.
Students are instructed in the elementary principles and calculus-based mathematical descriptions of electricity and magnetism, light, optics and modern physics. A three-hour lab period supplements the four-hour weekly lecture. PR: PHYS 1105.

**POLITICAL SCIENCE**

POLI 1103 S-FSU American Government 3 hrs.
A survey of the American political system, dealing particularly with the form and function of the federal system.

POLI 2200 S-FSU Introduction to Political Science 3 hrs.
A study of the fundamentals of politics and key issues, the concept of the state and its agent, government, types of political authority, the scope of governmental activities and the problem of world order.

POLI 2201 S-FSU Principles of International Relations 3 hrs.
A study designed to acquaint the student with the theory and practice of international relations.

POLI 2203 S-FSU Comparative Government 3 hrs.
This survey course is designed to foster a broad general acquaintance with the political institutions and government practices of certain nations.
RADIOLOGIC TECHNOLOGY (Majors only, accepted into WVUH or UHC program)

RADI 1100  Fundamentals of Radiologic Technology  1 hr.
This course is an introductory course designed to familiarize students to the healthcare environment with emphasis on professional behaviors and human diversity. Include discussion on the evolution of medicine and more specifically, radiology and imaging with a focus on the general overall operations and services provided by the Radiology Department. 24 clock-hrs. C or higher required for graduation.

RADI 1110  Patient Care  2 hrs.
This course is designed to assist the radiologic technologist in identifying and meeting the needs of their patients, while maintaining a safe and environment for the care provider. Professional attitudes, malpractice prevention and self care concepts are also described. C or higher required for graduation.

RADI 1120  Human Structure and Function I  3 hrs.
This course is an in-depth study of the human body, its structure and function. Special emphasis is placed on the skeletal system, although a comprehensive study is required of all remaining body systems and the interrelationship of these systems with each other and the total body. 48 clock hours. C or higher required for graduation.

RADI 1121  Human Structure and Function II  3 hrs.
This course is a continuation of an in-depth study of the human body, its structure and function. Special emphasis is placed on the skeletal system, although a comprehensive study is required of all remaining body systems and the interrelationship of these systems with each other and the total body. 48 clock hours. C or higher required for graduation.

RADI 1130  Medical Terminology for Radiologic Technology  1 hr.
This course enables the student radiographer to master medical terminology as it applies to the specialty of Radiology. Specifically this unit introduces medical abbreviations, symbols, and terms which the student will employ throughout his/her career in order to enhance the ability to select the appropriate technical factors and perform radiographic positions required to meet imaging criteria. 24 clock hours. C or higher required for graduation.

RADI 1140  Medical Ethics  1 hr.
This course identifies and discusses the professional responsibilities of a Radiologic Technologist and to provide students with a basic understanding of the medico-legal aspects of imaging with insight into some of today's controversial ethical problems. 16 clock hours. C or higher required for graduation.

RADI 1150  Radiographic Procedures I and Lab  3 hrs.
This course provides precise and detailed information on the various radiographic positions of the structures and organs of the body. The relationships of organs in relation to regions of the body and surface landmarks enable the student radiographer to locate the structures to be imaged. A Positioning / Practicum lab is included. 48 clock hours. C or higher required for graduation.

RADI 1151  Radiographic Procedures II and Lab  3 hrs. each
This course is a continuation of precise and detailed information on the various radiographic positions of the structures and organs of the body. The relationships of organs in relation to regions of the body and surface landmarks enable the student radiographer to locate the structures to be imaged. A Positioning / Practicum lab is included. 48 clock hours. C or higher required for graduation.
RADI 1160  Image Production & Characteristics I  2 hrs.
This course provides comprehensive instruction in the primary image qualities and explains the characteristics of x-rays and their ability to interact with matter and image recording devices. Discusses the various technical factors and accessory devices factors employed in the production of optimal quality radiographs. A lab component is also incorporated. 48 clock hours. C or higher required for graduation.

RADI 1161  Image Production & Characteristics II  2 hrs.
This course is a continuation of comprehensive instruction in the primary image qualities and explains the characteristics of x-rays and their ability to interact with matter and image recording devices. Discusses the various technical factors and accessory devices factors employed in the production of optimal quality radiographs. A lab component is also incorporated. 48 clock hours. C or higher required for graduation.

RADI 2200  Advanced Imaging Modalities  1 hr.
This course provides students with an introduction and basic instruction in the development and application of advanced technologies utilized in diagnostic imaging. Topics includes are Radiation Therapy, Ultrasound, Nuclear Medicine, and Magnetic Resonance imaging. 16 clock hours. C or higher required for graduation.

RADI 2210  Image Analysis/Pathology I  3 hrs.
This course is designed to prepare students to analyze medical images and take corrective action involving exposure factor selection, positioning adjustments and other image features to optimize image quality and diagnostic outcomes. The focus of this course will be medical images related to the bony thorax and respiratory system, abdomino-pelvic cavity, upper limbs and lower limbs. C or higher required for graduation.

RADI 2211  Image Analysis/Pathology II  2 hrs.
This course is designed to prepare students to analyze medical images and take corrective action involving exposure factor selection, positioning adjustments and other image features to optimize image quality and diagnostic outcomes. The focus of this course will be medical images related to the cranium, spine, Genitourinary System and Digestive System.

RADI 2212  Radiographic Pathology  2 hrs.
This course via a systems approach, students become familiar with the pathological processes which affect the human organism (i.e. contagious diseases, tumors, congenital abnormalities, blood dyscrasia) and are commonly diagnosed through imaging technologies. 36 clock hours. C or higher required for graduation.

RADI 2213  Sectional Anatomy  2 hrs.
This course provides the student with instruction in identifying and evaluating anatomy in the axial, sagittal, and coronal planes as acquired through advanced imaging technologies such as Computerized Tomography and Magnetic Resonance Imaging. 36 clock hours. C or higher required for graduation.

RADI 2220  Neuro Interventional Procedures  1 hr.
This course is a study of the specialized and highly technical procedures in Imaging including the equipment, techniques, and the general indications and contraindications, for each procedure. The focus is directed towards Vascular, Neurological, and Interventional Imaging and related anatomy. 36 clock hours. C or higher required for graduation.

RADI 2230  Radiation Physics I  2 hrs.
This course introduces the student to the fundamentals of matter, energy and mechanics and provides a detail study of the application in the radiologic sciences. The course also covers electromagnetic & particulate radiation, radiation production, energy transmission, interaction with matter, and x-ray generating equipment. The course is designed to provide the student with a comprehensive knowledge of radiation and its properties in an effort to minimize the potential radiation hazards to the patient and radiographer. 48 clock hours. C or higher required for graduation.
RADI 2231 Radiation Physics II 2 hrs.
This course is a continuation of the fundamentals of matter, energy and mechanics and provides a detailed study of the application in the radiologic sciences. The course also covers electromagnetic & particulate radiation, radiation production, energy transmission, interaction with matter, and x-ray generating equipment. The course is designed to provide the student with a comprehensive knowledge of radiation and its properties in an effort to minimize the potential radiation hazards to the patient and radiographer. 48 clock hours. C or higher required for graduation.

RADI 2236 Drug Pharmacology and Imaging 1 hr.
This course will provide students’ with a basic knowledge of drugs utilized in the medical community. Students will be able to identify the various classifications of medical drugs and their purpose in the human body. This course will also cover the process by which drugs are safely administered, absorbed, and distributed in the human body. Radiographic contrast agents and their properties will be discussed in regards to the role of the radiographer. Infection Control and prevention techniques will also be reviewed. This course will inform students of the role of the radiographer in regards to scope of practice in regards to medication or contrast administration. 15 clock hours. C or higher required for graduation.

RADI 2237 Digital Imaging & Computerized Tomography 3 hrs.
This course is designed to provide a comprehensive study of digital imaging technology to include computer basics, electronic image capture, computerized (CR) & direct radiography (DR), PACs, and image display systems. The course also includes study in the technical aspects of Computerized Tomography. PR: WVUH Radiography Program enrollment. 48 clock hours. C or higher required for graduation.

RADI 2240 Radiation Protection & Radiobiology 3 hrs.
This course is an in-depth theoretical study of the nature of radiation and its potential short and long term effects on the human organism and a comprehensive study on the concept of dose limitation and radiation protection. 48 clock hours. C or higher required for graduation.

RADI 2260 Image Analysis & Evaluation 1 hr.
This course instructs students in the evaluation of diagnostic images for the purpose of assessing technique, positioning, and other pertinent technical qualities; facilitates remediation of student technical difficulties in obtaining high quality images. 48 clock hours. C or higher required for graduation.

RADI 2284 Radiography Seminar (Registry Review) 1 hr.
This course is a review of the radiologic technology curriculum aimed at preparing the student for the American Registry of Radiologic Technologists examination. Professional, organizational, and current health care issues are also explored via lecture/discussion. 48 clock hours. C or higher required for graduation.

RADI 2288 Senior Research 1 hr.
The course is designed to engage the student in the basics concepts, strategies and methodologies of conducting research in the imaging sciences. Through the use of various informational and data mechanisms, the student will conduct research on a particular topic primarily related to the healthcare industry and/or the imaging profession. Student projects will be presented at the annual WVSRT conference. 16 clock hours. C or higher required for graduation.

RADI 2290 Clinical Experience I 4 hrs.
This course is conducted within the healthcare facilities at West Virginia University Hospital or United Hospital Center and their affiliates and offers students comprehensive clinical education in Radiography. The course consists of weekly or biweekly clinical rotations (depending on site) through various sections of the imaging department. The course is designed to introduce students to the imaging environment and direct patient care. Students will primarily function...
under direct supervision while completing all Level I clinical competencies and requirements. 414 clock hours. C or higher required for graduation.

**RADI 2291 Clinical Experience II**

4 hrs.

This course is conducted within the healthcare facilities at West Virginia University Hospital or United Hospital Center and their affiliates and offers students comprehensive clinical education in Radiography. The course consists of weekly or biweekly clinical rotations (depending on site) through clinical areas which include routine skeletal, mobile, trauma, evening, fluoroscopic, computerized tomography, and interventional imaging. Students are expected to function under indirect supervision, when applicable, while completing all Level II clinical competencies and requirements. 414 clock hours. PR: RADI 2290  C or higher required for graduation.

**RADI 2292 Clinical Experience III**

4 hrs.

This course is conducted within the healthcare facilities at West Virginia University Hospital or United Hospital Center and their affiliates and offers students comprehensive clinical education in Radiography. The course consists of weekly or biweekly clinical rotations (depending on site) through the equivalent clinical areas assigned in Level II with additional rotations in the Operating Room, Radiation Therapy, Nuclear Medicine, Ultrasound & MRI. Students are expected to function under indirect supervision, when applicable, while completing all Level III clinical competencies and requirements. 414 clock hours. C or higher required for graduation. PR: RADI 2291. C or higher required for graduation.

**RADI 2293 Clinical Experience IV**

4 hrs.

This course is conducted within the healthcare facilities at West Virginia University Hospital or United Hospital Center and their affiliates and offers students comprehensive clinical education in Radiography. The course consists of weekly or biweekly clinical rotations (depending on site) in equivalent clinical areas as those assigned in Level III with additional rotations in Cardiac Cath. and Mammography. Students are expected to function under indirect supervision, when applicable, while completing all Level IV clinical competencies and requirements. PR: RADI 2292. C or higher required for graduation.

**PSYCHOLOGY**

**PSYC 1101 S-FSU Introduction to Psychology**

3 hrs.

A general overview of the science of psychology. Topics include science methodology, life-span psychology, personality theory, consciousness, stress, health and coping, learning theory, psychological disorders, biopsychology, sensation, cognition and memory and social psychology.

**PSYC 2230 Social Psychology (Same as SOCY 2230)**

3 hrs.

A study of how man affects and is affected by others. Topics include the socio-psychological foundations of perception, affiliation, influence, group structure and dynamics, attitude formation and change. PR: PSYC 1101.

**PSYC 2250 S-FSU Community Psychology**

3 hrs.

This course consists of lectures, discussion, readings and field observation designed to acquaint the student with the philosophy, technique and theory of community mental health. PR: PSYC 1101.
**RECREATION**

**RECR 1141 Introduction to Recreation** 3 hrs.
The historical and philosophical foundations of leisure and recreation are introduced. Students will cultivate the knowledge needed to develop concepts concerning recreation, the socio-economic movement affecting the growth and development of recreation, the economic services and the various areas of facilities used in recreation.

**RECR 1150 Introduction to Rock Climbing** 2 hrs.
This course will focus on the basics of safe and responsible rock climbing. Topics include knots, equipment and care, belaying, rappelling, anchor building, and climbing techniques. Students will be required to participate in rappelling, rock climbing, belaying, and anchor building activities.

**RECR 1151 Backcountry Living Skills** 2 hrs.
This Recreation course is designed to provide: physical, mental, and social challenges that will introduce the participants to the basic concepts and techniques for recreating and surviving in the backcountry using Leave No Trace methods. Students will actively engage in backpacking, camping, and survival activities in order to further develop hard skills and environmental ethics.

**RECR 1188 Introduction to Adventure Winter Sports** 2 hrs.
This course provides an introduction to various adventure winter activities including: Cross country Skiing/ Snow Shoeing/ Downhill Skiing/ Snowboarding/ Spelunking. Students will be introduced to these activities through experiential learning in and around campus and trips to White Grass Resort, Wisp, Canaan Valley, Snowshoe, and Timberline resort.

**RESPIRATORY CARE**

**RESP 1101 Introduction to Respiratory Care** 3 hrs.
This course introduces the respiratory care student to the basic principles and skills required to care for the cardiopulmonary patient with a significant emphasis on respiratory anatomy and physiology, including patient assessment, principles of oxygen administration and basic pulmonary diagnostic procedures. The learner will obtain CPR certification during this course.

**RESP 1103 Respiratory Care Pharmacology** 3 hrs.
This course is an in-depth study of the drugs encountered during the clinical practice of respiratory care. The indications, dosages, actions, side effects, and other aspects of medication and medication delivery will be studied. Emphasis will include general chemistry principles.

**RESP 1105 Clinical Practice I** 4 hrs.
This course couples laboratory practice with clinical application of basic technical skills used in the delivery of care to the cardiopulmonary patients. The practice of clinical skills acquired during laboratory practice will be applied in a full service respiratory care department under the guidance of a clinical instructor. Emphasis on clinical application of principles and theories taught in RESP 1101.
RESP 1107  Mechanical Ventilation I  3 hrs.
An examination of the theory and application of principles of mechanical ventilation. Emphasis will be place on the effects of positive pressure ventilation, operating modes, airway management, and initiation of mechanical ventilation.

RESP 1109  Respiratory Pathophysiology  3 hrs.
An in-depth study of cardio-pulmonary pathology, injuries, surgery, and associated medical findings. Clinical treatment is integrated into the discussion of each pathology. PR: HLCA 1170 and HLCA 1171.

RESP 1110  Clinical Practice II  4 hrs.
This course is a continuation of Clinical Practice I. The respiratory care student will begin to apply and refine pulmonary assessment and diagnostic skills. Structured clinical experiences in a variety of health care settings allow the learner to apply state-of-the-are therapeutic modalities used in the treatment and management of the respiratory care patient.

RESP 1112  Neonatal/Pediatric Respiratory Care  3 hrs.
General Survey of respiratory physiology, diseases, and treatment of the neonatal and pediatric population. Included is a study of the respiratory management of the high risk infant.

RESP 1114  Mechanical Ventilations II  3 hrs.
The course is a continuation of Mechanical Ventilation I. Emphasis will be placed on invasive and non-invasive assessment and monitoring of the mechanically ventilated patient. The learner will begin the practice of advanced therapeutic procedures for complex medical conditions and demonstrate setup and operation of representative mechanical ventilators.

RESP 1115  Clinical Practice III  4 hrs.
This course is a continuation of Clinical practice II. It provides laboratory practice and clinical application of technical and professional skills utilized in general floor care as well as some critical care procedures.

RESP 1199  Special Topics in Respiratory Care  0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

RESP 1202  Respiratory Care Exam Preparation  2 hrs.
This course provides practice examinations and review to prepare the student to obtain the CRT and RRT credential. This course will be primarily taught online.

RESP 1204  Respiratory Care Internship  2 hrs.
This clinical experience will be the choice of the student. Choices include management, neonatal and pediatrics, adult critical care, diagnostic and monitoring, pulmonary rehabilitation, home and skilled nursing care for the pulmonary patient, and other experiences.
RESP 1205 Neonatal/Pediatric Clinical Practice 4 hrs.
This course is the clinical practice component of RESP 1112, Neonatal/Pediatric Respiratory Care. This course focuses on the application of respiratory care procedures in the neonatal and pediatric care units, including neonatal and pediatric intensive care units. PR: RESP 1112

RESP 1210 Intensive Respiratory Care 4 hrs.
This course will focus on assessment and monitoring techniques used in critical care medicine. The learner will explore advanced cardio-pulmonary monitoring, fluid and electrolyte management, nutritional assessment, and patient outcomes.

RESP 2299 Special Topics in Respiratory Care 0-4 hrs.
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of applications both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the school’s dean.

RESP 2995 Respiratory Care Capstone (on-line) 3 hrs.
This course is designed to be accomplished without regular classroom meetings. The course incorporates discussion of critical questions and contemporary issues in the current health care environment. The goal is to facilitate successful transition from student to graduate respiratory care professional. The student will demonstrate the value of lifelong learning and provide evidence of adequate preparation for assuming the role of respiratory care professional. Capstone course.

SAFETY

SFTY 2210 S-FSU Disaster Preparedness and Emergency Systems 3 hrs.
A study of the major elements of disasters and emergencies, including systematic and organized methods of preparedness planning for these events.

SFTY 2295 HazWOPER 3 hrs.
A study of emergency responses related to hazardous chemical/waste spills. This course will be taught in accordance with OSHA’s 29 CFR 1910.120. Completion of the course can result in HazWoper Certification.

SCIENCE

SCIE 1100 S-FSU Human Biology 4 hrs.
Human Biology is an introductory course intended for non-science majors and is specifically designed to enable students to relate human structure and function to everyday life. Topics include basic human genetics, structure and function of the human body, relationship of humans to their environment, and public health. Current topics related to human biology are discussed throughout the semester. This course includes 3 hours of lecture and 2 hours of lab per week.

SCIE 1103 S-FSU Science That Matters I 4 hrs.
Socially-relevant science topics are investigated in an interdisciplinary (biology, chemistry, earth and space science, and physics), activities-based, modular format. Two-to three-week modules present both the process and content of science
as a vital part of major contemporary issues. In each module, students explore the underlying science and employ collaborative learning and evidence-based analysis to understand the topic and formulate personal judgments about the issue. The course is heavily web-based, with no printed text, and meets for two-hour class periods twice a week.

**SCIE 1110 S-FSU Chemistry of Life 4 hrs.**
An introduction to scientific principles, designed to provide an understanding of the chemistry of biological systems. The intent of this course is to foster an appreciation for the chemical nature of life as it relates to health, diagnostics and the treatment of human diseases. It will consist of one two-hour class period and one two-hour activity period per week. PR: Math ACT score of 19 or higher, SAT 460, COMPASS 36, or MATH 0095.

**SCIE 1115 S-FSU Earth and Sky 4 hrs.**
For non-science majors, this course is designed to give students a greater appreciation of the world around them. The course focuses on observable, useful science by an integrated approach of meteorology and astronomy from the perspective of Earth. Topics cover the Earth’s formation, its weather, and its place in the Universe. Students investigate both the process and content of science through activities, collaborative learning, guest speakers, and local field trips. Concepts are applied to weather and astronomy observations as well as critical environmental issues. The course uses a printed text and meets for two-hour class periods twice a week.

**SCIE 1120 S-FSU Introduction to Meteorology 4 hrs.**
A non-technical treatment of the fundamentals of modern meteorology and the effects of weather and climate. This course gives a broad overview of the basics of meteorology, including temperature, air pressure, relative humidity, wind speed and direction, cloud formation, and atmospheric stability. This will provide a clear understanding of the “behind the scenes” work of the daily weather patterns.

**SCIE 1210 S-FSU Science in the Heart of Appalachia 4 hrs.**
During this course you will explore the science underlying the formation, extraction and utilization of coal within the context of coal-based societal issues. The course will emphasize active, student-centered learning. Topics include the formation of different coal types, why coal is such an excellent source of energy, acid mine drainage, environmental pollution, human health issues, and the future of new coal technologies. You will investigate the important, intractable social problems of nonrenewable resource depletion, mountaintop removal-valley fills and public health. You will be challenged to examine your role as a citizen and energy consumer in finding equitable solutions to these and other issues.

**SCIE 1220 S-FSU Geologic Heritage in the Field 4 hrs.**
Designed for non-science majors and no prerequisites, this course explores introductory geology concepts in the classroom and through field trips. Topics include the Earth’s formation, plate tectonics, geologic time, mineral and rock identification, landform interpretation, and their relationship to cultural history. Students investigate both the process and content of geology through activities, collaborative learning, and local field trips. Concepts are applied to deciphering the state’s ancient geology, geography, and critical environmental issues. The course primarily uses handouts with a suggested textbook. The class meets for two-hour class periods twice a week that include local field trips during class time plus 3 or 4 daylong field trips on the weekends to areas of interest.
**SOCIOMETRY**

**SOCY 1110 S-FSU Introductory Sociology 3 hrs.**
This course is built around selected sociological concepts and is designed to provide a general understanding of our modern society.

**SOCY 1111 S-FSU Introduction to Anthropology 3 hrs.**
This course is a survey of anthropology, covering both pre-historic and traditional peoples and cultures.

**SOCY 1151 S-PCTC Introduction to Social Work 3 hrs.**
This course provides a comprehensive overview of the ways social workers respond to a wide range of societal problems, as well as, an overview of the agencies that administer the services to those in need. This course emphasizes students’ interests and abilities in relation to social work values, their capacity to interact in a caring, nonjudgmental manner with others who have diverse lifestyles and different socio-economic backgrounds. PR: SOCY 1110

**SOCY 2200 S-FSU Social Problems 3 hrs.**
A study of social stresses and strains in important areas of human relationships. PR: SOCY 1110.

**SOCY 2230 Social Psychology 3 hrs.**
A study of social structure and interaction. Students will focus on techniques of leadership and control. PR: SOCY 1110. Recommended: PSYC 1101 or EDUC 1302 and 1303. Same course as PSYC 2230.

**SPANISH**

**SPAN 1101 S-FSU Elementary Spanish I 3 hrs.**
Designed for the student with little or no prior experience with Spanish. Students will practice Spanish pronunciation and will learn basic grammar as they develop skills in reading, writing, speaking and comprehension. Students will develop communication skills in situations related to everyday living, both at home and in the workplace. Students with two years or more of high school Spanish should register for SPAN 1102.

**SPAN 1102 S-FSU Elementary Spanish II 3 hrs.**
A continuation of Spanish 1101. Students expand their skills and knowledge of grammar while reading, writing, speaking and building a broad vocabulary base. Students will develop communication skills in situations related to everyday living, both at home and in the workplace. PR: SPAN 1101 or equivalent.

**SPAN 2201 S-FSU Intermediate Spanish I 3 hrs.**
Students integrate the grammar studied with the skills acquired in Spanish 1101 and 1102, and become familiar with more sophisticated grammatical structures. The course will focus on reading, writing, and communication skills in situations related to everyday living, both at home and in the workplace. PR: SPAN 1102. Offered every other semester.

**SPAN 2202 S-FSU Intermediate Spanish II 3 hrs.**
The fourth and last course of the basic language program, this course is a continuation of SPAN 2201. The course emphasizes the development of speaking, listening, reading, and writing skills for effectively communicating in Spanish at the intermediate level within a cultural-based context. At the end of this course students should have attained a skill
level of intermediate in all four skills mentioned above, the communicative modes (Interpersonal, Interpretive, and Presentational), and the five goals (Communication, Cultures, Connections, Comparisons, and Communities) recommended by the Proficiency Guidelines classifications of the American Council on Teaching Foreign Languages (ACTFL). Students participate in pair, small-group and whole-class activities that focus on the meaningful and accurate communication of information in the target language. The class is conducted entirely in Spanish. PR: SPAN 2201.

**TECHNOLOGY**

**TECH 1101** S-FSU Introduction to Technology 3 hrs.
This course is intended as a survey of the discipline of technology. The goal of the course is to foster some measure of technological literacy and an understanding of the uniqueness of technology in human endeavors. Instruction will consist of lectures, media presentations, discussions and hands-on laboratory.

**TECH 2290** Engineering Analysis I 4 hrs.
This course covers technical problem solutions, utilizing analytical geometry and calculus. Topics include curvilinear motion, related rates, curve sketching, maximal and minimal problems, areas, volumes, centroids and moments of inertia by integration. PR: Sophomore standing. MATH 1102 with a grade of C or better or MATH ACT 25.

**THEATRE**

**THEA 1110** S-FSU Introduction to Theatre 3 hrs.
This course provides an overview of the purposes and organization of the theatre and allied areas and the functions of all of the jobs related to a theatrical presentation. Students will examine artistic, performer, director, designer, technicians, and “front-of-house” operations and the theatre as a profession, and will learn about professional organizations and securing employment. Fall semester only.

**THEA 1120** S-FSU Theatre Appreciation 3 hrs.
A general theatre course that serves as an introduction to traditional and more recent developments in Western and non-Western theatrical practice. Students are encouraged to develop their own perspectives and critical skills by means of studying selected writings of theatre practitioners and critics, and by seeing and evaluating campus theatre productions.

**THEA 1140** S-FSU Theatrical Production 2 hrs.
Lecture course introducing the student to the principles and techniques of the organization, planning, and execution of technical theatre production, including scenery, properties, lighting, costuming, sound and stage management.

**THEA 1148** S-FSU Theatre Workshop I 1 hr.
Repeatable up to 4 hrs.
Students in this course are assigned to Masquers productions and studio theatre productions. Opportunities are provided for experience in all areas of technical theatre, such as scenic construction, properties, lighting, costume and sound crews, depending upon the proficiency of the student. No more than one hour can be earned during a semester. Open to freshmen and sophomores. (Juniors and seniors, see THEA 3348).
THEA 2212 S-FSU Theatrical Makeup 1 hr.
Fundamentals of the theory and technique of designing and applying theatrical makeup, including laboratory experience and practical experience with Masquers productions and studio theatre productions. Fall semester only.

THEA 2220 S-FSU Oral Interpretation 3 hrs.
This course provides an introduction to the study and practice of the principles involved in understanding the meaning of prose, poetry and dramatic literature, and the effective transmission of that meaning to an audience. Spring semester only.

THEA 2238 S-FSU Acting Workshop I 1 hr.
Credit is earned for public performance in faculty directed Masquers productions. Maximum credit allowable per semester is one credit hour. Open to freshmen and sophomores. (Juniors and seniors see THEA 4432.)

VETERINARY TECHNOLOGY

VETT 1113 Introduction to Veterinary Technology 2 hrs.
This course will introduce the student to the field of Veterinary Technology. The history of veterinary medicine, the origin of veterinary technology, advancements in the field of laws and ethics will be discussed. During the second portion of this course, the student will learn the groups of dogs, the common breeds of dogs and cats, behaviors and genetic predispositions to diseases, and how to choose a pet. Breed standards and pet shows will also be presented. Designed for the beginning Veterinary Technology student as a required course, but is also open for any student interested in the field of veterinary technology. Offered in the fall of every year.

VETT 1115 Clinical Techniques 3 hrs.
Students in the Veterinary Technology Program will be introduced to the basic restraint and handling techniques of dogs and cats. Students will learn about animal behavior and the human-animal bond; as well as animal and human communication. Introductory techniques will be taught and performed as well as providing the students with hands-on instruction with program animals. Hospital design and practice management are also addresses. Two hours lecture and two hours lab per week. PR: Admission to the VT Program.

VETT 1116 Clinical Procedures 5 hrs.
The students will study and apply radiographic procedures, basic bandaging and external fixation techniques, surgical nursing, instrument and equipment care, and application of veterinary anesthesiology. The pharmacology of veterinary preanesthetics and anesthetics will be covered. Necropsy and tissue sampling techniques will be practiced. 3 hrs. lectures and two two-hour labs each week. PR: VETT 1115. Spring semester only.

VETT 1122 Veterinary Pharmacology 3 hrs.
Drug laws and regulations are reviewed. The principles, simplified chemistry, and basic concepts of pharmacology are covered. The more common drugs and their variations among species are presented. A survey of the biochemistry of metabolism and the role of nutrition in disease treatment is covered. 3 hrs. lecture per week. PR: VETT 1115. Fall semester only.
VETT 1130 Animal Parasitology 3 hrs.
The life cycle, pathologies and management control techniques of the parasites of the common domestic animals will be studied. The laboratory techniques for diagnosing these parasites will be practiced. Two hours lecture and two hours lab per week. VT majors only.

VETT 1170 Anatomy and Physiology 4 hrs.
This course will introduce the veterinary student to the clinical anatomy (structure) of multiple mammalian species (concentrating on dogs and cats, but including other species) along with a detailed discussion of the physiology (function) of all the body systems that contribute to the maintenance of a viable organism (maintenance of homeostasis). Limited discussion will center on classic pathophysiology’s (disease states) with clinical examples. VT majors only.

VETT 1180 Exotic Animal Medicine 2 hrs.
This course is a study of a variety of exotic animal species seen in veterinary medicine. The suitability, care, handling, restraint and medical treatment of common exotic animals will be presented. Topics include selection criteria, health issues, nutrition and husbandry. VT Majors only.

VETT 1181 Pleasure Horse Management 2 hrs.
This course will cover all aspects of pleasure horse care and handling. Students will form an appreciation of the complexities of horse ownership, and the responsibilities of maintaining a healthy animal. Topics will include an overview of common breeds, nutrition, transport, health and care issues, and breeding. Open to all students.

VETT 1182 Small Animal Nutrition 2 hrs.
This is an introductory course open to Veterinary Technology and Pre-veterinary Technology students, providing identification and function of nutrients, understanding pet food labels, and applications for wellness, life stage and therapeutic nutrition (prescription foods) for dogs and cats. The course will be a synchronous, interactive internet course with simultaneous audio in the classroom in collaboration with Hill’s Pet Nutrition. VT and Pre-VT majors only.

VETT 1199 Special Topics in Veterinary Technology 0-4 hrs.
Studies in special selected topics, to be determined by the instructor and approved by the School Dean. Credits earned will be applicable as free electives in associate and certificate of applied science degree programs. Students can earn up to 12 total credit hours for courses with the 1199 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

VETT 2210 Laboratory Animal Techniques I 3 hrs.
The students will study the care, handling and restraint of common laboratory animals. The taxonomy of vertebrate animals is reviewed. Exotics, birds, reptiles, and wildlife will also be covered. Successful completion and six months clinical experience will prepare the student to take the ALAT certification examination by the AALAS. Two hour lecture and one, two-hour lab per week. Open to all students. Spring semester only.

VETT 2212 Health Management of Farm Animals 4 hrs.
The students will study the care, handling and disease prevention of farm animals. They will practice restraint and medication techniques. Interstate regulations and shipping documents will be reviewed. The common domestic breeds
of the cow, horse, pig, sheep, and goat will be studied. Several field trips will be included. Two hours lecture and one two-hour labs per week. PR: VETT 1116 and VETT 1122. Fall semester only.

**VETT 2217  Clinical Laboratory Procedures  4 hrs.**
The students will study theory and practice the laboratory techniques for complete blood and urine analysis, vaginal cytology, analyses of transudate and exudate as related to clinical veterinary medicine. 3 hrs. lecture and four hours lab per week. PR: VETT 2271. Fall semester only.

**VETT 2222  Diseases of Domestic Animals  4 hrs.**
The body’s normal defense systems and their responses to pathology will be presented. Infectious, hormonal, traumatic, and toxicological diseases of domestic animals will be covered. Four hours lecture per week. PR: VETT 1115. Spring semester only.

**VETT 2271  Veterinary Preceptorship I  4 hrs.**
The student spends 160 hours working with a veterinarian for one summer term. The student will have the opportunity to function as a member of the veterinary staff. The student will be able to apply techniques learned in the classroom. VT majors only.

**VETT 2272  Veterinary Preceptorship II  5 hrs.**
The student spends 300 hours in the spring semester working with a veterinarian. The student is expected to function as a full member of a veterinary staff. The student is expected to be able to apply all techniques learned in the classroom and is expected to be able to learn and/or develop variations in techniques learned in the classroom. VT majors only.

**VETT 2273  Applied Clinical Experience  3 hrs.**
The student will spend 120 hours of specialized clinical experience in a variety of veterinary settings during the second 8 weeks of the final semester. The student is expected to be able to apply all techniques learned in the classroom and adapt to new techniques appropriate for the specialization and will work under direct supervision of a veterinarian. VT majors only.

**VETT 2299  Special Topics in Veterinary Technology  0-4 hrs.**
This course will provide an opportunity for students to further their study of principles and concepts in the field and to apply their knowledge in a variety of application both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student and permission of the School Dean. Students can earn up to 12 total credit hours for courses with the 2299 Special Topics designation. Zero credit hour courses must be attached to a credit bearing course.

**VETT 2995  Seminar for Veterinary Technicians  2 hrs.**
This course is concurrent and interrelated with VETT 2272. It is designed to correlate the academic and applied techniques learned by the technician. Variations in techniques will be compared; advanced techniques may be presented. Each student is required to prepare a resume to complete the course requirements as well as an in-depth written scientific report. VT majors only. Capstone course
FACULTY

ALBANO, PATRICK (2004)
Professor of History
B.A., M.B.A. Rutgers University
M.A. East Stroudsburg University
D. Litt. Drew University

BACHLECHNER, MARTINA (2011)
Temporary Instructor in School of Business, Aviation and Technology, Physics and Mathematics
Masters, Ph.D. Johannes Kepler University
Post Doctoral, Louisiana State University

BACZA, GERALD L. (1981)
Dean, School of Business, Aviation and Technology
Professor/Senior Level: Drafting/Design Engineering Technology
B.S. California State College
M.A., Ed.D. West Virginia University

BARBER, AMANDA (2013)
Temporary Instructional Specialist, School of Academic Studies
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BEACH, RACHEL (2010)
Coordinator of Interior Design
Instructor of Applied Design
B.A. University of Charleston

BEIGHLEY, DAVID M. (2005)
Associate Professor of English
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M.A. West Virginia University

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Coordinator of Criminal Justice
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Pg.D. University of Leicester

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Professor of Physical Therapist Assistant
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M.A. Stephen F. Austin State University

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M.B.A., J.D. West Virginia University

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M.Ed. Carlow University

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B.S. Mountain State University

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M.Ed. Fairmont State University

DAVIS, JAMES (2013)
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M.B.A. West Virginia University

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Alumni Activities ..................................................................................Director of Alumni and Donor Relations
Fees ........................................................................................................Vice President for Administrative and Fiscal Affairs
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Section 504, Title IX, ADA Coordinator ................................................Asst. Vice President for Human Resources,
                                      Safety, and Campus/Community Relations
Services for Students with Disabilities ....................................................Coordinator of Disability Issues & Psychological Services

VISITORS

Visitors are always welcome at Pierpont Community & Technical College. A tour of the Locust Avenue campus can be arranged, Monday through Friday at 10:00 a.m. or 2:00 p.m., for persons who make an appointment in advance. Saturday tours are offered once a month throughout the year. For additional information contact the Office of Admissions in Hardway.
Pierpont Community and Technical College operates a continuing education and workforce training facility in downtown Fairmont at Veterans Square, 320 Adams Street Suite G01. This 12,000 square foot facility contains two state-of-the-art computer labs, four training rooms, a conference area and business offices.

In today’s workplace, employment or advancement often requires specialized training or professional certification. Pierpont Community & Technical College offers a wide array of non-academic-credit programs for those seeking technical skills and job training. Students may be required to meet minimum competency levels for entrance into career programs.

The Center is also designed to provide a flexible environment, enabling rapid response to regional business and industry workforce training needs. It offers both customized and open enrollment training.

Customized training programs are specifically developed to address identified training needs of regional business and industry for their current workforce. Programs focus on upgrading current workers’ skills and knowledge, professional development and industry certification for adults. Most activities are short term, non-academic credit training programs.

Open enrollment training programs are developed in response to a recognized regional need and are open to any individual meeting the entrance requirements.

Businesses may also lease the Center’s computer and training rooms to deliver their own training activity.

HEAPS GRANT PROGRAM

Students enrolled in many of the career-focused certification courses described above are now eligible for financial assistance through the West Virginia Higher Education Adult Part-time Student (HEAPS) Grant Program. The amount of financial award is based on individual need. These certification courses may also be eligible for funding through WorkForce WV. Please call (304) 367-4920 for further information.

OTHER BUSINESS SERVICES WE PROVIDE:

- Workplace assessments, including job profiling and task analysis
- Continuing education programs for professional development
- Customized, skill-specific training, which can be delivered at your business location

INSTRUCTOR-LED, CLASSROOM-FORMAT TRAINING PROGRAMS

Pierpont Continuing Education offers a variety of short-term instructor-led courses to meet the needs of career seekers and for those already employed that wish to advance in their specific field. Examples of career training and professional development courses are the following:

FLOORHAND TRAINING FOR OIL AND GAS DRILLING

Pierpont Community & Technical College, working closely with the oil and gas industry, operates the Appalachian Basin Oil and Gas Training Center to help people learn the skills they need to gain employment and work safely in this expanding industry.

This training program, approved by the International Association of Drilling Contractors (IADC), will prepare you for the position of Floorhand on drilling rigs. Commonly referred to as a “Roughneck”, this job offers higher than average pay and benefits to those who want to begin a career in this nationwide industry. The oil fields are seeking quality workers with a strong work ethic to meet the industry’s growing demand.

All candidates must be drug free, and must pass a drug screening the morning of the first day of training.

Knowledge of safe working practices in the oil and gas industry is a major focus of this program. Students will achieve CPR/First Aid certification and RigPass certification. Hands-on training on an actual drilling rig simulator is an integral part of the training program.
APPRENTICE UNDERGROUND MINER PROGRAM

This miner orientation program is designed to prepare you for the WV Office of Miner’s Health and Safety’s certification exam, which is required to become an entry-level underground coal miner. You will be exposed to a general orientation in mining, mining health and safety, mine gases and ventilation, roof and ribs, haulage, emergency response, accident prevention and hazard recognition, and miner and operator rights and responsibilities. Participants must be 18 years of age or older. Class size is limited to 25 persons and attendance is mandatory as required by state law.

FEDERAL ACQUISITION MANAGEMENT PROGRAM

This program is delivered through a series of seminars that focus on topics and issues related to the acquisition and management of federal contracts.

It is a certificate program that consists of 96 total classroom hours presented in six two-day segments of 16 hours each. Sessions include lecture, experiential exercises, research, and conclude with a final exam. To attain a certificate, students must attend and complete the requirements of all six segments.

The facilitator for this program is an employee of the Office of Government Contracting, U. S. Small Business Administration. In this capacity, the instructor is responsible for providing support, training and advocacy to small businesses doing business with the federal government, and also provides oversight for federal contracting offices and prime federal contractors to ensure that small businesses have an equitable opportunity to participate in federal prime acquisitions and subcontracts.

Participants gain a broad understanding of the federal acquisition regulations and processes. This detailed knowledge is invaluable for those companies already performing federal contracts or those who want to do so. The structure of each segment includes both lecture and application of the material through a series of experiential team exercises. Course content includes an overview of the federal acquisition regulations (FAR), planning for strategic growth, marketing and winning federal contracts, negotiated procurement, financial requirements, and contract management.

ONLINE WORKFORCE TRAINING PROGRAMS

Pierpont continuing education offers a wide variety of self-paced programs are designed with a team of professionals to provide the most effective web-based learning experience possible. Programs can be completed generally in less than 6 months. Instructors are actively involved in the students’ online learning experience by responding to any questions or concerns as well as encouraging and motivating students to succeed. The program includes everything needed to succeed (books, lessons, quizzes and assignments). Grades are a combination of computer-graded tests and the instructor’s evaluation of the students’ work. Students love the quality as well as the convenience of anytime, anywhere learning! Hours shown are typical completion times, although access is granted to the program for six-month duration, unless otherwise indicated.

Potential students may find answers to technical questions prior to enrolling by calling: (304) 367-4920.

For detailed course information, outlines and demos please visit: www.pierpont.edu/ce

ONLINE COURSES ARE OFFERED IN THE FOLLOWING CATEGORIES:

- Business and Professional
  - Business Software
  - Entrepreneurship
  - Government Contracting
  - Non-Profit Management
  - Sales & Marketing
  - Supervisory & Leadership
  - Workplace Essentials

- IT & Software
  - Desktop Applications
  - IT Certifications
  - Media 7 Design

- Teacher Recertification
  - Classroom Technology
  - Language Instruction
  - Math & Science
  - Reading & Writing
  - Tools for Teachers

- Healthcare Careers
  - EMT
  - Fitness Careers
  - Medical Billing and Coding
  - Medical Specialty
  - Skill Development
• Energy & Trades
  o Coal, Oil, and Gas
  o Electricity Production and Distribution
  o Green Jobs
  o Hospitality & Service
  o Manufacturing & Trades
  o OSHA & Workplace Safety

• Personal Enrichment
  o Cooking & Baking
  o Home & Garden
  o Creative Arts
  o Health & Recreation
  o Personal Growth
  o Digital Photography
  o Languages
  o Writing
  o Youth & Family
  o Money Matters
  o Music

TEACHER PROFESSIONAL DEVELOPMENT COURSES (for WV teaching license recertification requirement)

Sharpen your teaching skills, or learn new ones with our instructor facilitated online Teacher Professional Development courses. These online courses run for six weeks (with a 10-day extension period available at the end). They are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office any time of the day or night. These courses meet Options 2 and/ or 4 on Form 4 for Teacher Recertification.

Continuing education Teacher Professional Development courses, designated with a course prefix of “XEDU,” are graded Satisfactory (S) or Unsatisfactory (U). These classes are designed for salary increment and upgrade or for recertification only and do not count toward any degree at Pierpont Community & Technical College or Fairmont State University. A grade of S is equivalent to a B or better.

Details on any of these courses can be found at: http://pierpont.edu/ce or by calling (304)367-4920.
INDEX

A
Academic Advising System 55
Academic Amnesty Courses 38
Academic Calendar 8
Academic Credit for Military Service 52
Academic Dishonesty 59
Academic Forgiveness 60-61
Academic Probation 61
Academic Procedures 57
Academic Regulations 58
Academic Support 17
Academic Suspension 61-62
Accounting Paraprofessional 71
Accreditation 13-14
ACT/SAT 50
ACT Authorized Testing Center 28
Activities and Organizations 21
Administration and Staff 350
Administrative Assistant 72-73
Admission Policy and Procedure 44
Advising Center 17
Adult Learning Center 24
Advanced Placement 50
Advanced Skill Set Certificates 65
Advanced Standing 52
Aliens 44
American Sign Language 74-75
Apartment Semester Rates 35
Appeals 38, 44
Application for Graduation 62
Applied Design (Fashion and Interior Design) 76-81
Articulation Policy 52
Auditing Courses 52, 57
Aviation Maintenance Technology 82-85

B
Ballroom Dance 86-88
Board of Governors, AAS Degree 25, 89-90
Bookstore 20
Business Technology 91-95

C
CAD (Computer Aided Design/Drafting) 96-97 Campus Resources 19
Campus Support 17
Career Development and Workforce Training 352-354
Career Services 17
Catalog Policy 15
Certificate in Applied Science 67
Certification Testing 28
Change of Residence 44
Classification of Students 57
First Time Freshmen 47
Food Court and Convenience Store 20
Food Services Management 126
Food Service Semester Rates 35
Former Domicile 44

G
Gaston Caperton Center 54
General Admissions Procedure 45
General Classification 42
General Education Course Requirements 68-69
GPA 62
Grade Reports 56
Grading System 56
Graduation Assessments 70
Graduation Information 62
Graduation With Honors 62
Graphics Technology 139-141

H
Health Careers (pre) Course Suggestions 233-235
Health Information Technology 142-143
High School Students 45, 48, 50
History and Mission 9
Homeland Security (Aviation, Criminal Justice, EMS) 144-148

I
Information Systems Technology 149-151
Institutional Directory 349
Interlibrary Loan 18-19
Interpreter Training Program 152-154
Intramural and Club Sports 22

L
Laboratory Assistant 155-157
Laboratory Preschool 27
Late Registration 57
Liberal Studies 158-159
Libraries 18
Library Services 18
Licensed Practical Nurse 167-169

M
Math and English Competency 50-51
Math and Writing Center 18
Mechatronics Technology 170-172
Medical Laboratory Technology 173-175
Message from the President 7
Microsoft Office Specialist 28
Military 44
Military Deployment Procedure 41-42
Military Selective Service Act 16
Military Service Credit 62
Minimum Residence Requirement 62
Minors 43
Mission Statement 9-10
Museum Studies 176-179
Museum Studies, Liberal Studies 160-162
N
Need Based Aid 35
Nonstandard Courses 39
Non-traditional Students and Multi-Cultural Students 21
Non-Degree Seeking Admission Requirements 48

O
Occupational Development 178
Occupational Development
  Early Childhood Practitioner 179-181
Office Management Technology 182-186
Office Technology 187
Online Services 19
Orientation 55
Other Programs 67

P
Para-Education 188-1910
Paralegal and Landwork Studies 193-197
Paraprofessional in Education 191-192
Parking 20
Pastry and Baking 133-135
Payment of Tuition and Fees 31
Pearson Vue 28
Petroleum Technology Program, Certificate 198-200
Petroleum Technology Program, AAS 201-205
Philosophy and Objectives 10-11
Phlebotomy 206-207
Physical Examination 50
Physical Therapist Assistant 208-211
Pierpont Admissions Policy 44
Pierpont General Education Statement 67-68
Pierpont Quality Improvement Project 67
Placement Testing 46
Policy and Compliance 15
Power Plant Technology, Certificate 212
Pre-Health Careers Support Courses 234-235
Probation/Suspension Policy 61
Procedures for Obtaining Financial Aid 36
Program Designations & Requirements 64-65
Power Plant Technology, AAS 214-216
President’s List 56
Probation, Academic 61

R
Radiologic Technology, Technical Studies 226-229
Refund Policy, Tuition and Fees 34
Regional Academics 54
Religious Organizations 23
Repeating a Course 39, 57
Residence Determined by Domocile 42
Residence Halls and Apartments 19
Residence Hall Semester Rates 35
Resident Classifications 42
Resort and Hotel Management 136-138
Respiratory Care 217-221
Room and Board Rates 34
S
Satisfactory Academic Progress (SAP) 37
Satisfactory Academic Standing 61
Schedule Changes 58
Scheduling Classes 50
Scholarship Aid 36
Semester Load 58
Senior Citizens 32
Servsafe® 222
Services for Students with Disabilities 15
Skill Set Certificate 66
Social Work, Liberal Studies 163-166
Sources of Financial Aid 36
Special Examination for Course Credit 52
Special Fees 32-33
Special Programs 24
Starbucks at the Library 20
State Residents 65 Years or Older 43
Strategic Priorities 12
Student Government 21
Student Health Services 21
Student Publications 22
Summer School 58
Suspension, Academic 61

T
Technical Studies 223-225
Title IV Financial Aid 39-40
Transcripts 63
Transfer Students 47
Transient Credit 62
Transient Students 48
Tuition and Fees 31
Tutorial Services Program 17-18

U
Unsatisfactory Academic Standing 61

V
Veteran’s Policies 41-42
Veterinary Technology 230-232
Vocational Career Projects 29

W
Weekend College 30
Withdrawal from Classes, College 58
Withdrawal Fee 57