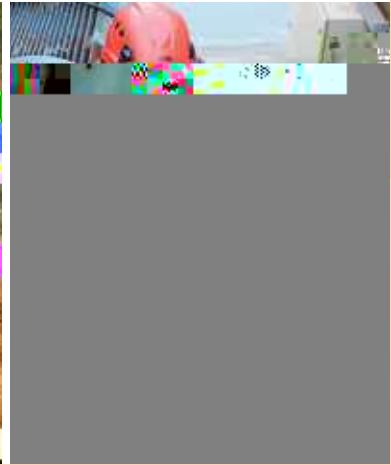


Eastern West Virginia Community & Technical College

Catalog 2020-2021



Mission

Eastern West Virginia Community & Technical College
(Eastern) provides accessible and affordable educational



Section I: General Information

The College.....7
Institutional Policies.....7
General Education Philosophy and Goals..... 11
Admission Policy and Procedures..... 12

Section I: General Information

The College..... 7
Institutional Policies..... 7
General Education Philosophy and Goals..... 11
Admission Policy and Procedures..... 12
Registration, Assessment, and Advising15
Academic Assessment17
Tuition, Fees, and Refunds..... 18
Financial Aid Information..... 20
Learner Support Services.....24
Veterans Services..... 26
Gainful Employment Disclosure..... 26

The College

Eastern West Virginia Community & Technical College (Eastern) is a coeducational, state-supported, comprehensive community and technical college, established March 21, 1999, operating under the aegis of the West Virginia Council for Community & Technical College Education. On July 1, 2001, Eastern's Institutional Board of Governors was established as a local governing body. The College serves the citizens of a six county district in Eastern West Virginia: Grant, Hampshire, Hardy, Mineral, Pendleton and Tucker Counties. As a comprehensive community and technical college, Eastern offers a variety of programs and courses in career-technical education, general education, workforce education, and community education. Graduates receive Associate in Arts degrees, Associate in Science degrees, Associate in Applied Science degrees, and Certificates in Applied Science.

Eastern is committed to providing services for the economic and cultural well-being of the residents in its six county district. The College provides a full array of programs and services that address West Virginia's goals for postsecondary education. Programs and courses are offered on and off-campus, at the work site, in the public schools, and at times convenient for community residents. Eastern maintains formal relationships with accredited colleges and universities to provide students with degree completion and coordinated learning opportunities through brokering courses and programs and use of the latest technology. Central to the core of its mission, the College provides degrees, courses, and workforce education programs to:

- Encourage citizens to pursue a life-time of learning;
- Serve as instruments of economic development;
- Meet the needs of employers

Eastern West Virginia Community & Technical College offers rigorous and relevant programs at the associate degree level. Each program includes a general education core, satisfied by completion of courses in multiple disciplines, a concentration specific to the major and elective courses permitting the student to select coursework relevant to his or her career or educational goals. In addition to traditional college courses and classroom learning experiences, Eastern utilizes distance learning opportunities, interactive video and course brokering agreements with regionally accredited institutions to expand the

Students enrolling at Eastern must follow the program requirements listed in the Catalog in effect at the time of entry into the College (provided graduation requirements are completed within five years). Students have the option of meeting program requirements in a later Catalog provided that they make a formal written request to the Dean of Teaching and Learning and that they meet all requirements of the later Catalog.

This policy does not imply that the College will necessarily continue to offer all courses needed to complete all programs for which students may have enrolled. If a course substitution is needed, a suitable course will be recommended by the advisor and approved by the Dean of Teaching and Learning prior to the student enrolling in the course.

Thgram

Workforce and Citizenship Skills/Ethical Reasoning

Students will demonstrate workforce and citizenship skills needed for professional success ethical reasoning, diversity awareness, civic engagement, and steadfast participation in lifelong learning activities.

Conditional admission may be granted in instances where institutional officials have determined that the student has the potential to successfully complete college-level

the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, dependent students take the domicile of the parent with whom they live, or to whom they have been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

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

4. Change of Residence

Individuals who have been classified as out-of-state students and who seek resident status in West Virginia must assume the burden of providing conclusive evidence that a domicile has been established in West Virginia with the intention of making this state the permanent home. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions referenced in Section 2: Residence Determined by Domicile. The change in classification, if deemed to be warranted, shall be effective for the academic term or next semester following the date of the application for reclassification.

5. Military

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

6. Aliens

Aliens who are in the United States on resident visas, or who have filed petitions for naturalization in the naturalization court and have established bona fide domiciles in West Virginia as defined in Section 2: Residence Determined by Domicile may be eligible for in-state residency classification, provided that they are in West Virginia for

purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time, and without restriction on the maintenance of a foreign domicile, may be eligible for an in-state classification as defined in Section 2: Residence Determined by Domicile. Individuals holding a student or other temporary visa may not be classified as in-state students.

7. Former Domicile

Individuals who were formerly domiciled in the state of West Virginia, and who would have been eligible for an in-state residency classification at the time of departure from West Virginia, may be immediately eligible for classification as West Virginia residents provided they return to West Virginia within a one-year period of time, and satisfy the conditions of Section 2: Residence Determined by Domicile regarding proof of domicile and intent to remain permanently in West Virginia.

Residency Appeal Process

The decision of the Dean of Student Access and Success may be appealed to the President. The appeal shall end at the institutional level. The decision of the President is final.

Registration, Assessment, and Advising

Entrance Assessment and Course Placement

The entrance assessment program is a service that helps to identify a student's academic strengths and weaknesses. Entrance assessment is an essential component of course placement and advisement for entering students. Assessment smn-3.6(ns)-1.74.3(e)-6.8.5(.5(t))-23.4(u)4.5(d)-2.3(e)-3.6

from the reading and writing tests, and completion of a college-level math class will exempt students from the arithmetic and algebra tests.

Alternate testing arrangements can be made for students with documented physical or learning disabilities. Testing arrangements can be modified to enhance the student's chance for success. An extension of the time limits, an alternative testing date or physical adaptations are examples of modified arrangements. Students may retest only one time in any of the required subject areas. Students may test only once during a semester.

Students may not enroll in a college-level mathematics course or English course unless the minimum score prescribed is earned on at least one of the following tests:

English

-

students may not add or drop a class. Courses are not added simply by attending, nor are they dropped by ceasing to attend class. Students must properly complete all necessary forms and steps in the add or drop procedure. Failure to do so may adversely affect grades and/or

Tuition, Fees, and Refunds

Tuition and Fees

Students registering for classes at Eastern will be subject to the tuition and fee schedule below. Tuition is payable prior to the beginning of each semester and term. The academic Course Schedule lists the deadlines and specific amounts.

Payment may be made by cash, check, Visa or MasterCard. Students who have a bona fide third party agency paying their tuition will not be required to pay the tuition at the time of registration provided there is written authorization in the College's Business Office that payment will

be made to --8.9(f)-3e t3.9(e t9.6(8.9(f90--8BwT*[a]h)0.6(e C -1.2 Td(o)-0FJTJ0 -1.2 TD[p]-1.63c6(n)-23(n)-20.5(i)-19.6(n)-1.2(g c

| FEES SCHEDULE | |
|---|---------------------------|
| Admissions Application Fee | No Charge |
| Allied Health Courses Fee | \$10/class |
| Biology/Chemistry/General Science Lab | \$20/class |
| Information Technology Fee | \$15/class |
| Specialized Industrial, Automotive, Biological and Environmental Technology & Wind Technology Fee | \$45/class |
| ATT 103 Course Fee | \$100 – includes textbook |
| Elementary Education (EDE 100) | \$50/ |
| Student Activity Fee (students enrolled in 6 or more credits) | \$10 |
| Student ID Card Replacement | \$10 |
| Online Course Fee | \$50 |
| Student Technology Fee (students enrolled in 6 or more credits) | \$50 |
| Diploma Replacement Fee | \$20 |
| Test Proctoring Services for Outside Institution | \$15 |

Note: tuition and fees are subject to change. See Course Schedule for current listing.

Special Rates: Tuition and Fees

West Virginia high school students pay \$40 per credit hour if taking classes while attending high school (please note, the tuition for high school students is subject to change). West Virginia senior citizens pay 50% of tuition per credit hour plus any additional fees.

Note: these special rates apply only to West Virginia-based courses. Courses originating from out-of-state colleges may have higher tuition, plus additional fees.

Note: tuition and fees are subject to change. See Course Schedule for current listing.

Other Fees

Health and Physical Education and laboratory courses may require an additional activity charge. Students applying to limited enrollment programs will be charged a non-refundable Application Fee (see Dean of Student Access and Success for additional information). Additional course fees are published in the Course Schedule. Students will be charged an online fee of \$25 per course. The Nursing program has additional course, testing, and program related fees. Refer to the Nursing Student Handbook for specific details. For students taking 6 credit hours or more there will be a \$50 Student Technology Fee and a \$10.00 Student Activity Fee. Student Technology Fee will be used to cover the cost of Technology resources and supplies. The Student Activity Fee will be used to support student

activities. The Elementary Education program has additional course and program related fees. Contact the Elementary Education Program Advisor for specific details.

Payment Plan

You may pay online at any time or, on campus during regular business hours. If you want to participate in the 60/40 payment plan, you must go to the Main Campus Business Office to make arrangements. If you are a financial aid recipient and you have completed all the necessary paperwork, financial aid will NOT be applied to your account until the third week of the semester. You will not receive an invoice until financial aid is applied to your account. If you have any questions, please contact the Financial Aid Office at finaid@easternwv.edu.

Refund Eligibility

Full Refund

Students who officially withdraw from all courses, or a course for which they have registered during a semester within the academic year, would be eligible for a full refund if they withdraw prior to the start of the semester, prior to the first day of class with a delayed start, or during the first week of classes designated as the initial Add-Drop Period. Official withdrawal action requires that the student complete and sign the designated form, and return it to Learner Support Services. Any other course(s) for which the student is registered during the semester or term shall not be affected by this action.

Partial Refund

Students who officially withdraw from all courses after the “full refund” period described above shall be eligible to receive a refund of regular fees in accordance with the following schedule.

Refund Schedule

The following schedule for calculating refunds shall be adhered to for those students who withdraw from the College via the official withdrawal process, and who are eligible to receive refunds.

Academic Year (semester)

- 90% During second week
- 70% Third and fourth week of classes
- 50% Fifth and sixth week of classes
- No refund Beginning of the seventh week

Summer Term and Non-Traditional Periods

- 90% From 8% to 13% of the term
- 70% From 14% to 25% of the term
- 50% From 26% to 38% of the term
- No refund After 38% of the term complete

Should the percentage calculation identify a particular day, the entire day should be included in the higher refund period. All refunds are to be calculated from the first day of classes of a given semester or term. Every student who registers incurs a financial obligation to the College. Exceptions to this policy resulting from extenuating circumstances must be approved by the Dean of Student Access and Success, or designee before a refund may be processed. The decision of the Dean of Student Access and Success may be appealed through the appropriate appeal process.

Financial Aid Information

2020 interest rate for all DLP loans is 4.53% from July 1, 2019, through June 30th. At that time the rate is subject to change. Loan principal and interest payments do not begin until six months after the student graduates, or ceases to be enrolled at least half-time.

Repayment must be completed no later than 10 years from that date, excluding periods of deferment and forbearance.

The Federal PLUS program allows parents of dependent undergraduates to borrow federal loan money to help pay the cost of their child's college expenses. Eligible parents may borrow amounts not to exceed the difference between the student's cost of attendance and all other financial aid he or she will receive. The Federal PLUS Loan interest rate is 7.08%. First disbursed on or after July 1, 2019. This is a fixed rate for the life of the loan. The repayment period for PLUS Loans begins on the day the loan is disbursed, and ends no later than 10 years after repayment begins.

**** FEDERAL STUDENT LOANS MUST BE REPAID****

Eligibility

To be considered for financial aid at Eastern, a student must:

- be admitted to the College
- be a citizen, or eligible non-citizen
- be registered with Selective Service (if required)
- have a high school diploma, or high school equivalency diploma
- be working toward a degree or certificate
- apply for financial aid by filling out a FAFSA at www.fafsa.gov
- be making Satisfactory Academic Progress
- not owe a refund on a Federal grant, or be in default on a federal education loan, and
- have financial need (except for unsubsidized Stafford Loans, and/or non-needs based scholarships)

Application Process

The FAFSA is the principal financial aid application document. The information a student provides on this form serves as the basis for determining eligibility for the federal student aid programs. Follow these steps to complete the Financial Aid Application Process:

- be admitted to the College
-

billed for a portion of the aid received. The amount of repayment will vary based upon the amount of the aid received, and date of withdrawal.

Students should be aware that changes in enrollment status may affect eligibility to receive assistance in future semesters. Students considering withdrawing from classes are encouraged to seek financial aid counseling as well as academic advising before dropping classes.

Financial aid awards are determined by enrollment status. If the student drops classes before the aid funds are disbursed/delivered, the financial aid award will be reduced to a value corresponding to the enrolled hours at the time the funds are disbursed. The student is responsible for any charges that incur as a result of an enrollment change.

Standards of Progress for Federal Financial Aid Recipients

Purpose

In addition to all other requirements for federal financial aid eligibility, students must continue to be in good aca-

academic plan. If denied, the student will have to pay for classes on their OWN until meeting SAP requirements again (see appeal form for additional guidelines).

Institutional Standards of Academic Progress is separate, and will have its own requirements and notifications.

C. Program Completion

- 1 Students are given 150% of the hours required for graduation in their particular program for completion.
- 2 All courses taken will be included in this calculation.
 - a. All courses transferred from other institutions will be included in this completion ratio calculation.
 - b. Courses for which an incomplete is received will be included as attempted, but unearned hours.
 - c. Courses from which a student withdraws during a semester will be included as attempted but unearned hours.
 - d. A student is eligible to receive financial aid for for one repeated course when a student is repeating a previously passed course to obtain a higher grade.
 - i. Allowable: Repeated coursework may be included when determining enrollment status in a term-based program if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade.
 - ii. Not permissible: a student enrolls in four classes in the Fall semester and passes only three of them. The College requires the student to retake the failed class and also the other three classes because of failing the one class. When the student repeats all four classes in the Spring semester, the failed class would be included in the student's enrollment status, but the three classes passed would not be.
3. Dual Degree Students: As long as each of the programs, the student is completing is a Title IV-eligible program, the student may receive Title IV aid for each program. If the student completes the degree requirements of both programs at the same time, the student can receive aid from all of the Title IV programs until completion. However, if the student completes requirements for graduation for one program, then the student is no longer eligible to receive Title IV aid for that program.

a. If the student is enrolled in both degree programs, then the Financial Aid Office will check the total number of hours needed for the combined programs, and make certain the student has not exceeded 150% for the combined hours in both programs. The Financial Aid Office will make certain the student is not counted twice for any courses, such as English, that may be required for both programs.

b. Dual degrees must be listed in the student record prior to the beginning of the semester. Both programs should be listed in the College's Student System under SGASTDN. The student must com-

The goals of Disability Services are:

- To coordinate and provide reasonable accommodations and disability related services
- To encourage self-advocacy and personal responsibility on the part of students with disabilities
- To advocate for an accessible learning environment through removal of physical, informational, and attitudinal barriers
- To allow for auxiliary aids and services such as guide dogs, tape recorders, note takers and any other documented aids and services
- To serve as a resource for members of the college community as well as prospective students and parents
-

Veterans' Services

Veterans' Benefits

Students who have served in the Armed Forces can receive veterans' benefits. These benefits are also available to dependents and spouses of veterans whose death, or permanent and total disability, was service connected. This eligibility extends to persons who, on or after July 1, 1985, have enlisted, reenlisted, or extended enlistment in the Selected Reserve for six years or more, and meet other criteria. Eligible students who attend classes on at least a part-time basis will receive a monthly assistance allowance. To determine eligibility, contact the Financial Aid Office, or Dean of Student Access and Success.

Veterans who have completed at least one full year of military service may be eligible to receive two hours of physical education activity credit. A DD214 must be presented to verify the awarding of credit. To determine eligibility, contact the Dean of Student Access and Success, or designee.

Eastern has been approved as a military friendly college by Military Online College, Military Friendly Colleges and Universities. Information is available at: www.militaryonlinecollege.org

Procedures for Obtaining Veterans' Educational Assistance

Veterans wishing to enroll at the College should contact the Dean of Student Access and Success, or designee, to initiate enrollment certification procedures. If eligible, students can be certified before enrollment in order to expedite receiving the first benefit check. Certification should be requested at least six weeks before classes begin. If enrollment certification is requested on the day of registration, students should anticipate a delay of 6 to 10 weeks before receiving the first benefit check. All information on benefits and questions regarding procedures for certification should be directed to the Dean of Student Access and Success, or designee.

The educational allowance is not payable for eligible individuals who are on active duty and have their education paid for by the Armed Forces or the Department of Health and Human Services (for Public Health Services duty), or are federal employees receiving full salary with course tuition paid by the Government Employees Training Act.

Servicemembers Opportunity Colleges

Eastern is a member of the Servicemembers Opportunity Colleges (SOC). SOC was created in 1972 to provide educational opportunities to service members experi-

Section II: Academic Policies and Procedures

Academic Schedule..... 28

Enrollment Classification and Course Load..... 28

Academic Support and Student Responsibilities28

Instructional Methods and Grading.....31

 Academic Grading Policy.....31

 Final Grade Appeals32

Academic Honesty/Plagiarism..... 33

Awarding Credit through Assessment of Prior Learning33

Degrees, Graduation and Transcripts.....37

Academic Standing Policy

General

A student's academic status is computed at the end of each fall and spring semester. Academic status is not computed for summer sessions, nor does it affect a student's enrollment for a summer session.

A. Good Standing

To be in good academic standing, a student must maintain a minimum 2.0 cumulative grade point average for all work undertaken. A student's academic standing is computed at the end of each fall and spring semester. Academic standing is not computed for summer term, nor does it affect a student's enrollment for a summer term. Freshman/New Transfer students will be evaluated after his/her first semester at Eastern.

At the end of each grading period, each student's Eastern and cumulative grade point average are calculated. The calculation is determined by dividing the number of earned quality points by the number of quality hours. In the computation of the Eastern and cumulative grade point average, a grade of "I" will not be included in the quality hours. When the grade of "I" is replaced by a

Instructional Methods and Grading

Individual instructors develop methods for meeting approved course objectives and determining final grades of students within classes. Information regarding instructional methods, assignments and grading criteria are presented in the course syllabus. Students should review the specific course requirements presented at the beginning of the term and discuss questions with the instructor.

Academic Grading Policy

Eastern uses a letter grade system to indicate the quality of coursework performed by students. The following marks are designated for use. Definitions and quality points, where appropriate, are shown:

** Applicable to graduation except in transitional courses.

*** Awarded due to non-attendance in class after the last date to officially withdraw from the course.

The grade point average is computed for all courses for which a student has registered with the exception of

- The final decision of this committee will be forwarded to the student, instructor, the Division Chair and to the Dean of Teaching and Learning. If the decision requires a change of grade, the instructor will take action in accordance with the committee's decision.
- If the instructor does not act within 10 college working days, the Division Chair will make any necessary grade adjustment.
- In the case of grade appeals, the Dean of Teaching and Learning functions as the President's designee, therefore, implementation of this decision will end the appeal procedure.

Repetition of Courses

In accordance with the West Virginia Council for Community and Technical College Education's Procedural Rule No.24, any student who earns a grade of "D" or "F" in any course taken no later than the semester or summer term during which the 60th semester hour was attempted may repeat that course under the following provisions:

If the student repeats this course prior to the receipt of the degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the grade point average. The original grade shall not be deleted from the student transcript.

Students may repeat a course for credit in which a grade of "C" or higher has been received. All grades will be calculated in the grade point average.

Any course that is repeated when the original grade was not earned during the first 60 hours will be included in the computation of the grade point average, quality points and hours earned. The original grade will not be deleted from the grade point average.

Credit hours from repeated courses can only be applied once toward completion of degree requirements.

Refer to "Academic Forgiveness for Graduation" (pages 38-39) for provisions regarding grade point calculations for graduation.

proprietary school programs, professional development activities, and personal development and enrichment activities. Evaluation will follow established guidelines for nationally standardized credit validation programs and processes including:

- Performance on standardized tests (CLEP, DSST/DANTES, etc.);
- Evaluation of non-collegiate sponsored instruction (ACE, NCCRS);
- Assessment of credit for military training;
- Demonstration of college-level learning through portfolio review;
- Instructional based challenge examinations;
- Validation of learning acquired in unaccredited institutions; and
- Special assessment of licensure, certification and formal training programs.

NOTE: For special assessments (final bullet point above), college credit will be awarded for college-level learning that is comparable to a selected course's published scope and outcomes if awarded on a course equivalency basis. Block credit will be awarded in accordance with the assessment of college level learning as determined by an evaluation team consisting of academic professionals, faculty and practitioners in relevant fields. The evaluation team operates under the supervision of the Dean of Teaching and Learning and the Dean of Student Access and Success (Deans). Evaluation and other fees may be applied to special assessments.

Students must be able to demonstrate knowledge (theory) and skills (practical application) in order to be awarded credit through non-traditional methods. Records of work experience alone will not be sufficient. College credit will be awarded only for learning experiences that have occurred after high school. Non-traditional credit may not duplicate previously earned credit.

Faculty, academic professionals and well-credentialed professionals, under the supervision of the Dean of Student Access and Success, will determine credit awards for nontraditional credit requests. Transcription and other

to determine if the "CR" grade is acceptable for that

Board of Governors Degree, Business Management,

accept, modify or reject the student's request.

In instances where students request and gain academic forgiveness from one college or university and then transfer to another institution, the receiving institution is not bound by the prior institution's decision to disregard grades for grade point average calculation.

generate a consent form for each order that the student can approve instantly online or return via fax, mail, or as a scanned email attachment.

Cost & Delivery Options

Cost: \$7.00 per official transcript requested

Electronic PDF Delivery To Third Party : Electronic delivery allows the student to be notified via email or text (if applicable) when the transcript has been received by the third party.

Mail: Official transcripts may be mailed to any address provided by the requester. Please allow 10-14 business days for delivery by the United States Postal Service.

Student Pick Up: Students may pick up official transcripts at Eastern, at 316 Eastern Drive in Moorefield, WV

Section III: Academic Resources and Academic Program Information

General Information.....42

Academic Resources.....42

Baccalaureate Transfer Programs.....48

 Associate in Arts.....48

 Associate in Science.....49

Career-Technical Programs.....51

 Accounting.....51

 Administrative Support Technology.....54

 Allied Health Care.....57

 Automotive Technology.....58

 Biological & Environment Technology.....62

 Business Management Programs.....66

 Computer Applications Specialist Program.....70

 Early Childhood Programs.....71

 Electromechanical Technology Program.....73

 Information Technology Programs.....75

 Nursing.....79

 Paraprofessional in Education.....81

 Wind Energy Technology.....82

Customized Degree Programs.....86

 Board of Governors Adult Degree Completion Program.....87

 Associate in Applied Science in Occupational Development.....88

 Associate in Applied Science in Technical Studies.....89

Programs & Courses Available through Partnerships with Accredited Colleges & Universities....100

Skill Sets.....100

General Information

Eastern is authorized by the West Virginia Council for Community & Technical College Education (Council) to offer associate degrees and certificates, and to develop the programs of study leading to the completion of each

in person. Note: Distance Learning Classroom courses do require students to attend classes at the scheduled times at a Discovery Center (see section below).

Distance Learning Classroom Courses

Distance Learning Classroom courses are offered in real time, simultaneously at two or more Discovery Centers, in specially equipped distance learning classrooms.

The instructor teaches over live video from one of the College centers while some students take the course at other Discovery Center locations. Commuting time

A Selection of Southern's Electronic Databases

1. Facts on File: Issues & Controversies – Issues and Con-

Adult Education Program

Adult Education services provide adults with educational opportunities to improve basic literacy skills necessary to become self-sufficient and to participate effectively in the workplace, home, and community. Adult Education programs deliver instruction for High School Equivalency Test preparation; improving basic academic skills such as reading, math and writing; and developing speaking and writing communication skills for ESL students. Instruction is provided by qualified teachers in a conveniently located, supportive, and student-centered learning environment. All instructional services and materials are free.

Adult Education Program Offerings:

- Basic Skills Instruction: math, reading, writing
- Basic Computer Instruction
- Career Readiness Credentials: work ethics, customer service, IC3[®], Microsoft Office[®]
- Employment Skills Instruction: job applications, résumés, cover letters, interviewing
- English as a Second Language (ESL)
- High School Equivalency Test Preparation
- Online Instruction Preparation for college entrance math, reading, writing instruction
- Test Preparation: WorkKeys[™], Civil Service, ASVAB, TEAS, TASC[™], Accuplacer[®] (College Entrance Exam)
- Testing: TASC[™], High School Equivalency Exam Practice Test, TABE[®] testing
- Tutoring: transitional studies in English (ENL 100), math (MTH 102S, MTH 121S, and MTH 135S), reading/study skills

Adult Education services are offered in all counties of the College's service district. The WV Department of Education provides adult education services in Hardy, Grant, Hampshire, Mineral, Pendleton and Tucker counties. For more information, contact an office near you at <http://wvde.state.wv.us/abe>.

Full time programs are offered at the following locations:
Hard Co nt (at Eastern Campus)
Instructors: Vera Shockey and Trinity Racey
Location: Eastern's Main Campus
Phone: 304.434.8000 ext. 9234, or 877.981.2322
Email: Vera.Shocke @k12. . s

Grant Co nt

Instructor: Amanda Barger
Phone & fax: 304.257.1277
Email: Amanda.Barger@k12. . s

Hampshire Co nt

Instructor: Sherri McCrory
Phone: 304.822.3979, ext. 1015
Email: smongold@k12. . s

Mineral Co nt

Instructor: Robin Haupt
Phone: 304.788.4209
Email: rmha pt@k12. . s

ESL/Civics (part-time program) (Day & Evening)

Instructor: Amy Fabbri
Phone: 304.530.6076
Email: Am .Fabbri@k12. . s

Technology within the College

Eastern believes in acquiring and using technological tools which:

- help people learn effectively and work more efficiently;
- improve classroom performance by faculty and learners;
- are broadly introduced through high-quality ongoing training and staff development;
- are equitably accessible, but secure and adequately maintained, repaired, and replaced; and
- reflect current, innovative trends.

Telecommunications and Telecommuting

All discovery centers are linked with an interactive audio, video and data telecommunications system. This system permits classes to originate at any linked location, enabling the instructor to maintain simultaneous audio and video contact with students. These systems enable the College to increase educational opportunities throughout the service district. Eastern is directly linked to the central computing facility at WVNET in Morgantown, WV. This statewide system of computers and Internet connectivity provides Eastern with access to hundreds of educational and research computing centers. These discovery centers utilize TCP/IP (video over IP) with the video packets getting priority over the network to ensure delivery of quality video. The high-speed connectivity and quality service between locations ensures that students have appropriate bandwidth access for participa-

support service, Eastern maintains four distance learning classrooms(l)7.9(o)-16.7(c)-16.2(a)10(t)-5.1(e)-7.3(n i)-19.6(n e)-7.3

with an Eastern employee (Discovery Center advisor) facilitating student access to learner support and academic services. Computer laboratories and high speed Internet access are available to all students using these Discovery Centers.

Bookstore Information

Eastern has teamed with West Virginia Northern Community College (WVNCC), and Barnes & Noble College Booksellers to provide textbook services. The Bookstore

Associate in Science Degree (A.S.) continued

- Information Technology: CIS 119, CIS 121, CIS 133, CIS 154, IT 134, IT 180, IT 181, IT 192, IT 194, IT 210, IT 215, IT 228, IT 269, IT 233
- Mathematics: Refer to Approved General Education Courses and Designation List (page 46)
- Science: Refer to Approved General Education Courses and Designation List (pages 46-47)
- Science/Math: Students may select a combination of courses from both the Science and Mathematics categories on the Approved General Education Courses and Designation List (pages 46-47)

Note: Students should contact the baccalaureate institution of choice to determine transferability of concentration electives selected.

Career-Technical Programs

Accounting

Associate in Applied Science

ONETonline.org SOC Code: 13-2011

60 Semester Hours[^]

The Associate of Applied Science in the Accounting program provides a technical education at an Associate in Applied Science degree level. It is a broad-based curriculum that provides instruction and practical application of a variety of accounting concepts and practices.

Successful completion of the Accounting program will allow graduates to enter the workforce at the accounting technician level. The program provides the student with strong accounting, business and technical skills. They will be prepared for employment or promotion in accounting firms, private industry, or government.

To be accepted into the Accounting A.A.S. program, students must complete ACC 120 and ACC 121 with a grade of "C" or higher. Students who have not completed ACC 120 and ACC 121 should initially major in the Accounting Certificate in Applied Science.

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

-

Accounting Electives (Select 4 courses - 12 credit hours)

| Dept. | | Course Title | Sem. Hrs. |
|-------|-----|-----------------------|-----------|
| ACC | 230 | Income Tax Accounting | 3 |
| ACC | 235 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Accounting

Certificate in Applied Science

ONETonline.org SOC Code: 43-3031

30 Semester Hours[^]

Upon successful completion of the Accounting Certificate in Applied Science, the graduate will be able to:

- Prepare, record, and analyze financial statements and other reporting documents according to generally accepted accounting principles
- Demonstrate proficiency in utilizing accounting software programs
- Analyze financial data
- Demonstrate effective communication and computational skills
- Demonstrate proficiency in computer applications
- Demonstrate a basic knowledge of business organization and procedures

Program Implementation: Full-time day (students attending part-time should see an advisor for recommended course sequencing).

Recommended Course Sequence – Accounting, Certificate in Applied Science

| First Year–Fall Semester | | | | First Year–Spring Semester | | | |
|--------------------------|-----|---|-----------|----------------------------|-----|-----------------------------------|-----------|
| Dept. | | Course Title | Sem. Hrs. | Dept. | | Course Title | Sem. Hrs. |
| ACC | 120 | Principles of Accounting I | 3 | ACC | 121 | Principles of Accounting II | 3 |
| BUS | 101 | Introduction to Business | 3 | CIS | 119 | Spreadsheet Software | 3 |
| CIS | 114 | Introduction to Computer Applications and Concept | 3 | Elective | | Math Elective (MTH 115 or higher) | 3 |
| ECN | 201 | Principles of Macroeconomics | 3 | Elective | | Restricted Elective | 3 |
| ENL | 101 | English Composition I | 3 | Elective | | Restricted Elective | 3 |
| Total Semester Hours | | | 15 | Total Semester Hours | | | 15 |

Accounting Electives (Select 2 courses – 6 credit hours)

| Dept. | | Course Title | Sem. Hrs. |
|-------|-----|----------------------------|-----------|
| ACC | 230 | Income Tax Accounting | 3 |
| ACC | 235 | Managerial Accounting | 3 |
| ACC | 240 | Computerized Accounting | 3 |
| ACC | 250 | Intermediate Accounting I | 3 |
| ACC | 251 | Intermediate Accounting II | 3 |
| FIN | 231 | Business Finance | 3 |
| FIN | 232 | Personal Finance | 3 |
| MTH | 115 | Business Math | 3 |

[^]Cost of Attendance is available at:
www.easternwv.edu/documents/financial-aid/cost-attendance

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the Skill Set section in this Catalog (page 101) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify.

See Gainful Employment Disclosure (page 26) for more information.

Administrative Support Technology

ONETonline.org SOC Code: 11-3011

Associate in Applied Science

59-60 Semester Hours^

This degree is designed to give students the skills to work in administrative support technology positions. Graduates of the program will be better prepared as employees to perform the duties of administrative support professionals in a highly computerized office to meet the business needs of their employers.

Students with little or no experience in office information technology will acquire skills and knowledge that will make them valuable to many employers. Students currently employed in office related occupations will increase professional skills. A degree in Administrative Support Technology typically prepares graduates for such occupations as office manager, administrative support professional, and entry-level positions in bookkeeping.

This program serves the students with the opportunity to specialize in either general or medical administrative support technology.

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

- Manage an office setting
- Supervise office staff
- Process and receive communication
- Coordinate events and activities
- Maintain office and business records
- Maintain office supplies and equipment
-

Administrative Support Technology, Associate in Applied Science, continued

| Second Year–Fall Semester | | | | Second Year–Spring Semester | | | |
|---------------------------|-----|---|-----------|-----------------------------|-----|---|-----------|
| Dept. | | Course Title | Sem. Hrs. | Dept. | | Course Title | Sem. Hrs. |
| ACC | 120 | Principles of Accounting I | 3 | ACC | 240 | Computerized Accounting | 3 |
| CIS | 111 | Introduction to Electronic Presentations | 1 | BOS | 134 | Administrative Machine Transcription | 3 |
| CIS | 119 | Spreadsheet Software | 3 | BOS | 278 | Business Operations Support Internship | 3 |
| Elective | | Administrative Support Technology Area of Emphasis Elective | 3 | Elective | | Administrative Support Technology Area of Emphasis Elective | 3 |
| Elective | | Administrative Support Technology Area of Emphasis Elective | 3 | SSC | 147 | Understanding Human Diversity | 3 |
| Elective | | Science Elective | 3 (4) | | | | |
| Total Semester Hours | | | 16 (17) | Total Semester Hours | | | 15 |



Administrative Support Technology

ONETonline.org SOC Code: 43-6014

Certificate in Applied Science

30 Semester Hours^

Upon successful completion of the Administrative Technology Support Certificate in Applied Science, the graduate will be able to:

- Manage an office setting
- Process and receive communication
- Demonstrate effective communication and computational skills
- Design informational materials

Recommended Course Sequence – Administrative Support Technology, Certificate in Applied Science

| First Year–Fall Semester | | | | First Year–Spring Semester | | | |
|--------------------------|-----|--|-----------|----------------------------|-----|---|-----------|
| Dept. | | Course Title | Sem. Hrs. | Dept. | | Course Title | Sem. Hrs. |
| BOS | 103 | Keyboarding | 3 | CIS | 117 | Word Processing Software | 3 |
| BOS | 251 | Office Procedures & Techniques I | 3 | CIS | 119 | Spreadsheet Software OR | 3 |
| | | | | CIS | 121 | Database Management Software | (3) |
| CIS | 114 | Introduction to Computer Applications and Concepts | 3 | Elective | | Math Elective (MTH 115 or higher) | 3 |
| ENL | 101 | English Composition I | 3 | Elective | | Administrative Support Technology Core Elective | 3 |
| Elective | | Administrative Support Technology: Technical Core Elective | 3 | Elective | | Administrative Support Technology Core Elective | 3 |
| Total Semester Hours | | | 15 | Total Semester Hours | | | 15 |

Allied Health Care

ONETonline.org SOC Code: 31-9099.00

Certificate in Applied Science (CAS)

30 Semester Hours^

This program is designed for the students interested in entering a health care profession. Graduates are better prepared for entry-level health care related employment or entry into the nursing program. All courses must be completed with a grade of “C” or better.

Upon successful completion of this certificate, the graduate will be able to:

- Apply basic computation skills related to allied health careers
- Appreciate the person as a holistic being for the purpose of fostering growth and development across the lifespan
- Discuss health related issues
- Demonstrate effective communication skills and computational skills

Program Implementation: Full-time day

Recommended Course Sequence – Allied Health Care, Certificate in Applied Science

Note: All courses must be completed with a grade of “C” or better.

| First Year–Fall Semester | | | | First Year–Spring Semester | | | |
|--------------------------|------|--|-----------|----------------------------|-----|-------------------------------|-----------|
| Dept. | | Course Title | Sem. Hrs. | Dept. | | Course Title | Sem. Hrs. |
| BIO | 124 | Human Anatomy & Physiology I | 3 | AH | 115 | Drug Dosage Calculation | 1 |
| BIO | 124L | Human Anatomy & Physiology I LAB | 1 | AHS | 108 | Medical Terminology | 3 |
| CIS | 114 | Introduction to Computer Applications & Concepts | 3 | BIO | 125 | Human Anatomy & Physiology II | 3 |
| ENL | 101 | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Automotive Technology

ONETonline.org SOC Code: 49-3023.02

Associate in Applied Science

60 Semester Hours^

The Automotive Technology (ATT) program provides a technical education at the Associate in Applied Science level. Through instruction and practical application,

Special Certifications: Students successfully completing automotive classes will be prepared to take the National Institute for Automotive Service Excellence (ASE) certification exams. Eastern does not provide ASE testing.

Program Implementation: Full-time day (students attending part-time should see an advisor for recommended course sequencing).

Note: All automotive technology courses (ATT) must be completed with a grade of “C” or better in order to graduate with an Automotive Technology, AAS degree.

Recommended Course Sequence – Automotive Technology, Associate in Applied Science

Median loan debt upon completion: N/A
 Financial Aid is available for those who qualify
 See Gainful Employment Disclosure (page 26) for more information.

^Cost of Attendance is available at:
www.easternwv.edu/documents/financial-aid/cost-attendance

Students planning to complete the Automotive Technology, AAS, should also enroll in ATT 100.

Students are required to complete a minimum level of competency in mathematics and language arts to be awarded a certificate.

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor, or refer to the Skill Set section in this Catalog (page 106) for additional information.

Biological and Environmental Technology

ONETonline.org SOC Code: 19-4091.00

Certificate in Applied Science

31 Semester Hours

The Certificate in Applied Science prepares students with a foundation of knowledge in biology and environmental geoscience to assist in decision-making in the biological and environmental technology field. Students are also able to collect and analyze data using GPS and GIS.

Upon successful completion of the Biological and Environmental Technology Certificate, graduates will be able to:

- Demonstrate their ability to think critically by observing critically, reading critically, planning, reflecting, analyzing, evaluating and synthesizing by using multiple modalities of inquiry to collect information including organizing, evaluating, analyzing, and interpreting findings.
- Demonstrate their abilities to think mathematically by applying mathematical concepts in problem-solving including estimation, computation, analysis, assimilation, application, transference and modeling strategies as appropriate workforce skills and lifelong learning.

- Communicate technical information accurately and effectively in oral, written, visual, and electronic forms.
- Use global positioning systems (G.P.S.) and geographic information systems (G.I.S.) to collect, map, and analyze biological and environmental data.
- Develop and present strategies for ongoing personal and professional development to enhance performance as a biological and environmental technician.

Note: All General Education Requirements and Biological and Environmental Technology (BET) courses must be completed with a "C" or better in order to graduate with a Biological and Environmental Technology, CAS degree.

Program Implementation: Full-time day; part-time evening (Students attending part-time should see advisor for recommended course sequencing).

Recommended Course Sequence – Biological and Environmental Technology, Certificate in Applied Science

| First Year–Fall Semester | | | | First Year–Spring Semester | | | |
|--------------------------|------|-----------------------------------|-----------|----------------------------|------|--|-----------|
| Dept. | | Course Title | Sem. Hrs. | Dept. | | Course Title | Sem. Hrs. |
| BIO | 101 | General Biology I Lecture | 3 | BIO | 102 | General Biology II Lecture | 3 |
| BIO | 101L | General Biology I Lab | 1 | BIO | 102L | General Biology II Lab | 1 |
| CIS | 114 | Introduction to Computers | 3 | GSC | 110 | General Physical Science II Lecture | 3 |
| ENL | 101 | English Composition I | 3 | GSC | 110L | General Physical Science II Lab | 1 |
| Elective | | Math Elective (MTH 121 or higher) | 3 | SPH | 101 | Speech Fundamentals | 3 |
| BET | 100 | BET Seminar | 1 | BET | 160 | Introduction to Geographic Information Systems and Data Collection | 3 |
| | | | | SPH | 101 | Speech Fundamentals | 3 |
| Total Semester Hours | | | 14 | Total Semester Hours | | | 14 |

| First Year–Summer Semester | | | |
|----------------------------|-----|----------------|-----------|
| Dept. | | Course Title | Sem. Hrs. |
| BIO | 215 | Plant Taxonomy | 3 |
| Total Semester Hours | | | 3 |

Note: Students enrolling the Biological and Environmental Technology courses will be assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials and to maintain and upgrade laboratory equipment. See schedule for details.

*Students enrolling in Biological and Environmental Technology (BET) will be assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials and to maintain and upgrade laboratory and field equipment. See most recent schedule for details.

Business Management

ONETonline.org SOC Code: 11-1021

Associate in Applied Science

60 Semester Hours^

The Associate in Applied Science degree in Business Management provides students with a basic knowledge of the business organization and procedures. The program is designed for persons who are seeking full-time employment in an entry level management position. This program applies business and management concepts and provides hands-on technological applications for accounting, economics, business law, management, and marketing.

Upon successful completion of the Business Management program, the graduate will be able to:

- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate basic knowledge of business tools including computers and other communications equipment

- Demonstrate a broad understanding of the global economy and its impact on business management
- Demonstrate an understanding of basic accounting principles and practices
- Demonstrate an understanding of basic management functions
- Demonstrate an understanding of basic business legal and ethical principles
- Demonstrate knowledge in general education
-

Business Management

ONETonline.org SOC Code: 43-9061

Certificate in Applied Science

30 Semester Hours^

Upon successful completion of the Business Management Certificate in Applied Science, the graduate will be able to:

- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate effective skills in business communication and computation
- Demonstrate basic knowledge in college level math and business tools, including computer applications

Program Implementation: Full-time day; part-time evening (contact an advisor for recommended course sequencing)

Recommended Course Sequence – Business Management, Certificate in Applied Science



Computer Applications Specialist

ONETonline.org SOC Code: 43-9021

Certificate in Applied Science

30 Semester Hours^

The Computer Applications Specialist Certificate in Applied Science provides students with proficiency in computer applications and practices that are used in today's business environment. This certificate provides students with the opportunity to become proficient in business applications of computers. Hands-on experience with popular business programs is emphasized.

Upon successful completion of the Computer Applications Specialist Certificate in Applied Science, the graduate will be able to:

- Demonstrate a basic knowledge of business organization and procedures by applying business applications of computers

- Demonstrate knowledge regarding computer information systems
- Design and manage a database
- Design an interactive website
- Analyze and present data in a visual format
- Apply computer skills to create, analyze, and assess a business document to solve an organizational problem
- Demonstrate effective communication and computation skills

Special Certifications

Students successfully completing the Business Applications of Computers Certificate in Applied Science are prepared to take the certification examination for Microsoft Office Specialist (MOS).

Recommended Course Sequence – Computer Applications, Certificate in Applied Science

Electromechanical Technology

ONETonline.org SOC Code: 49-9071.00

Certificate in Applied Science

30 Semester Hours^

The Electromechanical Technology (ELM) Certificate in Applied Science provides a technical education at the certificate level. It is a broad-based curriculum that provides instruction and practical application of a variety of technical concepts and practices. The courses include electricity, pneumatics, hydraulics, and industrial controls.

Successful completion of the ELM program will allow graduates to enter the workforce at the technician level. They will be prepared to assemble, install, calibrate, troubleshoot, service and repair equipment and system components used in industry and business. Employment opportunities for graduates include areas of plant maintenance, computer systems, programmable logic control, technical service and salinPL

| First Year–Fall Semester | | | | First Year–Spring Semester | | | |
|--------------------------|-----|---|-----------|----------------------------|-----|-----------------------------------|-----------|
| Dept. | | Course Title | Sem. Hrs. | Dept. | | Course Title | Sem. Hrs. |
| ELM | 121 | Fundamentals of Hydraulics and Pneumatics | 4 | ENL | 101 | English Composition I OR | 3 |
| ELM | 210 | PLC Fundamentals | 3 | ENL | 115 | Technical Communications | (3) |
| WTT | 110 | Wind Safety and OSHA | 4 | MTH | 117 | Math for Technicians | 4 |
| WTT | 120 | DC/AC Circuits | 4 | WTT | 150 | Industrial Motor Controls | 4 |
| | | | | WTT | 160 | Power Generation and Transmission | 4 |
| Total Semester Hours | | | 15 | Total Semester Hours | | | 15 |

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the Skill Sets section in this Catalog (page 106) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (page 26) for more information.

*Students enrolling in Electromechanical (ELM) and Wind Technology (WTT) courses are assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials, and to maintain and upgrade laboratory equipment. See an advisor for details.

At the end of select courses, students may take a PMMI (The Association for Packaging and Processing Technologies) Certification Exam. The certification exam is not included in the grade for the course.

^Cost of Attendance is available at:

www.easternwv.edu/documents/financial-aid/cost-attendance

Information Technology

ONETonline.org SOC Code: 11-3021

Associate in Applied Science

60 Semester Hours^

The Information Technology program offers students an opportunity to earn an Associate in Applied Science degree. This program provides students with the skills and knowledge for entry level information technology-related careers. Graduates of this program will be qualified for employment as network technicians, help desk

5()ITJ17.2(a)-13.2(a)-5(c)-19.5(a)-11.9(s)-7.5(a)-16(n)-0.8(c)-1r)8(k t)-5.1(e)-13.2(c)-2.1(h)-23(n)-20.5(ic)-8.4(i)-7.5(a)-19(n)-11.9(s)

Information Technology

ONETonline.org SOC Code: 11-3021

Certificate in Applied Science

30 Semester Hours^

Upon successful completion of the Information Technology Certificate in Applied Science, the graduate will be able to:

- Design an interactive website
- Perform routine maintenance and repairs on PC's hardware
- Demonstrate effective communication and computation skills
- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate a basic knowledge regarding information systems
- Design and manage a database

Program Implementation: Full-time day (students attending part-time should see an advisor for recommended course sequencing).

Nursing

ONETonline.org SOC Code: 29-1111.00

Associate in Applied Science

60 Semester Hours^

The Nursing Program at Eastern is designed to prepare the Associate Degree program graduate for practice as a registered nurse once licensure requirements are satisfied. The registered nurse is prepared to care for people of any age who have acute or chronic health care problems in a variety of settings. The nursing student will master the National League of Nursing Competencies which includes human flourishing, nursing judgment, professional identity, and spirit of inquiry. The mission of the program is to prepare students for professional nursing practice while providing a knowledge base for career mobility and further academic study. The program is committed to providing accessible, high-quality nursing education to meet the diverse and changing health-care needs of the community and beyond.

Additional information regarding admission requirements, standards of progress, and nursing program policies are available through Eastern's website and from the Director of the Nursing Program. Students interested in applying for the Nursing program should contact Eastern's Dean of Student Access and Success for additional information. Students applying for admission to the Nursing, A.A.S. program are required to comply with the general admission requirements as well as those admission requirements specific to the Nursing program. The Nursing program has additional course testing and program related fees.

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

- Understand maintaining health and promoting wellness throughout the life span
- Demonstrate an understanding of the nursing process, clinical judgment and decision making
- Understand concepts of the wellness-illness continuum in relation to a person, family and community
- Critically analyze health policy and ethical standards
- The graduate will be prepared for the NCLEX-RN exam and licensure
- The graduate will develop the skills and knowledge to perform a health assessment across the lifespan
-

Paraprofessional in Education

ONETonline.org SOC Code: 25-9041.00

Certificate in Applied Science (CAS)

30 Semester Hours^

The Paraprofessional in Education Certificate of Applied Science is designed to give students the skills to serve in a support capacity within the education system.

Paraprofessionals provide instructional and clerical support for classroom teachers in elementary, middle, and high school settings.

Upon completion of this certificate, the graduate will be able to:

- Assess children's growth and development
- Plan and implement children's routines within the classroom
- Plan and organize a learning environment within the classroom

Wind Energy Technology

ONETonline.org SOC Code: 49-9081

Associate in Applied Science

60 Semester Hours^

The Wind Energy Technology (WTT) program provides a technical education at the Associate in Applied Science

Program Implementation:

Wind Energy Technology

ONETonline.org SOC Code: 49-9081.00

Certificate in Applied Science

30 Semester Hours^

The Wind Energy Technology (WTT) Certificate in Applied Science provides a technical education at the certificate level. This broad-based curriculum provides instruction and practical application of a variety of technical concepts and practices. The courses include industry recognized maintenance practices in electrical, pneumatic, hydraulic, and mechanical systems.

Successful completion of the WTT Certificate in Applied Science prepares graduates to enter the workforce at the technician level. They will be prepared to perform periodic maintenance on machinery and systems located not only in the wind industry, but in any industry utilizing machinery and electrical control systems. Employment opportunities for graduates include the expanding wind industry located across the United States, and more importantly, many organizations within Eastern's service area. Sample job titles are:

- Wind Turbine Service Technician
- Wind Turbine Manufacturing Technician
- Wind Potential Technician (meteorological data collection)
- Wind Turbine Site Development Technician
- Wind Turbine Construction/Installation Technician
- Wind Turbine Commissioning Technician (initial start-up and synchronization with the grid)
- Industrial Maintenance Technician

The components of the WTT curriculum are algebra and trigonometry based. Core

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

- Demonstrate basic knowledge of electrical equipment and operation
- Demonstrate basic knowledge of mechanical equipment and operation
- Demonstrate basic knowledge of fluid power equipment and operation
- Demonstrate safety practices common to the wind industry
- Troubleshoot, repair, and maintain electrical systems common to wind power generation
- Troubleshoot, repair, and maintain distribution power systems common to wind power generation
- Troubleshoot, repair, and maintain hydraulic controls used in the wind industry
- Use commonly available instruments to analyze and troubleshoot systems
- Use schematics, operating manuals, and troubleshooting guides to troubleshoot equipment commonly used in the wind industry
- Demonstrate knowledge of climbing, rescue, and emergency medical techniques and procedures necessary for the wind industry
- Apply safety procedures in the industrial environment including those applicable to hand and power tools
- Demonstrate job hazard assessment and resolution to hazards
- Perform daily maintenance and repair tasks necessary in the wind industry
- Demonstrate effective communication and computation skills

Program Implementation: Full-time evening (students attending part-time should contact an advisor for recommended course sequencing).

Recommended Course Sequence – Wind Energy Technology, Certificate in Applied Science

| First Year–Fall Semester | | | | First Year–Spring Semester | | | |
|--------------------------|-----|---|-----------|----------------------------|-----|-------------------------------------|-----------|
| Dept. | | Course Title | Sem. Hrs. | Dept. | | Course Title | Sem. Hrs. |
| ELM | 121 | Fundamentals of Hydraulics and Pneumatics | 4 | ELM | 217 | Industrial Maintenance Fundamentals | 3 |
| ENL | 101 | English Composition I OR | 3 | MTH | 117 | Math for Technicians | 4 |
| ENL | 115 | Technical Communications | (3) | WTT | 150 | Industrial Motor Controls | 4 |
| WTT | 110 | Wind Safety and OSHA | 4 | WTT | 160 | Power Generation and Transmission | 4 |
| WTT | 120 | DC/AC Circuits | 4 | | | | |
| Total Semester Hours | | | 15 | Total Semester Hours | | | 15 |

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor, or refer to the Skill Sets section in this Catalog (page 108-109) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (page 26) for more information.

*Students enrolling in Electromechanical (ELM) and Wind Technology (WTT) courses will be assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials and to maintain and upgrade laboratory equipment. See advisor for details.

At the end of select courses, students may take a PMMI (The Association for Packaging and Processing Technologies) Certification Exam. The certification exam is not included in the grade for the course.

^Cost of Attendance is available at:

www.easternwv.edu/documents/financial-aid/cost-attendance

Customized Degree Programs

Customized degree programs are closed enrollment programs providing students with individualized or cooperatively sponsored learning opportunities to meet

Board of Governors
Associate in Applied Science
Adult Degree Completion Program
60 Semester Hours

The Board of Governors A.A.S. Adult Degree Completion program is an alternative degree program designed for adult students seeking a degree completion opportunity. The degree is flexible in its design, and responsive to adult students' diverse needs and interests. Adult students with a broad range of life and educational experiences may combine a core of academic courses with credits earned through prior learning experiences to structure a unique associate degree program. The Board of Governors A.A.S. is designed to graduate students who are prepared to become active, socially responsible members in their communities and places of employment.

The Board of Governors A.A.S. program requires 60 credit hours which includes a general education core: of 21 credit hours, and 39 credit hours consisting of general electives, an optional capstone experience, and an optional defined area of emphasis encompassing a broad range of content areas while providing for optimum flexibility. The required general education courses assure the development of essential skills and competencies necessary for an associate degree level graduate. Students are encouraged to explore various options for obtaining credit for prior learning experiences including course articulation, standardized exams, challenge exams, credential validation, and portfolio credit.

Students who choose to earn credit for college-level learning acquired through professional work experience or other life experiences must complete the portfolio development course and submit a portfolio. The portfolio provides the opportunity for equating documented, college level, experiential learning to college credit. College courses successfully completed at regionally accredited institutions may be transferred into the program and applied toward the 60 credit requirement. Students interested in the Board of Governors A.A.S. program must meet with the Associate Director of Admissions to discuss admission into the program.

Students are eligible for admission to the program two years after high school graduation. Students must not hold a degree from an accredited institution nor be enrolled simultaneously in another degree program.

Graduation Requirements:

- At least 60 credit hours must be completed in courses numbered 100 or higher
- A minimum cumulative grade point average of 2.0
- Twelve credits completed at regionally accredited institutions and at least 3 of the 12 credit hours must be completed at Eastern

Program Outcomes:

Upon completion of the Board of Governors A.A.S. degree, graduates will be able to:

- Apply effective written and oral communication skills
- Work collaboratively in groups
- Think critically and solve problems
- Demonstrate practical application of quantitative and scientific reasoning skills
- Demonstrate analysis and evaluation of skill competencies derived from multiple sources including work, volunteer activities, hobbies, etc.
- Demonstrate an understanding of principles of good citizenship
- Develop long range vocational or transfer goals.
- Demonstrate basic computer literacy and use of computerized communication technology
- Examine issues from a global perspective
- Demonstrate mastery of interdisciplinary competencies as defined in the educational plan

Program Implementation: Full-time day; part-time evening (contact an advisor for recommended course sequencing)

Board of Governors, AAS Area of Emphasis:

- Administrative Support: BOS 103, BUS 101, and 9 credits in BOS/BUS
- Business: BUS 101, and 12 credits in BUS
- Computer Information: CIS 108, or CIS 114, and 12 credits in CIS
- Early Childhood Development: EDF 115, PSY 200, and 9 credits in EDF
- Information Technology

| Program Requirements | Sem. Hrs. |
|---|-----------|
| General Education: Communication | 6 |
| General Education: Math/Science | 6 |
| General Education: Social Sciences/Humanities | 6 |
| Computer Literacy | 3 |
| General Electives | 3 |
| (May include defined concentration, portfolio course, or capstone course) | |
| BOG 276 Board of Governors Capstone Experience (optional) | 0 |
| TOTAL | 60 |

Occupational Development

Associate in Applied Science in Occupational Development

Associate in Applied Science in Occupational Development is designed to provide for cooperatively sponsored educational opportunities leading to associate degrees for students in approved U.S. Department of Labor Bureau of Apprenticeship Training (BAT) programs. The specific course of study is determined by agreements between Eastern and the training sponsor. Mandatory components in the program include a general education core, classroom training, and on-the-job experience.

Component I:

General Education Core
(15+ credit hours)

Component II:

Classroom Instruction in the Occupation
(40 credit hours maximum)

Component III:

On-the-Job-Training in the Occupation
(12 credit hours maximum)

Total Credit Hours in Program: 60 Maximum

Technical Studies

Associate in Applied Science in Technical Studies

The Technical Studies programs are designed for students participating in college level education and training programs sponsored by business, industry, government agencies, labor organizations, or other professional organizations. Programs are available at the associate and

Technical Studies: Certified Nursing Assistant
Certificate in Applied Science

30 Semester Hours

This program is designed to provide students with practical hands-on training and education in laboratory procedures, ethics, patient care, and the health sciences, which makes them capable of filling a diverse range of duties in the healthcare industry. Specifically preparing them to take the CNA Exam.

Technical Studies: Medical Assistant

Associate in Applied Science

60 Semester Hours

This program is designed to provide students with a strong academic core and practical hands-on training and education in laboratory procedures, ethics, patient care, and health sciences which makes them capable of filling a diverse range of duties in the healthcare industry.

The graduate will be able to demonstrate mastery level knowledge and job performance in the following areas:

- Provide clerical and clinical support in a medical setting

- Serve as patient liaison
- Manage confidential medical information
- Input and record patient information
- Communicate with patients and health care professionals

| Component I: General Education Core | | Sem. Hrs. |
|--|--|-----------|
| BIO 124 | Human Anatomy and Physiology I Lecture and Lab | 4 |
| BIO 125 | Human Anatomy and Physiology II Lecture and Lab | 4 |
| CIS 114 | Introduction to Computer Applications & Concepts | 3 |
| ENL 101 | English Composition I | 3 |
| SSC 147 | Understanding Human Diversity | 3 |
| Elective | Communication Elective | 3 |
| Elective | Math Elective (MTH 115 or higher) | 3 |
| Component II: Technical Core and Component III: Technical / Occupational Specialty | | |
| AHS 108 | Medical Terminology | 3 |
| BOS 101 | Introduction to Keyboarding | 1 |
| BOS 134 | Administrative Machine Transcription | 3 |
| BOS 141 | Medical Diagnostic Coding OR | 3 |
| WFHC 103 | Medical Billing & Coding for Workforce Development | 3 |
| BOS 142 | Medical Administrative Procedures (OR) | (3) |
| WFHC 107 | WFED Medical Administration | (3) |
| BOS 144 | Medical Procedural Coding (OR) | (3) |
| WFHC 103 | Medical Billing & Coding for Workforce Development | (3) |
| CIS 117 | Word Processing Software | 3 |
| CIS 119 | Spreadsheet Software | 3 |
| WFHC 105 | EKG Technician | 3 |
| WFHC 119 | Basic Phlebotomy for the Medical Assistant | 3 |
| PSY 200 | General Psychology | 3 |
| AH 210 | Nutrition | 3 |
| AH 115 | Drug Dose Calculation | 1 |
| Component IV: On-the-Job Training in the Occupation | | |
| WFHC Internship 197 | Medical Assistant Internship | 2 |
| Total Semester Hours | | 60 |

Technical Studies: Medical Assistant

Certificate in Applied Science

30 Semester Hours

This program is designed to provide students with practical hands-on training and education in laboratory procedures, ethics, patient care, and the health sciences which makes them capable of filling a diverse range of duties in the healthcare industry.

The graduate will be able to demonstrate mastery level knowledge and job performance in the following areas:

- Provide clerical and clinical support in a medical setting
- Serve as patient liaison
- Manage confidential medical information
- Input and record patient information
- Communicate with patients and health care professionals

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |



Technical Studies: Pharmacy Technician

Certificate in Applied Science

30+ Semester Hours

This program is designed to provide students with practical hands-on training and education in laboratory procedures, ethics, patient care, and the health sciences which makes them capable of filling a diverse range of duties in the healthcare industry, specifically preparing them to take the Pharmacy Technician National Certification Exam.

Graduates will be able to demonstrate mastery level knowledge and job performance in the following areas:

- Provide comfort to patients, both verbally and nonverbally
- Manage confidential medical information
- Input and record patient information
- Communicate with patients and health care professionals

| Component I: General Education Core | | Sem. Hrs. |
|---|--|-----------|
| ENL 101 | English Composition I | 3 |
| MTH Elective | Math Elective (MTH 115 or higher) | 3 |
| Component II: Technical Core / Occupational Specialty | | |
| BIO 124 | Human Anatomy and Physiology I Lecture | 3 |
| BIO 124L | Human Anatomy and Physiology I Lab | 1 |
| CIS 114 | Introduction to Computer Applications & Concepts | 3 |
| PSY 200 | General Psychology OR | 3 |
| SOC 203 | Introduction to Sociology | (3) |
| WFHC 102 | WFED Pharmacy Technician | 6 |
| WFHC 103 | Medical Billing & Coding for Workforce Development, OR | 6 |
| BOS 141 | Medical Diagnostic Coding, AND | (3) |
| BOS 144 | Medical Procedural Coding | (3) |
| WFHC 106 | Medical Terminology for Workforce Development (Substitute AHS 108) | 1 |
| Component III: On-the-Job Training in the Occupation | | |
| WFHC 192 | Pharmacy Technician Internship | 2 |
| Total Semester Hours | | 31 |

**Technical Studies: Residential Care Specialist,
Special Needs Children**

Associate in Applied Science

60 Semester Hours

Eastern, in partnership with the West Virginia Schools for the Deaf and the Blind (WVSDB) developed a comprehensive training program for individuals employed as Residential Care Providers (RCP). The program model blends traditional academic learner outcomes with employer job skill requirements to provide a pathway for residential care providers to obtain a Residential Care Provider Specialist Certificate, and ultimately a two-year Associate of Applied Science degree in Technical Studies: Residential Care Specialist, Special Needs Children. Students will build upon the technical and professional level of knowledge and skills taught in the Technical Core by learning foundational humanities, social science, and mathematics concepts that will contribute to the overall professional success and personal achievement of each individual participant.

The graduate will be able to demonstrate mastery level knowledge and job performance in the following areas:

- Social, emotional, physical, and intellectual development of children
- Health, safety, and nutritional needs of children
- Managing behavior and conflict in a residential setting
- Meeting the needs of exceptional children
- Recreation and leisure activities for children

Program enrollment restricted to employees of the West Virginia Schools for Deaf and Blind

| Component I: General Education Core | | Sem. Hrs. |
|-------------------------------------|--|-----------|
| ENL 101 | English Composition I | 3 |
| CIS 114 | Introduction to Computer Applications & Concepts | 3 |
| MTH 115 | Business Math | 3 |
| PSY 200 | General Psychology | 3 |
| SSC 147 | Understanding Human Diversity | 3 |
| SPH 101 | Speech Fundamentals | 3 |
| Elective | Lab Science Elective | 4 |
| Component II: Technical Core | | |
| EDF 217 | Human Development & Learning | 3 |
| PSY 213 | Guiding the Behavior of Children | 3 |
| EDF 182 | Residential Care Specialist II | 3 |
| PSY 219 | The Exceptional Child | 3 |
| EDF 284 | Residential Care Specialist IV | 3 |
| EDF 285 | Residential Care Specialist V | 3 |

Technical Studies: Residential Care Specialist, Special Needs Children, Associate in Applied Science, cont.

| Component III: Technical/Occupational Specialty | | |
|--|--|-----|
| ASL 110 | Basic American Sign Language | 3 |
| ASL 115 | Fundamentals of American Sign Language | 3 |
| ASL 201 | Signing Naturally/ American Sign Language | 3 |
| ASL 202 | Intermediate American Sign Language– Practicum American Sign Language | 3 |
| ASL 204 | Advanced American Sign Language OR | 3 |
| COM 100 | Introduction to Braille | (3) |
| HPE 222 | First Aid | 2 |
| Component IV: On-the-Job Training | | |
| Internship (480 hours of supervised and documented work hours) | | 3 |
| Total Semester Hours | | 60 |

**Technical Studies: Residential Care Specialist,
Special Needs Children**

Certificate in Applied Science

30 Semester Hours

Students will be able to demonstrate enhanced knowledge and job performance in the following content areas related to the residential care of special needs children.

- Social, emotional, physical, and intellectual development of children
- Health, safety, and nutritional needs of children
- Managing behavior and conflict in a residential setting
- Meeting the needs of exceptional children
- Recreation and leisure activities for children

**Recommended Course Sequence – Technical Studies: Residential Care Specialist,
Special Needs Children, Certificate in Applied Science**

| Core Component I: General Education Core | | Sem. Hrs. |
|---|---|-----------|
| ENL 101 | English Composition I | 3 |
| CIS 114 | Introduction to Computer Applications and Concepts | 3 |
| MTH 115 | Business Math | 3 |
| Component II: Technical Occupational Specialty | | |
| EDF 217 | Human Development & Learning | 3 |
| PSY 213 | Guiding the Behavior of Children | 3 |
| EDF 182 | Residential Care Specialist II | 3 |
| PSY 219 | The Exceptional Child | 3 |
| EDF 284 | Residential Care Specialist IV | 3 |
| EDF 285 | Residential Care Specialist V | 3 |
| ASL 110, ASL 115, ASL 201, ASL 202, OR ASL 204, OR COM 100 | Basic American Sign Language, OR Fundamentals of American Sign Language Signing Naturally, American Sign Language Intermediate American Sign Language– Practicum American Sign Language Advanced American Sign Language Introduction to Braille | 3 |
| Total Semester Hours | | 30 |

Technical Studies: Welding Technology

Certificate in Applied Science

30 Semester Hours

This program is designed to provide students with practical hands-on training and education for an entry level welding career, and to provide a basis for advanced welding training.

The graduate will be able to demonstrate mastery level knowledge and job performance in the following areas:

- Demonstrate safe use of oxygen/acetylene cutting of metals
-

Eastern offers programs and courses through partnerships with accredited colleges and universities in West Virginia, and the Electronic Campus of the Southern Regional Electronic Board (SREB). Through these partnerships, Eastern is able to provide a variety of learning opportunities. Eastern works closely with other colleges to assure maximum transferability of course credits for baccalaureate degrees. The College provides coordinated support in admissions, advisement, registration, and shared technology through its unique partnerships and

programming. Students are able to earn credit for courses offered through distance delivery systems such as online courses, video distance learning courses, and traditional college courses.

Contact the Dean of Student Access and Success for current information. A current list of programs and courses available through partnerships with Accredited Colleges and Universities is available on our webpage:
www.easternwv.edu

Skill Sets

Skill sets are structured sets of courses designed to meet the technical skill competencies of a specific occupation. Skill sets provide adults with short-term programs of study. Skill sets are designed to meet job performance needs within Eastern's service district. Each skill set is

structured as a distinct "mini-curriculum" that specifically identifies competencies or skills mastered. Skill Set Certifications may be applied toward the completion of a related degree or certificate program.





| Engine PerformTm [0 m523m13ce | | | |
|-------------------------------|-----|--------------|-----------|
| Dept | | Course Title | Sem. Hrs. |
| ATT | 126 | | |
| | | | |
| | | | |

| Engine Repair | | | |
|---------------|-----|--|-----------|
| Dept | | Course Title | Sem. Hrs. |
| ATT | 103 | Engine Repair* | 4 |
| CIS | 114 | Introduction to Computer Applications & Concepts | 3 |

| Manual Drive Train & Transaxle | | | |
|--------------------------------|-----|--|-----------|
| Dept | | Course Title | Sem. Hrs. |
| ATT | 224 | Manual Drive Train & Transaxle* | 4 |
| CIS | 114 | Introduction to Computer Applications & Concepts | 3 |

| Suspension and Steering Systems | | | |
|---------------------------------|-----|--|-----------|
| Dept | | Course Title | Sem. Hrs. |
| ATT | 107 | Suspension and Steering Systems* | 4 |
| CIS | 114 | Introduction to Computer Applications & Concepts | 3 |

*Note: Course may require Pre/Corequisite courses.

Upon successful completion of the skill set, the graduate will be able to:

- Develop skills in maintaining and using computers through the use of Windows®
- Use the Internet, email, and other software applications
- Diagnose power steering gear binding, uneven turning effort, looseness, hard steering, and fluid leakage concerns; determine necessary action
- Diagnose suspension system noises, body sway, and uneven riding height concerns; determine necessary action

| Geographic Information Systems (GIS) | | | |
|--------------------------------------|-----|--|-----------|
| Dept | | Course Title | Sem. Hrs. |
| BET | 160 | Introduction to Geographic Information Systems and Data Collection | 3 |
| MTH Elective | | MTH 121 or Higher | 3 |

| General Business | | | |
|------------------|-----|-------------------------------------|-----------|
| Dept | | Course Title | Sem. Hrs. |
| ACC | 120 | Principles of Accounting I | 3 |
| BUS | 101 | Introduction to /1Tc 0.005 6em. Hre | |
| | | | |
| | | | |

| Small Business Management | | | |
|---------------------------|-----|----------------------------|-----------|
| Dept | | Course Title | Sem. Hrs. |
| ACC | 120 | Principles of Accounting I | 3 |
| MTH | 115 | Business Math | 3 |
| MGT | 251 | Human Resource Management | 3 |
| MGT | 262 | Small Business Management | 3 |

Upon successful completion of the skill set, the graduate will be able to:

- Perform and manage basic accounting duties
- Manage employees
- Manage business and work processes
- Apply math to specific business applications

| Travel/Tourism | | | |
|----------------|-----|--------------------------------|-----------|
| Dept | | Course Title | Sem. Hrs. |
| MKT | 120 | Advertising & Sales Promotion | 3 |
| MKT | 274 | Services Marketing | 3 |
| TRT | 100 | Introduction to Travel Tourism | 3 |
| TRT | 201 | Hospitality Management | 3 |

Upon successful completion of the skill set, the graduate will be able to:

- Analyze the tourism industry
- Examine the importance of customer service and impact on business operations
- Apply sales and public relations techniques
- Observe industry regulation

Skill Set – Agribusiness

| Agribusiness | | | |
|--------------|-----|--|-----------|
| Dept | | Course Title | Sem. Hrs. |
| CIS | 114 | Introduction to Computer Applications and Concepts | 3 |
| BUS | 230 | Introduction to Agribusiness | 3 |
| BUS | 231 | Agribusiness Entrepreneurship | 3 |
| BUS | 232 | Agribusiness Marketing | 3 |

Upon successful completion of the skill set, the graduate will be able to:

- Design a marketing plan for an agribusiness product
- Explain the current events and issues that are occurring in agriculture and how they affect the future of agriculture
- Discuss technology and finance as they relate to Agribusiness

Skill Set – Electromechanical Technology

| Industrial Maintenance | | | |
|------------------------|-----|-------------------------------------|-----------|
| Dept | | Course Title | Sem. Hrs. |
| ELM | 217 | Industrial Maintenance Fundamentals | 3 |
| ELM | 218 | Maintenance Applications* | 3 |
| WTT | 110 | Wind Safety and OSHA | 4 |

*Note: Course requires ELM 217 as a prerequisite.

Upon successful completion of the skill set, the graduate will be able to:

- Discuss OSHA standards for safety and health issues, and how they apply to an industrial workplace environment
- Demonstrate knowledge of working with industrial mechanical, fluid, and electrical systems
- Apply proper techniques and practices when using hand and power tools, materials, and equipment for industrial maintenance, repair, and troubleshooting of a variety of systems, equipment, and components

| Electricity | | | |
|-------------|-----|---------------------------------|-----------|
| Dept | | Course Title | Sem. Hrs. |
| WTT | 120 | DC/AC Circuits | 4 |
| WTT | 150 | Industrial Motor Controls | 4 |
| WTT | 160 | Power Generation & Transmission | 4 |

Upon successful completion of the skill set, the graduate will be able to:

- Analyze direct current (DC) and alternating current (AC) circuits
- Understand the operation of transformers
- Demonstrate proficiency in wiring industrial motor control circuitry
- Use trainers and computer analyzing software to understand 3-phase power generation, transmission, and distribution

Skill Set – Information Technology

| Information Technology: A+* | | | |
|-----------------------------|-----|-------------------------------|-----------|
| Dept | | Course Title | Sem. Hrs. |
| IT | 180 | PC Repair and Troubleshooting | 3 |
| IT | 181 | Operating Systems | 3 |

*Note: Must pass industry standard certification test for credit to be articulated

Upon successful completion of the skill set, the graduate will be able to:

- Perform routine maintenance and repairs on the personal computer (PC)
- Install and troubleshoot programs
- Secure personal computer (PC) and local area network (LAN)
- Troubleshoot printer and scanner

| Electronic Control Systems and Troubleshooting | | | |
|--|--|--|--|
| Dept | | | |
| | | | |
| | | | |
| | | | |

| Electromechanical Systems & Troubleshooting | | | |
|---|-----|---|-----------|
| Dept | | Course Title | Sem. Hrs. |
| ELM | 121 | Fundamentals of Hydraulics & Pneumatics | 4 |
| WTT | 211 | Wind Turbine Electromechanical Systems & Troubleshooting I | 4 |
| WTT | 261 | Wind Turbine Electromechanical Systems & Troubleshooting II * | 4 |

*Course requires WTT 211 as a prerequisite.

Upon successful completion of the skill set, the graduate will be able to:

- Construct electrically-controlled hydraulic and pneumatic circuits from schematic diagrams
- Utilize wind turbine training simulators to learn and operate system components and to demonstrate critical thinking skills when troubleshooting various wind turbine electromechanical systems
- Explain flow states of a turbine control system, analyze schematic diagrams, and use multimeters and other diagnostic equipment
- Discuss mechanical failures and their probable causes
- Discuss the importance and functions of Lockout/Tagout (LOTO), Personal Protective Equipment (PPE), and safety protection systems

**Section IV: Economic and Workforce Education Services
& Community Education**

Workforce Education Department..... 111
Community Education..... 111
Continuing Education Unit (CEU) and Academic Credit for Outside Training..... 112
Custom Designed Contracted Instruction, Consulting,
and Organizational Development Services..... 114
Professional Continuing Education..... 114

Workforce Education Department

Workforce Education services include a broad spectrum of continuing education services, custom-designed contracted instruction, partnerships with local school systems and social service agencies, consulting services, grant management, and other outreach services for employers in the College's District. Eastern collaborates with businesses, local and regional government, social service agencies, economic development authorities, and labor organizations to fulfill the educational component of community and economic development initiatives. Programming is provided and customized for worker-learners throughout the district in each of the following four categories: the emerging workforce; the current workforce; the transitional workforce; and the entrepreneurial workforce.

Contracted Training, Consulting, and Organization Development Services

to meet the specific interests of the community, and can be offered upon request. Contact the Workforce Education Department for more information about the program and current class availability.

Community Education Programs Include, but Are Not Limited To:

- Yoga
- Digital Photography
- Bus Trips
- Cert Training
- Crochet/Knitting/Quilting
- Paint Class
- Dance
- CPR & First Aid
- Healthy Living



Continuing Education

| Program Title | | | |
|---------------|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Section V: Course Descriptions

Academic..... 116
Workforce..... 144

Academic Course Descriptions

Some courses may require additional technology or laboratory fees. Please refer to the course schedule for a current listing of course fees.

Accounting (ACC)

ACC 120 Principles of Accounting I
3 Semester Hours

This course is an introduction to the principles and procedures of double-entry accounting records and reports for sole proprietorship and partnerships. This course incorporates computer accounting technology to provide hands-on learning.

ACC 121 Principles of Accounting II
3 Semester Hours
Prerequisite: ACC 120

This course is an introduction to principles and procedures in accounting for a corporation and manufacturing-type business. This course incorporates computer accounting technology to provide hands-on learning.

ACC 230 Income Tax Accounting
3 Semester Hours
Prerequisite: ACC 120

This course focuses on the accounting aspects of federal taxes as they apply to returns of both individuals and businesses.

ACC 235 Managerial Accounting
3 Semester Hours
Prerequisite ACC 120

This course is a study of how accounting data can be interpreted and used by management in planning and controlling business activities of the firm. The uses of accounting data by investors, quantitative methods, and organizational behavior are also considered.

ACC 240 Computerized Accounting
3 Semester Hours

This course is an introduction to menu-driven general ledger accounting software and accounting for payroll in service and merchandising businesses. Topics include computerized general ledger and payroll accounting, accounting applications for accounts receivable and accounts payable, payroll process, inventory procedures, financial statements preparation, and departmental accounting and budgeting.

ACC 250 Intermediate Accounting I
3 Semester Hours
Prerequisite: ACC 121

This course is designed to give the student an in-depth understanding of generally accepted accounting principles and financial reporting. Topics include preparation of the balance sheet, statement of cash flow, and income receivables; present value of money applications; current assets including cash, receivables, and inventories; plant assets, depreciation, impairments, and depletion.

ACC 251 Intermediate Accounting II
3 Semester Hours
Prerequisite: ACC 250

This course covers financial instruments and liabilities, bonds, investments, capital structure, fixed assets, leases, pensions, accounting for income taxes, shareholders equity, and share-based compensation.

ACC 199/299 Special Topics in Accounting
1-3 Semester Hours

Special topics in Accounting are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to accounting.

Allied Health (AH)

AH 115 Drug Dosage Calculation
1 Semester Hour

This course is designed to assist nursing students with drug dosages and calculations. The course incorporates household, apothecary, metric measurements, and various routes of administration including IV therapy and titration. Calculating intake and output is included in the course.

AH 210 Nutrition
3 Semester Hours

This course examines the principles of human nutrition and their application in planning and evaluating dietary needs for individuals and families. Emphasis is placed on basic nutrients and processes by which the living organism utilizes them for function, growth, and renewal.

Allied Health Sciences (AHS)

AHS 108 Medical Terminology
3 Semester Hours

Medical Terminology is a 16-week course designed to provide the student with basic knowledge of medical language. The approach to understanding medical language will be one of systems approach. Prefixes, suffixes, words roots, combining forms, special ending, plural forms, abbreviation, and symbols will be utilized. Emphasis is placed on spelling, definition, usage, and pronunciation.

AHS 199/299 Special Topics in Allied Health Sciences
1-3 Semester Hours

Special topics in allied health sciences are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to allied health sciences.

American Sign Language (ASL)

ASL 110 Basic American Sign Language
3 Semester Hours

This course introduces students to the fundamentals of American Sign Language (ASL). Topics include basic vocabulary, conversation skills, numbers, fingerspelling, history and Deaf culture.

ASL 115 Fundamentals of American Sign Language
3 Semester Hours
Prerequisite: ASL 110

This course will continue the development of student's receptive, expressive, and interactive ASL skills. Students will increase ASL vocabulary and conversation skills. SLPI (Sign Language Proficiency Interview) elements, rating, and criteria to be met in order to complete a SLPI Novice level rating.

ASL 201 Signing Naturally American Sign Language
3 Semester Hours
Prerequisite: ASL 201 or permission of instructor

This course emphasizes the further development of receptive, expressive and interactive skills.

ASL 202 Intermediate American Sign Language
Practicum American Sign Language

3 Semester Hours
Prerequisite: ASL 201 or permission of instructor

This course is designed for the intermediate study of ASL. It provides students with opportunities to increase their ASL competence and to use ASL in a variety of discourse and narrative settings.

ASL 204 Advanced American Sign Language
3 Semester Hours
Prerequisite: ASL 202. SLPI with a demonstrated Practicum rating or permission of the instructor

This course is designed for Advanced study of ASL. It provides students with opportunities to increase their ASL competence and to use ASL in a variety of settings. SLPI (Sign Language Proficiency Interview) criteria at the Advanced level will be addressed.

ASL 205 Linguistics of American Sign Language
3 Semester Hours
Prerequisite: ASL 104. SLPI with a demonstrated Advanced or above rating or permission of the instructor

This course focuses on ASL linguistics, speech sounds, and sound patterns; how words are formed, organized into sentences and understood; how language changes; and how it is learned.

ASL 199/299 Special Topics in American Sign Language
1-3 Semester Hours

Special topics in American Sign Language are courses
3.6(g)0.7(e)-4.6(. T)-30.2(h)0.6(e a9 Tc-0.00).00ps48.5(d)-2.3(e)-3.6(

Automotive Technology (ATT)

ATT 100 Introduction to Automotive Technology
1 Semester Hour

This course introduces students to the basic skills in automotive technology and service. Students become familiar with shop safety practices, the care and use of shop safety equipment, and the operation of automotive tools and equipment. Students learn the proper use of protective equipment, methods for handling hazardous materials, proper selection, use, and maintenance of tools, proper procedures for vehicle lifting.

ATT 103 Engine Repair
4 Semester Hours

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course introduces students to basic engine concepts, skills, technology, and service of the automobile. Students will be introduced to general diagnosis and repair of engines, cylinder heads and valve trains, and cooling and lubrication systems.

ATT 105 Braking Systems
4 Semester Hours

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course introduces the student to the diagnosis and repair of master cylinders, brake lines and fittings, brake drums, rotors, calipers, power assist units, bearings and bearing assemblies, indicators, and anti-lock brake systems. Students learn general braking system maintenance including the replacement/adjustment of fluids, cables, rotors, and pads.

ATT 107 Suspension and Steering
4 Semester Hours

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course introduces students to the basic fundamental skills, technology, and service of automotive suspension and steering systems. Students learn to perform steering system diagnosis, repair wheel alignment, and tire and wheel repair.

ATT 124 Automotive Electricity/Electronics I
4 Semester Hours

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course introduces students to the fundamentals and technology necessary for the diagnosis and repair of automotive electrical and electronic systems. The course includes reading and understanding wiring diagrams, electrical symbols, and functions of electrical and electronic systems.

ATT 126 Engine Performance I
4 Semester Hours

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course introduces students to the fundamentals and technology necessary for the diagnosis and repair of systems that control engine performance. This includes the diagnosis of mechanical and electronic malfunctions and exhaust problems which impact engine performance.

ATT 128 Automotive Heating and Air Conditioning
4 Semester Hours

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course introduces students to the fundamentals and technology necessary for the diagnosis and repair of automotive heating and air conditioning systems. The course includes the diagnosis of mechanical and electronic malfunctions that impact climate control.

ATT 205 Automotive Electricity/Electronics II
4 Semester Hours

Prerequisite: ATT 124 or consent of the instructor
Laboratory Course: 3 hours lecture and 3 hours

4 Semester Hours

ATT 224 Manual Drive Train and Axles

4 Semester Hours

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course will introduce students to the basic fundamentals, technology, and service of automotive manual drive trains and axles. Students will learn to diagnose and to repair system components including clutches, transmissions, transaxles, and axles.

ATT 226 Automatic Transmissions and Transaxles

4 Semester Hours

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course introduces students to the basic fundamentals, technology, and service of automotive automatic transmissions and transaxles. Students learn to diagnose and to repair system components including transmissions, transaxles, torque converters, and electronic controls.

ATT 276 Automotive Technology Capstone

4 Semester Hours

Prerequisite: Students must be enrolled in final semester and be eligible for graduation.

The capstone course is designed as an integrative experience incorporating the application of technical skills and

BET 212 Wildlife Biology

3 Semester Hours

Laboratory Course: 1 hour lecture and 4 hours lab each week.

Wildlife Biology relies heavily on hands-on field activities, regardless of weather. The course covers classification, identification, ecology, and sampling methods of birds, mammals, reptiles, and amphibians. Focus will be on mid-Atlantic and central Appalachia species. Use of dichotomous keys and lab and field identification is emphasized.

BET 235 Water Quality Sampling and Assessment

2 Semester Hours

Laboratory Course: 1 hour lecture and 2 hours lab each week.

This laboratory course covers basic physical, chemical and biological methods for the characterization of water quality. Instrumentation training and various sampling

Board of Governors (BOG)

BOG 276 Board of Governors Capstone Course
3 Semester Hours

Prerequisite: Students must be enrolled in final semester and eligible for graduation.

The capstone course integrates coursework, knowledge skills, and experiential learning to demonstrate a broad mastery of learning across the curriculum through application to a project. Students develop a project exploring a problem, opportunity, or new trend in their area of concentration, profession, workplace, or an organization. Students will research and analyze information from traditional and electronic sources using the results to present a written project.

BUS 276 Business Management Capstone

3 Semester Hours

Prerequisite: Permission of the Division Chair for Business, Computer, and Information Technology. This course should be taken during the student's last semester prior to graduation.

A culminating experience for majors involving a

BOS 251 Office Procedures & Techniques I
3 Semester Hours

This course presents the fundamental principles that will enable the student to expedite office work including office organization and management, office communications, filing systems, office location, layout and equipment, and design and control of office procedures.

BOS 278 Business Operations Support Internship
3 Semester Hours

CHM 199/299 Special Topics in Chemistry
1-4 Semester Hours

Special topics in chemistry are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to chemistry.

Computers and Information Systems (CIS)

CIS 109 Educational Technology
3 Semester Hours

Pre/Co-requisite: Permission of the Elementary Education Program Coordinator

This course focuses on practical applications for computers and technology in the elementary/middle school classroom. Students will practice using presentation, grade book, word processing, spreadsheet database software, desktop publishing, and Internet software. Use of computers, printers, scanners, cameras, projectors, and other peripherals will be offered. This course is an elective course to be used in the Shepherd University 2 + 2 Agreement.

CIS 111 Introduction to Electronic Presentations
1 Semester Hour

This course is an introduction to the creation and delivery of electronic presentations using an electronic graphical presentation software package.

CIS 114 Introduction to Computer Applications and Concepts
3 Semester Hours

Covers computer concepts and Internet skills and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills.

CIS 117 Word Processing Software
3 Semester Hours

Prerequisite: RDG 100 or minimum acceptable test scores and keyboarding skills or permission of the instructor

This course develops skills essential to creating and editing documents using word processing software. It covers advanced features such as outlines, tables/charts, graphics, web page, Object Linking and Embedding (OLE), and macros. Emphasis will be placed on utilizing practical business applications.

CIS 119 Spreadsheet Software
3 Semester Hours

This course provides a working knowledge of spreadsheet software through the utilization of a current application package. Emphasis will be placed on designing a variety of worksheets, preparing graphs, working with database query, macro writing, and menu techniques.

CIS 121 Database Management Software
3 Semester Hours

Prerequisite: CIS 114 or permission of instructor

This course is an introduction to software for database management. This course will provide fundamental knowledge of databases through the utilization of a current application package. Emphasis will be placed on applying practical business applications.

CIS 122 Introduction to Information Systems
3 Semester Hours

This introductory course covers the basic understanding of computer information systems. Fundamentals of hardware, software, data communications, networks, emerging technologies, electronic commerce, and career opportunities in the IT industry are discussed. This course is required for all Information Technology students.

CIS 133 Introduction to Web Design
3 Semester Hours

This course is an introduction to designing and creating web pages. Students will be introduced to languages such as HTML, XHTML, and JavaScript® to design, create, and publish web documents.

CIS 154 Management Information Systems
3 Semester Hours

This course covers the basic understanding of management information systems. Fundamentals of hardware, software, data communications, networks, and electronic commerce are discussed.

CIS 199/299 Special Topics in Computer Information Systems
1-3 Semester Hours

Special topics in computers and information systems are courses which the College expects to offer only once or occasionally in response to specific curriculum, or community interests or needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to computers and information systems.

Communications (COM)

COM 100 Introduction to Braille
3 Semester Hours

This course will introduce the students to Braille; participants will learn how to read and write Braille and will become familiar with the methods and materials used to teach Braille reading and writing to visually-impaired students.

COM 199/299 Special Topics in Communications
1-3 Semester Hours

Special topics in communications are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to communications.

Economics (ECN)

ECN 201 Principles of Macroeconomics
3 Semester Hours

This course presents and analyzes macroeconomic principles in regard to their applicability to problems of public policy. Macroeconomics is concerned with aggregates or the economy as a whole. Two major divisions of the course are the study of income and employment theory and the study of monetary theory. This course can stand alone as an introduction to economics or can be taken in conjunction with Principles of Microeconomics.

ECN 202 Principles of Microeconomics
3 Semester Hours

This course presents and analyzes microeconomic principles in regard to their applicability to problems of public policy. Microeconomics is the study of the economic activities of individual consumers and producers or groups of consumers and producers known as markets, and emphasis shall be placed on the roles played by consumers and producers in the economic society. This course can stand alone as an introduction to economics or may be taken in conjunction with Principles of Macroeconomics.

ECN 199/299 Special Topics in Economics
1-3 Semester Hours

Special topics in economics are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to economics.

Education: Elementary (EDE)

EDE 150 Seminar in Education
1 Semester Hour

Prerequisite ENL100, and MTH 102, OR minimum acceptable test scores for placement in college-level English and math.

This course introduces the prospective teacher to the field of education. It focuses on the self as a learner, the nature of education in our society, and the practical and ethical issues that arise in the work of teaching. Based on readings, writing, and discussing, the student has the opportunity to develop a beginning philosophical,

socio-historical, and practical understanding of learning and teaching. In addition, the course discusses the requirements for successful progress through the program's curriculum. Requires 8 field-experience hours. This is a prerequisite to all education courses required for the Shepherd University 2 + 2 Agreement for Elementary Education.

EDE 200 Foundations of American Education
3 Semester Hours

Prerequisite: EDE 150 & ENL 101 with grades of "C" or better

This course allows the student to examine the relationship between the school as a social institution and the larger society. This is accomplished through a variety of ways, but mainly through a combination of philosophical, historical, and problem-oriented inquiry into that relationship. Requires 10 field-experience hours. The assumption is that a teacher who has developed an understanding of the vital relationships between school and society is in a position to see his or her professional roles beyond the narrow confines of the classroom, and, out of such a perspective, will emerge a more sensitive and effective teacher. Elementary Education – Shepherd University 2 + 2 Agreement.

Education Foundations (EDF)

EDF 115 Early Childhood Health, Safety, and Nutrition
3 Semester Hours

This course provides an introduction to the health needs and concerns of the pre-school age child. This course covers the health issues and safety concerns as well as the proper nutrition for a growing and developing child. These three areas will be applied to personality development, to the social promotion of the child's self-esteem and well-being, and the physical developments that takeer Hnerns of and effective teacn0.2(h55(e)3.2M.5(ok)88.1(i)9(v)9.5(e)-5()TJT*10 policy. Macrol

EDF 182 Residential Care Specialist II
3 Semester Hours

This course for Residential Care Providers integrates learning outcomes with disability-specific guided practicum activities. The third of six courses, this course focuses on ethics, universal precautions, nutrition, safety, and health issues.

EDF 203 Children's Literature
3 Semester Hours

This course provides a survey of the development of poetry and prose in children's literature, with emphasis on methods of presentation to enable children to become good readers. This course may not be used as a literature requirement in General Studies.

EDF 210 Infants and Toddlers Seminar
3 Semester Hours

This course will examine the developmental needs of infants to three-year-old children and presents routines, methods, materials, and attitudes that will enhance physical, perceptual, social, emotional, linguistic, and cognitive competencies. A portion of the course will provide an opportunity for the student to apply the material presented in the lecture.

EDF 211 Early Childhood Seminar
3 Semester Hours

Prerequisite: EDF 115 or permission of the Dean of Teaching and Learning

This course addresses the physical, social, emotional and mental growth of the young child (three to five years of age) and presents routines, methods, materials, activities, and attitudes that will enhance physical, perceptual, social, emotional, linguistic, and cognitive competencies. A portion of the course will provide an opportunity for students to apply the material presented in class.

EDF 212 Principles & Theories of Early Childhood Programs
3 Semester Hours

Theories and concepts of human development, learning, and motivation are presented and applied to interpreting and explaining human behavior as it applies to interaction in relation to teaching. Principles relating to the purposes and functions of the preschool program including organization, programs, equipment, needs of the preschool child, and teaching techniques.

EDF 217 Human Development and Learning
3 Semester Hours

Prerequisite: PSY 200 or permission of the Dean of Teaching and Learning

This course traces the social, emotional, physical and

EDF 284 Residential Care Specialist IV
3 Semester Hours

This course for Residential Care Providers integrates outcomes for residential care providers with disability-specific practicum activities. The fifth of six courses, this course focuses on mediated learning strategies for enhancing child development in the area of communication. Foundations for learning, including print awareness, children's literature, and numeracy are emphasized through application in the natural setting of residential life using movement, music, games, activities, and books.

EDF 285 Residential Care Specialist V Capstone
3 Semester Hours

Corequisite: Students must be enrolled in their final semester, eligible for graduation, and have the permission of the Education Program Coordinator

The Residential Care Specialist Capstone course is designed to integrate coursework, technical skills, and theory to demonstrate a mastery of concepts through application in a project. Students develop a project exploring a problem, opportunity or new trend in caring for special needs children in a residential setting. Students critically review the professional and educational experience through reading, study, and the development of a project in collaboration with one or more of the following: advisor, instructor, agency representative, or other appropriately designated person(s). Students will research and analyze information from traditional and electronic sources using the results to assess the problem under investigation.

EDF 199/299 Special Topics in Education
Foundations
1-3 Semester Hours

Special topics in education foundations are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to education foundations.

Electromechanical Technology (ELM)

ELM 121 Fundamentals of Hydraulics and Pneumatics

4 Semester Hours

Lecture/Laboratory: 3 hours lecture and 3 hours laboratory per week.

This course introduces the student to the theory and application of fluid power. Hydraulic and pneumatic devices and circuits will be studied. The construction, function, and application of these devices will be emphasized. Fluid power schematics, circuitry instrumentation, and control will be investigated.

ELM 210 PLC Fundamentals

3 Semester Hours

Lecture/Laboratory: 2 hours lecture and 3 hours laboratory per week.

This course introduces the student to the use, programming, and troubleshooting of Programmable Logic Controllers (PLCs) in process and industrial control systems. The PLC is examined in terms of its core components including the microprocessor, memory and input devices. Relay logic, ladder logic, and binary logic systems are covered together with Boolean numbering systems and algebra. Programming and networking are introduced.

ELM 217 – Industrial Maintenance Fundamentals

3 Semester Hours

Lecture/Laboratory: 2 hours lecture and 2 hours laboratory per week.

This course introduces the student to the needs of mechanics and technicians working with industrial mechanical and power transmission systems. Terminology and use of basic tools and devices associated with millwright and industrial maintenance will be studied. Hand tools, fasteners, lubrication, bearings, seals and gaskets, belt and chain drives, gears, couplings, clutches, and brakes will be covered.

FIN 232 Personal Finance

3 Semester Hours

The main focus of this course is to educate and assist students in the management of their personal finances. Topics include: personal budgeting and tax planning, consumer credit, fundamentals of personal investing, retirement, and estate planning.

FIN 199/299 Special Topics in Finance

1-3 Semester Hours

Special topics in finance are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to finance.

Geography (GEO)

GEO 220 World Regional Geography

3 Semester Hours

Studies physical and cultural characteristics of selected geographical regions of the world. Focuses upon significant problems within each of the regions, and examines the geographical background of those problems. Introduces the student to types and uses of maps.

GEO 199/299 Special Topics in Geography

1-3 Semester Hours

Special topics in geography are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to geography.

General Science (GSC)

GSC 109 General Physical Science I Lecture

3 Semester Hours

Prerequisite: MTH 115 or higher, OR minimum acceptable test scores for placement in college-level math. RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.

Co-requisite: GSC 109L

Laboratory Course: 3 hours in the classroom and 2 hours lab work each week.

A study of basic physics and astronomy designed to increase one's awareness of the physical universe.

GSC 109L General Physical Science I Lab

1 Semester Hour

Prerequisite MTH 115 or higher OR minimum acceptable test scores for placement in college-level math. RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.

Co-requisite: GSC 109

Laboratory Course: 2 hours lab work each week.

Required lab section for GSC 109. This lab provides the application and demonstration of the concepts presented in GSC 109 lecture.

GSC 110 General Physical Science II Lecture

3 Semester Hours

Prerequisite: MTH 115 or higher, OR minimum acceptable test scores for placement in college-level math. RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.

Co-requisite: GSC 110L

Covers basic chemistry and geology with special emphasis on the local strata.

GSC 110L General Physical Science II Lab

1 Semester Hour

Prerequisite: MTH 115 or higher, OR minimum acceptable test scores for placement in college-level math. RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.

Co-requisite: GSC 110

Laboratory Course: 2 hours lab work each week.

Required lab section for GSC 110. This lab provides the application and demonstration of the concepts presented in GSC 110 lecture.

GSC 120 Concepts in Environmental Science

3 Semester Hours

Prerequisite: ENL 100, OR minimum acceptable test scores for placement in college-level English and reading

Concepts in Environmental Science are designed to provide students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world.

GSC 199/299 Special Topics in Physical Science

1-3 Semester Hours

Special topics in physical science are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to physical science.

History (HIT)

HIT 104 Western Civilization I

3 Semester Hours

This course analyzes the history of the western world from prehistory to 1660 A.D. Emphasis is placed on the development of civilizations and their influence in the areas of political and economic organizations, religious ideas, and cultural contributions.

HIT 105 Western Civilization II

3 Semester Hours

This course analyzes the history of the western world from 1660 A.D. to the present. Emphasis is placed on the impact of political, economic, philosophical, technological, and cultural change.

HIT 240 American History I – 1492-1877

3 Semester Hours

An interpretive study of the cultural, diplomatic, political, environmental, and social history of the colonial, federal, and Civil War eras. Emphasis will be placed on significant ideas and personalities.

HIT 241 American History II – Since 1877

3 Semester Hours

An interpretative study of the cultural, diplomatic, political, environmental, and social history of the United States since 1877 with emphasis on industrialization, urbanization, and of the United States as a world power in the twentieth century.

HUM 210 Introduction to Women's Studies in the Arts
and Humanities

3 Semester Hours

Prerequisite: SOC 203

An introduction to women's history in work, family, and creative production. This course presents a set of organizing ideas for examining issues and problems of women in contemporary society and gives students opportunities for writing, interviewing, and discussing issues of gender, class, and race from an interdisciplinary point of view. It introduces students to the basic methods of humanistic inquiry in general and humanistic women's studies in particular.

HUM 199/299 Special Topics in Humanities

1-3 Semester Hours

Special topics in humanities are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to humanities.

Information Technology (IT)

IT 134 Networking Fundamentals

3 Semester Hours

Prerequisite: CIS 114

IT 229 Introduction to Digital Forensics
3 Semester Hours

This course provides students with an introduction to computer forensics and cyber-crime scene analysis. It covers the systematic process of acquiring, analyzing, authenticating, and reporting of digital evidence.

IT 233 Introduction to Web Programming
3 Semester Hours

This course presents students with an introduction to web programming technologies. Topics covered include basics of data objects, data binding, data source methods and calls, trouble-shooting, debugging, developing and deploying web applications, configuration files, controls, events, XHTML, XML, RSS, ASP, CSS, PHP, MySQL, JavaScript,[®] and Ajax.

IT 234 Database Administration Fundamentals
3 Semester Hours

This course covers databases and the role they play in information technology. It provides students with skills in relational databases, Structured Query Language (SQL), security requirements for data access and the role security plays in the integrity of the database. The student will gain knowledge in creating database objects, such as tables and views. The concepts of Normal form and referential integrity will be covered. Database maintenance

MGT 251 Human Resource Management
3 Semester Hours

This course provides the guidelines used in the manage-

MTH 230 Calculus I

4 Semester Hours

Prerequisite: MTH 135 and MTH 136 OR MTH 137 OR Math ACT score 26 or higher.

This course is a study of limits, continuity, derivatives and their applications, and an introduction to integration and the Fundamental Theorem of Calculus. Polynomial, rational, exponential, logarithmic, trigonometric, and other nonlinear functions will be discussed. This course is designed to be the first in a three-part sequence of differential, integral, and multivariable calculus.

MTH 231 Calculus II

4 Semester Hours

Prerequisite: MTH 230

This course will continue the study of integration introduced in MTH 230. Topics include applications of integration, integration techniques, sequences, series, parametric and polar equations, and differential equations. This course is designed to be the second in a three-part sequence of differential, integral, and multivariable calculus.

MTH 199/299 Special Topics in Mathematics

1-3 Semester Hours

Special topics in mathematics are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to mathematics.

Music (MUS)

MUS 103 Preschool Music, Movement, and Art

3 Semester Hours

This class will provide experiences in developing the content, methods, and materials for directing children in art, music, and movement activities.

MUS 170 Music Appreciation

3 Semester Hours

Introduces selected masterpieces of music and considers them in relation to cultural and historical development.

MUS 226 Classroom Music Education

3 Semester Hours

Prerequisite: EDE 200

This course covers methods and materials of teaching music and of integrating music in the elementary classroom. Emphasized are teaching rhythmic poetry and elementary songs (particularly folk songs), beginning music literacy, the classroom instrumentarium, and movement and folk dance, especially through the Kodaly and Orff Schulwerk approaches. This course is part of the Shepherd University 2 + 2 Agreement for Elementary Education.

MUS 199/299 Special Topics in Music

1-3 Semester Hours

Special topics in music are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to music.

Nursing (NU)

NU 132 Drug and Dosage Calculations I

1 Semester Hour

Prerequisite: Admission to the Nursing Program

Pre/Co-requisite: BIO 124 and BIO 124L, PSY 200, NU 133, NU 134

This course is designed to enhance the nursing student's ability to read, interpret, and solve dosage calculation problems. Critical thinking skills are applied to medication situations to emphasize the importance of accuracy and the avoidance of medication errors.

NU 133 Health Assessment and Diagnostics I

2 Semester Hours

Prerequisite: Admission to the Nursing Program

ORT 200 Portfolio Development: Prior Learning Assessment

2 Semester Hours

Prerequisite: Contact the Associate Director of Admissions. RDG 99 or minimum level placement test scores for college-level English courses; ENL 101 is recommended

The purpose of ORT 200 is to assist adult students with the development of a comprehensive portfolio documenting knowledge acquired through life/work experiences and other formal or informal learning experiences. Students are guided through a series of group sessions on learning style, college-level learning, skill identification, goal setting, and the portfolio development process. Each student is responsible for the development of a written portfolio that provides the description, analysis, and documentation of learning experiences which are appropriate for his/her own educational program of study.

ORT 199/299 Special Topics in Orientation

1-3 Semester Hours

Special topics are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research.

Philosophy (PHL)

PHL 200 Introduction to Philosophy

3 Semester Hours

Prerequisite: ENL 101

This course considers some of the major questions about the nature of existence and human values, the problem of how such questions can be answered, and some of the proposed answers to these questions.

PHL 260 World Problems

3 Semester Hours

PHL 260 will engage students in moral reasoning by reading the accounts of camp survivors, slaves, and victims of poverty; also, by examining important events in the twentieth and twenty-first centuries, students will gain insight into questions such as: What makes some moral decisions better than others? What are our capacities to be good and to be bad? Is there a real difference between right and wrong, or is morality "all relative"?

PHL 290 Biomedical Ethics

3 Semester Hours

Prerequisite: ENL 101

Biomedical ethics is the study of ethical issues associated with the practice of medicine and biomedical research. Issues including medical paternalism and the physician-patient relations, the role and responsibilities of nurses, the definition of death, decisions regarding life-sustaining treatment, physician-assisted suicide and euthanasia, embryonic stem cell research, prenatal diagnosis, abortion on grounds of a genetic defect, and human cloning.

PHL 199/299 Special Topics in Philosophy

1-3 Semester Hours

Special topics in philosophy are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to philosophy.

Physics (PHS)

PHS 115 Applied Physics

3 Semester Hours

Prerequisite: MTH 115 OR minimum acceptable test scores for placement in college-level math

This course introduces the student to the basic study of

SOC 205 Marriage and Family Relations
3 Semester Hours

This course encourages students to explore their attitudes concerning dating, marriage, and family relations and to examine the results of sociological analysis of these topics.

SOC 207 Social Problems
3 Semester Hours
Prerequisite: SOC 203

This course deals with an analysis of major American social problems utilizing the theories, concepts, and results of sociological research. There will be an emphasis on the problems faced by minority groups, including access to the world as a “global village.”

SOC 220 Introduction to Cultural Anthropology
3 Semester Hours

This course studies the beliefs, behaviors, and institutions of different peoples. Students will gain knowledge of how anthropological concepts and evidence are used to understand and appreciate cultural diversity.

SOC 230 A Sociological View of the Appalachian Culture
3 Semester Hours

Prerequisite: RDG 100 OR ENL 100, OR minimum acceptable test scores for placement in college-level English.

This course introduces students to sociological views of the Appalachian culture.

SOC 199/299 Special Topics in Sociology/
Anthropology
1-3 Semester Hours

Special topics in sociology are courses offered in response to specific curriculum needs or community interests.

The course may consist of seminars, specialized or individual instruction, and/or research in an area related to sociology.

Spanish (SPA)

Travel & Tourism (TRT)

TRT 100 Introduction to Travel and Tourism
3 Semester Hours

A course designed to introduce students to the various facets of the tourism industry. Special emphasis is placed on industry terminology, history of travel and leisure concepts, trade associations, economic/social/cultural impact of tourism and travel, customer service skills, and future trends in travel and tourism.

TRT 201 Hospitality Management
3 Semester Hours

This course provides an overview of the hospitality industry; hotel management, food and beverage operations, business and leisure travel markets, convention services, hospitality trends, guest-based customer service strategies, and career opportunities will be addressed.

TRT 199/299 Special Topics in Travel and Tourism
1-3 Semester Hours

Special topics in travel and tourism are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to travel and tourism.

Wind Energy Technology (WTT)

WTT 230 Supervisory Control and Data Acquisition
4 Semester Hours

Prerequisite: WTT 211 or permission from the instructor
Laboratory/Lecture: 3 hours lecture and 3 hours laboratory each week.

This course provides hands-on experience working with industrial data communications hardware found in a commercial wind farm. Supervisory Control and Data Acquisition (SCADA) systems in the wind industry will be used to practice maintenance and operational tasks.

WTT 261 Wind Turbine Electromechanical Systems and Troubleshooting II
4 Semester Hours

Pre/Co-requisite: WTT 211
Laboratory/Lecture: 3 hours lecture and 3 hours laboratory each week.

This course is designed to introduce students to the electromechanical systems that make up the wind turbine hub and generator. Students will use wind turbine hub and generator training simulators, schematic diagrams, and a multimeter to learn, operate, and troubleshoot system components. Topics of study include inspection and maintenance of external surfaces of wind towers, nacelles, and blades; inspection and maintenance of components of wind towers, nacelles, drive trains, generators, hubs, and rotors; and other related subjects.

WTT 278 Wind Technician Internship II
3 Semester Hours

Prerequisite: Permission from the Program Director.
Laboratory/Lecture: 1 hour lecture and 6 hours laboratory each week.

The second year Wind Technology Internship II provides students with an advanced industry-based, on-the-job training opportunity. Work will be performed within a maintenance organization consisting of safety assessments, electrical and mechanical inspections, troubleshooting systems and parts replacements, and any other duties that would be expected of full-time employees at the worksite. In order to take this class, the student must have prior approval from the Dean of Teaching and Learning, or designee.

Workforce Education Course Descriptions

Workforce Health Care (WFHC)

WFHC 101 WFED Phlebotomy Technician
6 Semester Hours

The 90-hour Phlebotomy Technician course prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and clinical training in skills and techniques to perform puncture methods.

Phlebotomy Technician (CAST) Certification Eligibility

WFHC 102 WFED Pharmacy Technician
6 Semester Hours

This comprehensive 120-hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification ExCPT exam for CPhT certification.

WFHC 103 Medical Billing and Coding for Workforce Development
6 Semester Hours

This course presents the basics of procedure coding with the CPT and HCPCu ot8.1(n.6(n t)-19s)1.-1T as

WFHC 106 Medical Terminology for Workforce
Development
1 Semester Hour

This 15-hour medical terminology program is a compre-

vW23(1-4.7(i)9H26(8iC)7.2()-1406 M)-3(r2(7)5(W23(1-4.7.7(yE)5.4(D)5(M3.6((d)-126(n)d6.7(a)-1(m i)1)9.5l)5(A)1)d6.)9.5mc8

This 15elour memp.4(r)] TJ 0 -12tne

Section VI: Directory

Governing Boards..... 149
 West Virginia Council for Community & Technical College Education..... 149
 Eastern West Virginia Community & Technical College Board of Governors149
 Eastern West Virginia Community & Technical College President's Cabinet..... 149
Full-time and Faculty..... 150
Part-time and Adjunct Faculty..... 151
Eastern West Virginia Community & Technical College Staff153
Academic Calendar..... 154
 Fall 2020..... 154
 Winter 2020..... 154
 Spring 2021 154
 Summer 2021 155

Directory

West Virginia Council for Community & Technical College Education

Brown, Robert Lee, Chairman
Cameron, Christina, Vice Chair
Roberts, Steve, Secretary
Boggs, Kenneth
D'Antoni, Kathy
Farrell, Michael
Graney, Mike
Miller, Tracy
Parker, Charles
White, Harry
Sorrenti, John
Tucker, Sarah, Chancellor

Eastern West Virginia Community & Technical College Board of Governors

Greenwalt, Greg, Chairman
Helmick, J.R., Vice Chair
Arbaugh, Sheldon
Blackwood, Andrew
Carter, Sonnee
Chambers, Mellinda
Sherman, Kimberly
VanMeter, Sheena
Whetzel, Herman
Davis, Kaleb, Student Representative
Degnan, Ann, Staff Representative
Michael, Sherry, Faculty Representative

Eastern West Virginia Community & Technical College President's Cabinet

| | |
|------------------|---|
| Terrell, Charles | President |
| Backus, Debra | Associate Dean of Teaching and Learning |
| Hakala, Curtis | Dean of Teaching and Learning |
| Galatic, John | Executive Dean of Administrative Services |
| Hamilton, Ron | Chief Information Officer |
| Webb, Megan, | Dean of Advancement and Innovation |
| Wilson, Monica | Dean of Student Access and Success |

Full-Time Faculty

The following list contains titles and primary academic credentials of full-time faculty. Qualified part-time, adjunct faculty, administrators and staff, also instruct some courses.

COLEBANK, KRISTEN, Instructional Technology

Part-Time and Adjunct Faculty

Alt, Cindy, Information Technology, B.S. American Public University (2014)

Arminzaden, Shirin, Administrative Support, M.S., Shahid Beheshti (1990)

Benear, Mark, Psychology, M.S., Cappella University (2007), R.B.A., Shepherd College

Combs, Megan, Sociology, M.S.W., West Virginia University (2017), B.A., Shepherd University (2012)

Conrad, Russell, Speech, M.A., West Virginia University (1987); M.A., West Virginia University (1980), S.B. Salem College (1972); Additional graduate work (1992-2000)

Entwisle, Amy, Early Childhood Development, M.A., Grand Canyon University (2003), B.A. University of Northern Iowa (1994)

Evans, Aaron, Wind Energy and Turbine Technology, B.S. Bridgewater College (1998)

Funkhouser, Michael, Elementary Education, M.S., Shenandoah University (1998), B.S., West Virginia University (1980)

George, Gregory, Psychology, M.A., Marshall University (2011), B.A., Shepherd University (2007)

Glasscock, Sandria, Allied Health, R.N. Diploma, The Washington Hospital School of Nursing (1972)

Gott, Sharon, Mathematics, M.T., Virginia Commonwealth University (1993), B.S., Virginia Commonwealth University (1993) Additional Graduate Hours, University of California at Los Angeles

Hammer, Gene, Biology, M.S., Shenandoah University (1997), B.S., West Virginia University (1976)

Hernandez, Heather, Sociology, B.A., Marshall University (2016), B.M.S., West Virginia University (2015), A.A.S., Eastern West Virginia Community and Technical College (2013)

Hershberger, Jamin, M.A., Marshall University (1998), B.A. Glenville State College (1995), Additional Graduate University Study, West Virginia

Hipp, Mike, Electromechanical Technology, Coursework, WVU Institute of Technology, Industrial Tech, National Occupational Testing Institute (2007), Master Electrician, State of West Virginia, Journeyman Electrician, State of West Virginia

Hodges, Henry, History, B.A., West Virginia University (1989), M.A., Marshall University (1983), B.S., West Virginia University

Jordan, Holly, Political Science, Ph.D., Virginia Polytechnic Institute and State University (2016), M.A., University of Georgia (2009); B.A., Converse College (2006)

Jordan, Michael, Sociology, M.S., West Virginia University (2001), B.S. Frostburg State University (1999)

Laschinger, Leslie, Religion, M.T.S., Harvard Divinity School (1999), AB., University of Georgia (1996)

Lockard, Dawn

Simmons, Joy, English, M.A., Radford University (2001), B.S., Virginia Tech (1996)

Sites, Ruth, Mathematics, M.S., Shepherd University (1998), B.A., Shepherd University (1990)

Smith, Diane, Psychology, M.Ed. + 45, James Madison University (1977), B.S., Shepherd University (1974)

Sykes, John, Nursing, M.A., University of Phoenix (2006), A.D., Marymount University (2000), B.S., George Mason University (1997)

Tantillo, Mary-Faith, History, M.A., St. John's University (1978), B.A., St. John's University (1974)

Verzich, Kathryn, Nursing, B.A., Alderson-Broadus College (2002), A.S., Shepherd University (1975), Additional graduate work

Vincell, Joseph, English, M.A., West Virginia University

Eastern West Virginia Community & Technical College Staff

Academic Services

Degnan, Ann Academic Services Program Coordinator
See, Barbara Administrative Secretary, Nursing

Administrative

Branson, Trina Business Office Administrator Senior
Duling, Diana Accounting Assistant I/Cashier
O'Leary, Michael Office Administrator, President's Office
Sunryder, Jennifer Administrative Secretary
Perry, Craig Web Master
Reyes, Kristen Administrative Assistant/Accounts Payable Assistant
Stream, Patricia Evening Coordinator
Snyder, Jaennae Payrole Assistant/HR Assistant III
Brehn, Geoff Information Technology Assistant

Learner Support Service

Blizzard, Mary Director of Financial Aid
Koontz, Lacey Student Program Advisor
Nelson, Debra Financial Aid Assistant III
Pitcher, Laurie Program Coordinator for Admissions and Financial Aid

Workforce Education

Bogan, Connie Program Assistant
Davey, Erica Case Manager, AP220
Shockey, Melissa Program Coordinator Senior
Shreve, LeAnn Project Manager/Outreach Specialist, AP220

Advancement and Innovation

Bolyard, Charles "Chip" Director of Institutional and Student Advancement
Vacant Director of Agriculture Innovation

Academic Calendar 2020-2021

Fall 2020

| | |
|-----------------------------------|---|
| April 1 | Fall 2020 Pre-registration Begins |
| April 1 – July 31 | Continuous Pre-registration during Regular Business Hours |
| July 31 | Last Day for Pre-registered Students to Pay |
| July 31 | Payment Arrangements Must be Made at the Time of Registration |
| July 31 | Drop Date for Nonpayment of Pre-registration |
| August 1 – 14 | General Registration (Payment required with registration) |
| August 17 | Classes Begin |
| August 17 – 21 | Add/Drop Period |
| September 7 | Labor Day Holiday — College Closed |
| October 12 | End of Mid Semester (1st eight weeks completed) |
| October 16 | Mid Semester Reports Due |
| November 2 | Last Day to Withdraw with a Grade of “W” (11 weeks completed) |
| November 2 | Registration for Spring 2021 Begins |
| November 2 | Deadline for Graduation Applications for Fall 2020 |
| November 23 – 27 | Thanksgiving Holiday — No Classes |
| November 30 | Classes Resume |
| December 4 | Last Day of classes (full term classes only) |
| December 7 – 11 | Final Exams |
| December 15 | Final Grades Due by 12:00 Noon |
| December 24 – January 1 | Holiday Break — College Closed |

Winter 2020

| | |
|-----------------------------|---|
| April 1 | Winter 2020 Pre-registration Begins |
| April 1 – July 31 | Continuous Pre-registration during Regular Business Hours |
| August 1 – 14 | General Registration (Payment required with registration) |
| December 14 | Classes Begin |
| December 14 – 18 | Add/Drop Period |
| December 31 | Last Day to Withdraw |
| January 1 | Last day of Winter Term Classes |
| January 4 – 8 | Final Exams |
| January 11 | Grades Due |

Spring 2021

November 2

ADA Coordinator

Lacey Koontz
Monica Wilson
Learner Support Services
316 Eastern Drive
Moore eld, WV 26836
304.434.8000

EEO Coordinator

Carlos Gutierrez
Human Resources Director
316 Eastern Drive
Moore eld, WV 26836
304.404.8000

Student Title IX Coordinator

Debra Backus
Dean of Teaching and Learning
316 Eastern Drive
Moore eld, WV 26836
304.434.8000

Degree Programs

Accounting
Administrative Support Technology

Certificate Programs

Accounting
Administrative Support Technology

Certification Programs

Certified Nursing Assistant
Dental Assisting

General Admission Requirements for Eastern West Virginia & Technical College

Students seeking admission to EWVCTC as a degree-seeking student must submit the following:

(Please see College Catalog for specific information)

- (1) Application for Admission
- (2) GED or HS Diploma or TASC Assessment
- (3) ACT/SAT/Accuplacer® Scores
- (4) High School and/or College Transcripts

